

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

### ICT ZONE ASIA BERHAD (1312785-x) – Sixth Annual General Meeting (6<sup>th</sup> AGM)

**Date** : Tuesday, 15 July 2025  
**Time** : 10:30 am  
**Physical Meeting Venue** : Ground Floor, Block J, Excella Business Park, Jalan Ampang Putra, 55100 Kuala Lumpur.

### PROCEDURES TO PARTICIPATE IN AGM

#### BEFORE AGM DAY

##### A. REGISTRATION

##### Individual Shareholder / Corporate Shareholder / Nominees Company

	Description	Procedure
i.	Submit Form of Proxy (hardcopy)	<p>The closing time to submit your hardcopy Form of Proxy is at <b>10.30 am, Sunday, 13 July 2025</b></p> <p>a. *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"><li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li><li>○ *Email address of the Proxy</li></ul> <p>b. Submit/Deposit the hardcopy Form of Proxy to <b>Aldpro Corporate Services Sdn Bhd</b>, B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia</p>
ii.	Electronic Lodgement of Proxy Form - For individual	<p>The closing time to submit your electronic lodgement of Proxy Form is at 10.30 a.m., Sunday, 13 July 2025.</p> <p>a. *Fill-in details on the hardcopy Form of Proxy Form and ensure to provide the following information:</p> <ul style="list-style-type: none"><li>● MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li><li>● Contact number and email address of the Proxy</li></ul> <p>b. Scan and submit the completed Proxy Form via email to <a href="mailto:admin@aldpro.com.my">admin@aldpro.com.my</a>.</p>

Shareholders who appoint Proxy(ies) to participate in the [AGM] must ensure that the hardcopy or e-proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

## ON AGM DAY

### B. REGISTER PROXY

#### Individual Shareholders

	Description	Procedures
i.	Register yourself at the registration counter to receive e-voting ballots.	<ul style="list-style-type: none"><li>- Registration will be at the Meeting Venue at ICT Zone Asia Berhad, Ground Floor, Block J, Excella Business Park, Jalan Ampang Putra, 55100 Kuala Lumpur.</li><li>- The registration counter will open from 9.30 am, 15 July 2025 to 10.30 am, 15 July 2025.</li><li>- Please present your original <u>identity card ("IC") or passport</u> during registration for verification purposes. <b>Note: You are NOT allowed to register on behalf of another person even with the original IC or passport of the other person.</b></li><li>- Once registered, you will be given an e-voting ballot to cast your vote. <b>Note: Each shareholder will receive a unique e-voting ballot with QR code printed. Shareholders/Proxy are responsible for safeguarding their ballot. Please inform the registration counter immediately if your ballot is lost.</b></li></ul>

#### Proxy/ Corporate Shareholder/Nominees Company

	Description	Procedures
ii.	Register yourself at the registration counter to receive e-voting ballots.	<ul style="list-style-type: none"><li>- Registration will take place at the Meeting Venue at ICT Zone Asia Berhad, Ground Floor, Block J, Excella Business Park, Jalan Ampang Putra, 55100 Kuala Lumpur.</li><li>- The registration counter will open from 9.30 am, 15 July 2025 to 10.30 am, 15 July 2025.</li><li>- Please present your <u>original identity card ("IC") with proxy form, or corporate representative appointment letter</u> for verification during registration. <b>Note: You are NOT allowed to register on behalf of another person even with the original IC or passport of the other person.</b></li><li>- Once registered, you will be given an e-voting ballot to cast your vote. <b>Note: Each shareholder will receive a unique e-voting ballot with QR code printed. Shareholders/Proxy are responsible for safeguarding their ballot. Please inform the registration counter immediately if your ballot is lost.</b></li></ul>

## C: VOTING

	Description	Procedures
i.	E-Voting	<p>Once the Chairman announces the opening of voting:</p> <ol style="list-style-type: none"> <li>Scan the QR code on the e-voting ballot or visit the support counter for assistance.  <b>Note: If your device does not have a built-in QR scanner, you will need to download third-party software to scan the QR code.</b></li> <li>After scanning the QR code, you will be directed to the AGM/EGM landing page. Please verify your details, then scroll down and click <b>“Confirm Details &amp; Start Voting.”</b></li> <li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click <b>“Next”</b> to continue voting for all resolutions.</li> <li>To change your vote, click the <b>“Back”</b> button and select another voting choice.</li> <li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click <b>“Confirm”</b> to submit your vote.  Note: Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes</li> </ol> <p>The support team will be available to assist you if you encounter any difficulties.</p>
ii .	View voting result	<p>Upon the Chairman’s announcement of the results:</p> <ol style="list-style-type: none"> <li>Scan the QR code on the e-voting ballot  Note: If your device does not have a built-in QR scanner, you will need to download third-party software to scan the QR code.</li> <li>After scanning the QR code, you will be directed to the AGM/EGM landing page. Scroll down and click <b>“View voting”</b></li> <li>On the voting result page, you are able to see the results details page</li> </ol>

## 1. ENTITLEMENT TO ATTEND AND VOTE AT GENERAL MEETING

- Only members whose names appear on the Record of Depositors of the Company as at **7 July 2025** shall be eligible to attend the General Meeting or appoint proxies to attend and vote on their behalf.

## 2. PROXY

A member shall be entitled to appoint another person as his/her proxy to exercise all or any of his/her rights to attend, participate, speak and vote in his/her stead. Where a member appoints two proxies, the appointment shall not be valid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.

- The Proxy Form shall not be treated as valid unless the posted Form is received or the Form is deposited with the Share Registrar of the Company at Aldpro Corporate Services Sdn Bhd at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia not less than 48 hours before the time appointed for holding the General Meeting or any adjournment thereof.
- Alternatively, for individual members only, the completed Proxy Form may be lodged electronically ("e-Proxy") via email to [admin@aldpro.com.my](mailto:admin@aldpro.com.my).

## ADDITIONAL INFORMATION

### Voting Procedure

Agmo Digital Solutions Sdn Bhd and Aegis Communication Sdn Bhd will be appointed to conduct the polling process and verify the results of the poll, respectively.

### No Door Gift or e-Voucher or Food Voucher

There will be no door gift or e-Voucher or food voucher given at this General Meeting.

### Enquiry

- a. For any enquiry relating to the ICT Zone Berhad AGM of, please contact Aldpro Corporate Services Sdn Bhd, during office hours (8:30 a.m. to 5:30 p.m.) from Monday to Friday (Except for public holidays):

Telephone No : 03-9770 2200  
Email : [admin@aldpro.com.my](mailto:admin@aldpro.com.my)

- b. For enquiries relating to e-voting or issues encountered during registration, log in, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Live chat: <https://web.vote2u.my>  
Telephone Number: 03-7664 8520 / 03-7664 8521  
Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)