

ADMINISTRATIVE GUIDE for 52nd Annual General Meeting

Day/Date : Wednesday, 29 May 2024
Time : 2.30 p.m.
Broadcast Venue : Tricor Business Centre, Gemilang Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

MODE OF MEETING

1. The 52nd Annual General Meeting (“52nd AGM”) will be conducted virtually through live streaming from the Broadcast Venue.
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. **NO** shareholders/proxies/attorneys/authorised representatives will be allowed to attend the 52nd AGM in person at the Broadcast Venue on the day of the meeting.

ENTITLEMENT TO ATTEND AND VOTE

Only shareholders whose name appears in the Record of Depositors as at **5.00 p.m.** on **20 May 2024** (“General Meeting Record of Depositors”) shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 52nd AGM in respect of the number of shares registered in their name at that time.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for participating at the 52nd AGM. However, attractive promotions for our products/services will be offered to the shareholders.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited during the 52nd AGM.

APPOINTMENT OF PROXY & REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

1. Shareholders are to participate remotely at the 52nd AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its website at <https://tjih.online> (“TIH Online”).
2. Shareholders who are unable to attend and who appoint proxy(ies) to participate via RPV facilities at the 52nd AGM must ensure that the appointment of proxy(ies) (duly completed “Form of Proxy”) and the Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority (collectively, the “Proxy Authorisation Documents”) for the 52nd AGM are deposited or submitted in the following manner not less than 48 hours before the time appointed for the 52nd AGM or no later than **27 May 2024 at 2.30 p.m.** If the appointer is a corporation, the instrument appointing a proxy must be executed under seal or under the hand of an officer or attorney duly authorised:
 - (i) In hard copy form
Either by hand or post to the Company’s Share Registrar, Tricor, at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia (Tel: +60 3-2783 9299), or alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;
 - (ii) By electronic means via email
By electronic mail (email) to Tricor’s email address at is.enquiry@vistra.com to be followed by the deposit of a hard copy of the Form of Proxy and the Proxy Authorisation Documents at Tricor’s office address stated in paragraph 2(i) above before the commencement of the 52nd AGM; and
 - (iii) By electronic means via TIH Online
By electronic means via TIH Online. The steps to submit the Form of Proxy are summarised below:

Procedure	Action
STEPS FOR INDIVIDUAL SHAREHOLDERS	
Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, log in with your user name (i.e. email address) and password. Select the corporate event: “TAN CHONG MOTOR 52ND AGM (Submission of Proxy Form)”. Read and agree to the “Terms and Conditions” and confirm the “Declaration”. Insert your Central Depository System (“CDS”) account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide on your votes. Review and confirm your proxy(ies) appointment. Print the Form of Proxy for your record.
STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS	
Register as a user with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>(Note: The authorised representative of a corporation or institutional shareholder must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarification on the user registration).</p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> Log in to TIIH Online at https://tiih.online. Select the corporate exercise name: “TAN CHONG MOTOR 52ND AGM (Submission of Proxy Form)”. Agree to the “Terms and Conditions” and “Declaration”. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxy(ies) by inserting the required data. Submit the proxy appointment file. Log in to TIIH Online, select corporate exercise name: “TAN CHONG MOTOR 52ND AGM (Submission of Proxy Form)”. Proceed to upload the duly completed proxy appointment file. Select “Submit” to complete your submission. Print the confirmation report of your submission for your record.

3. Authorised representatives of corporate shareholders must deposit their original certificate of appointment of authorised representative which should be executed in the following manner:
 - (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member;
 - (ii) If the corporate member does not have a common seal, the certificate of appointment should be executed by an officer or attorney duly authorised.
4. Attorneys appointed by power of attorney are to deposit their power of attorney. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
5. **Alternatively, shareholders who are unable to participate in the 52nd AGM may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.**

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board in advance of the 52nd AGM via TIIH Online by selecting “**e-Services**” to log in, pose questions and submit electronically no later than **Monday, 27 May 2024 at 2.30 p.m.** The Board will endeavour to answer the questions received at the 52nd AGM.

PROCEDURES FOR RPV FACILITIES

Shareholders/proxies/authorised representatives/attorneys who wish to participate at the 52nd AGM remotely using the RPV facilities are to follow the requirements and procedures below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. <p>If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</p>
(b)	Submit your registration for RPV facilities	<ul style="list-style-type: none"> Registration is open from Tuesday, 30 April 2024 until such time before the voting session ends at the 52nd AGM on Wednesday, 29 May 2024. Log in with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) TAN CHONG MOTOR 52ND AGM”. Read and agree to the “Terms & Conditions” and confirm the “Declaration”. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 20 May 2024, the system will send you an email after 27 May 2024 to approve or reject your registration for remote participation. <p>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</p>
ON THE DAY OF THE AGM		
(c)	Log in to TIIH Online	<ul style="list-style-type: none"> Log in with your user ID and password for remote participation at the 52nd AGM at any time from 1.30 p.m. i.e. 1 hour before the commencement of the 52nd AGM on Wednesday, 29 May 2024 at 2.30 p.m.
(d)	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) TAN CHONG MOTOR 52ND AGM” to engage in the proceedings of the 52nd AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to the questions submitted by remote participants during the 52nd AGM. The quality of your connection to the live streaming is dependent on the bandwidth and stability of the internet connection at your location and the device you use. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, please call Tricor Help Line at +60 11-4080 5616 / +60 11-4080 3168 / +60 11-4080 3169 / +60 11-4080 3170 or email to tiih.online@vistra.com for assistance.

	Procedure	Action
ON THE DAY OF THE AGM (Cont'd)		
(e)	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 2.30 p.m. on Wednesday, 29 May 2024 until a time when the Chairman announces the completion of the voting session of the 52nd AGM. Select the corporate event: “(REMOTE VOTING) TAN CHONG MOTOR 52nd AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the query box. Read and agree to the “Terms & Conditions” and confirm the “Declaration”. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the 52nd AGM, the live streaming will end.

POLL VOTING

- The voting at the 52nd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Scrutineer Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
- Shareholders/proxies/attorneys/authorised representatives can proceed to vote on the resolutions at any time from the commencement of the 52nd AGM at **2.30 p.m.** on **29 May 2024** but before the end of the voting session which will be announced by the Chairman of the meeting. Please refer to item (e) of “**Procedures for RPV Facilities**” above for guidance on how to vote remotely from TIIH Online.
- Upon completion of the voting session for the 52nd AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +60 3-2783 9299
 Fax No. : +60 3-2783 9222
 Email : is.enquiry@vistra.com

Contact Persons : Mr. Hifzul Azad/Tel: +60 3-2783 9284/Email: Mohamad.Hifzul@my.tricorglobal.com
 Mr. Nazrul Darwin/Tel: +60 3-2783 9246/Email: Nazrul.Darwin@my.tricorglobal.com
 Ms. Siti Zalina Osmin/Tel: +60 3-2783 9247/Email: Siti.Zalina@my.tricorglobal.com

PERSONAL DATA PRIVACY

Please refer to the Company’s compliance with the Personal Data Protection Act 2010 notice as found in the Company’s Annual Report 2023.