



ASM AUTOMATION GROUP BERHAD
[Registration No. 202401033717 (1579565-M)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDES

for the First Annual General Meeting (“1st AGM”)

Meeting Date : Friday, 29 August 2025
Time : 11:00 a.m.
Meeting Venue : Kampar Room, Travelodge Ipoh, Jalan Raja DiHilir, 30350 Ipoh, Perak.

MEETING PARTICIPATION

All shareholder(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 1st AGM are required to register for the meeting at the Meeting Venue.

REGISTRATION

1. Registration will commence at **10:00 a.m. on Friday, 29 August 2025** at the entrance of the meeting venue and will end at a time as announced by the Chairman of the Meeting.
2. Please present your **original MyKad or passport (for Non-Malaysian)** at the registration counter for verification and registration. Photocopies of the MyKad or passport will not be accepted. Kindly ensure that you collect your MyKad or passport upon completion of registration.
3. Registration must be done in person. No person will be allowed to register on behalf of another person even with the original MyKad or passport of that person.
4. Upon registration, you will be given an identification barcode wristband to enter the meeting hall. Please be reminded that there will be **no replacement in the event the barcode wristband is lost or misplaced**. No one will be allowed to enter the meeting hall without wearing the barcode wristband.
5. If you are attending the 1st AGM as shareholder as well as proxy, you will be registered once only and will be given only one (1) barcode wristband.
6. The registration counter will handle only verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.

ENTITLEMENTS TO ATTEND, PARTICIPATE, SPEAK AND VOTE

Only members whose names appear on the Record of Depositors on **22 August 2025** (General Meeting Record of Depositors) shall be entitled to attend, participate, speak and vote at the 1st AGM or appoint proxy(ies) to attend, participate, speak and vote on their behalf.

If you are unable to participate at the 1st AGM, you may:

- (i) Appoint proxy(ies) to participate and vote on your behalf; or
- (ii) Appoint the Chairman of the Meeting as your proxy to vote on your behalf;

and indicate your voting instructions in the Proxy Form. Please refer to the next section for further information in relation to the appointment of proxy(ies).

If you wish to attend the 1st AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the 1st AGM together with a proxy appointed by you.

ADMINISTRATIVE GUIDES

for the First Annual General Meeting ("1st AGM")

(Cont'd)

LODGEMENT OF PROXY FORM

The Proxy Forms and/or documents relating to the appointment of proxy(ies)/ corporate representative(s) /attorney(s) for the 1st AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner, not later than **Wednesday, 27 August 2025 at 11:00 a.m.:**

(i) In hard copy Proxy Form

By hand or post to the office of the Share Registrar, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.

(ii) By electronic means

Through the Share Registrar's online portal, Boardroom Smart Investor Portal ("**BSIP**") at <https://investor.boardroomlimited.com> or via email to bsr.helpdesk@boardroomlimited.com. Kindly refer to the table below for proxy appointment via BSIP.

Procedure	Action
STEP 1 Register Online with BSIP <i>(For first time registration only)</i>	<p>NOTE: IF YOU HAVE ALREADY SIGNED UP WITH BSIP, YOU ARE NOT REQUIRED TO REGISTER AGAIN. YOU MAY PROCEED TO STEP 2.</p> <ul style="list-style-type: none"> • Access the website https://investor.boardroomlimited.com • Click "Register" to sign up as a user. • Please select the correct account type i.e. sign up as "Shareholder" or "Corporate Holder". • Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (NRIC) (front and back) or Passport. Click "Register". • For Corporate Holder, kindly upload the authorisation letter as well, Click "Sign Up". • You will receive an email from BSIP Online for email address verification. Click on "Verify Email Address" from the email received to continue with the registration. • Once your email address is verified, you will be re-direct to BSIP Online for verification of mobile number. • Click on "Request OTP Code" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "Enter" to complete the process. • Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. • An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the email address and password filled up by you during the registration to proceed.

ADMINISTRATIVE GUIDES

for the First Annual General Meeting ("1st AGM")

(Cont'd)

Procedure	Action
STEP 2 Appointment of Proxy(ies)	Individual and Corporate Shareholder <ul style="list-style-type: none"> • Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. • Select "ASM AUTOMATION GROUP BERHAD 1ST ANNUAL GENERAL MEETING" from the list of Meeting Event(s) and click "Enter". • Click "Submit eProxy Form". • Enter your CDS Account Number and number of Securities held. • Select your proxy — either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). • Read and accept the General Terms and Conditions and click "Next". • Enter the required particulars of your proxy(ies). • Indicate your voting instructions — "FOR" or "AGAINST" or "ABSTAIN". If you wish to have your proxy(ies) to act upon his/her discretion, please indicate "DISCRETIONARY". • Click "Apply". Download or print the eProxy Form as acknowledgement. <p><i>Note for Corporate Representatives: If you are representing more than one (1) Company, kindly click the home button and select "Edit Profile" to add Company.</i></p>
	Authorised Nominee and Exempt Authorised Nominee <p><u>Via BSIP</u></p> <ul style="list-style-type: none"> • Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. • Select "ASM AUTOMATION GROUP BERHAD 1ST ANNUAL GENERAL MEETING" from the list of Meeting Event(s) and click "Enter". • Click on "Submit eProxy Form". • Select the company you would like to represent (if you represent more than one company). • Proceed to download the file format for "Submission of Proxy Form" from BSIP. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Review and confirm your proxy appointment and click "Submit". • Download or print the eProxy form as acknowledgement. <p><i>Note: if you are representing more than one (1) company, kindly click the home button and select "Edit Profile" to add Company.</i></p> <p><u>Alternatively, via email</u></p> <ul style="list-style-type: none"> • Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Corporate Holder, CDS account number accompanied with the certificate of appointment of corporate representative or Proxy Form (as the case may be) to submit the request. • Please provide a copy of corporate representative's or proxy's MyKad (front and back) or Passport as well as his/her email address.

ADMINISTRATIVE GUIDES

for the First Annual General Meeting ("1st AGM")

(Cont'd)

REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the 1st AGM and subsequently decide to appoint another person or if you wish to participate at the 1st AGM yourself, please revoke the appointment of proxy(ies) at least forty-eight (48) hours before the 1st AGM, i.e. not later than **Wednesday, 27 August 2025 at 11:00 a.m.**:

Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none"> Click "Meeting Event" and Enter "ASM AUTOMATION GROUP BERHAD 1ST ANNUAL GENERAL MEETING" Go to "Submitted eProxy Form list" and click "View" for the eProxy Form. Click "Cancel/Revoke" at the bottom of the eProxy Form. Click "Proceed" to confirm. 	<p>Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy(ies).</p>

Upon revocation, proxy(ies) appointed earlier will not be allowed to participate at the 1st AGM. In such event, you should advise your proxy(ies) accordingly.

VOTING PROCEDURE

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of 1st AGM will be put to vote by poll. The polling processes shall be managed by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd as Poll Administrator and independent scrutineers shall be appointed to verify and validate the results of the poll at the 1st AGM.

NO GIFTS DISTRIBUTION

No door gift will be provided to all shareholders/proxies/corporate representatives who have registered for the 1st AGM.

REFRESHMENTS

Light refreshments will be served before the commencement of the 1st AGM, followed by lunch upon the adjournment or conclusion of the meeting.

ENQUIRY

If you have any enquiries relating to the 1st AGM, please contact the Share Registrar during office hours, from Mondays to Fridays, between 8:30 a.m. to 5.30 p.m., except for public holidays:

Boardroom Share Registrars Sdn Bhd

11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor, Malaysia

Tel : +603-7890 4700
Fax : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com