

ADMINISTRATIVE GUIDE FOR TWENTY-FOURTH ANNUAL GENERAL MEETING (“24TH AGM”)

- Meeting Day & Date** : Wednesday, 28 August 2024
- Time** : 10:00 a.m.
- Online Meeting Platform** : www.swsb.com.my
- Mode of Communication** : Shareholders may submit questions to the Board of Directors (“**Board**”) prior to the AGM to adminsupport@auro.com.my **no later than 10:00 a.m. on 26 August 2024** or to use the Question and Answer (“**Q&A**”) Platform to transmit questions to the Board via Remote Participation and Voting (“**RPV**”) facilities during live streaming.
- Broadcast Venue** : Virtual basis through live streaming and online remote participation and voting from the Broadcast Venue at No.5-7, Level 5, Menara MBBM, No.1, Jalan Syed Putra, 58000 Kuala Lumpur.

Dear Valued Shareholders of Auro Holdings Berhad (“Auro” or the “Company”),

Mode Of Meeting

- The Company will hold and conduct its AGM on a virtual basis through live streaming and online remote voting using RPV facilities.
- Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.
- The Broadcast Venue of the AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the AGM to be present at the main venue of the AGM.
- **NO** members or proxy(ies)/corporate representative(ies)/attorney(s) from the public shall be physically present at the Broadcast Venue on the day of the AGM.
- Kindly check the latest updates via announcements on Bursa Malaysia Berhad’s website at www.bursamalaysia.com.

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RPV Facility

1. Should you wish to attend the AGM, you are required to register yourself by using the RPV facilities in accordance with the instructions as set out under paragraph 6 below.

If a member is unable to participate in the online AGM, he/she/it is encouraged to appoint the Chairman of the AGM as his/her/its proxy(ies) and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

A member who wishes to appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the AGM via the RPV facilities must request his/her/its proxy(ies)/corporate representative(s)/attorney(s) to register himself/herself/themselves for the RPV facilities.

With the RPV facilities, you may exercise your rights as a member to attend, participate (including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company) and vote remotely at the AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV facilities to attend, participate and vote remotely at the AGM. Please refer to the details as set out below for information.

3. **Corporate Members** (through Corporate Representative(s) or appointed proxy(ies)) who wish to participate and vote remotely at the AGM. Please contact the Share Registrar of the Company, **Aldpro Corporate Services Sdn. Bhd.** (“Aldpro”) with the details set out below for assistance and will be required to provide the following documents to the Company/ Share Registrar of the Company **no later than 26 August 2024 at 10:00 a.m.:** -

- a. Certificate of Appointment of its Corporate Representative or Proxy Form under the seal of the corporation or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Proxy Form is not executed under the seal of the corporation, please attach a copy of that corporation’s constitution for verification;
- b. Copy of the corporate representative’s or proxy’s identity card (MyKad) (front and back)/ Passport; and
- c. Corporate representative’s or proxy’s email address and mobile phone number.

4. **Nominee Company Members** who wish to attend, participate and vote remotely at the AGM can request their Nominee Companies to appoint their proxy(ies) to attend, participate and vote remotely at the AGM. Please contact the Share Registrar of the Company, **Aldpro** with the details set out below for assistance and will be required to provide the following documents to the Company/ Share Registrar of the Company **no later than 26 August 2024 at 10:00 a.m.:** -

- a. Proxy Form under the seal of the Nominee Company or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the Nominee Company. If the Proxy Form is not executed under the seal of the Nominee Company, please attach a copy of that Nominee Company’s constitution for verification;
- b. Copy of the proxy’s identity card (MyKad) (front and back)/ Passport; and
- c. Proxy’s email address and mobile phone number.

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5. Member who is appointing attorney(s) instead of proxy(ies) to participate and vote remotely at the AGM. Please contact the Share Registrar of the Company, **Aldpro** with the details set out below for assistance and will be required to provide the following documents to the Company/ Share Registrar of the Company **no later than 26 August 2024 at 10:00 a.m.:**
 - a. Power of Attorney which is certified notarially and/ or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed;
 - b. Copy of the attorney’s identity card (MyKad) (front and back)/ Passport; and
 - c. Attorney’s email address and mobile phone number.

6. The procedures for the RPV in respect of the live streaming and remote voting at the AGM are as follows: -

Procedures		Action
Before the AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • If you have already registered an account at the website, you are not required to register again. • Access website www.swsb.com.my • Click “Login” and click “Register” to sign up as a user. The registration will be open from 10:00 a.m. on 29 June 2024 and close at 10:00 a.m. on 27 August 2024. • Complete the registration process and upload softcopy of MyKAD (front and back) (for Malaysian members) or Passport (for non-Malaysian members). • Read and agree to the terms and conditions and thereafter submit your request. • Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. • Upon verification of the user ID, Poll Administrator, ShareWorks Sdn. Bhd. (“ShareWorks”) will send an email notification to approve you as a user. • After verification of your registration against the General Meeting Record of Depositors of the Company as at 19 August 2024, the system will send you an email to notify you if your registration is approved or rejected after 19 August 2024. • If your registration is rejected, you can contact ShareWorks for clarifications or to appeal.
On the day of AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the AGM at any time from 9:30 a.m. (30 minutes before the commencement of the AGM on 28 August 2024 at 10:00 a.m.)
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the “Virtual Meeting” from the main menu. • Click the “Join Meeting” located next to the event. You are required to provide your full name as per CDS records and your user registered email address. • Kindly click the video link and insert the password given to you in your email notification in order to join the live video streaming.

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Procedures		Action
On the day of AGM (Cont'd)		
(iii)	Participate through Live Streaming (Cont'd)	<ul style="list-style-type: none"> If you have any questions for the Board, you may use the Q&A platform to transmit your question. The Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the AGM ended. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv)	Online remote voting	<ul style="list-style-type: none"> Select “Voting” located next to the “Join Meeting” and indicate your votes for the resolutions that are tabled for voting. Voting session will commence once the Chairman of the AGM declare that the voting platform is activated and will end once the Chairman announces the completion of the voting session.

Appointment of Proxy

Only a member whose name appears on the Record of Depositors on **19 August 2024** shall be eligible to attend, participate and vote at the AGM or appoint proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote on his/her/its behalf.

If a member appoints his/her/its proxy(ies)/corporate representative(s)/attorney(s) to attend, participate and vote at the AGM, please ensure the duly executed Proxy Form/Certificate of Appointment of its Corporate Representative/Power of Attorney are must submitted to the Share Registrar of the Company, **Aldpro** as follows **not later than 26 August 2024 at 10:00 a.m.**, otherwise the Proxy Form shall be treated as invalid:-

Deposit Hardcopy of Proxy Form

The Share Registrar of the Company

Aldpro Corporate Services Sdn. Bhd.

B-21-1, Level 21, Tower B, Northpoint Mid Valley City

No. 1, Medan Syed Putra Utara

59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

Revocation of Proxy

Please note that if an Individual Member has submitted his/her Proxy Form prior to the AGM and subsequently decides to personally attend and participate in the AGM via RPV facilities, the Individual Member shall proceed to contact **Aldpro** to revoke the appointment of his/her/its proxy **no later than 26 August 2024 at 10:00 a.m.**

Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of AGM of the Company shall be put to vote by way of a poll. The Company has appointed **ShareWorks** as Poll Administrator to conduct the poll by way of electronic means and **SharePolls Sdn Bhd** as Independent Scrutineers to verify the poll results.

The Independent Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

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No Recording or Photography

Strictly **NO recording or photography** of the proceedings of the AGM is allowed.

No Door Gifts or e-Vouchers

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

Digital Copies of AGM Documents

The following items are available at the Company’s website at <https://auro.com.my/> :-

- i. Annual Report 2024;
- ii. Corporate Governance Report 2024;
- iii. Notice of the 24th AGM;
- iv. Proxy Form
- v. Request Form – Annual Report; and
- vi. Administrative Guides for 24th AGM.

Enquiry

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

The Share Registrar of the Company

Aldpro Corporate Services Sdn. Bhd.

Address : B-21-1, Level 21, Tower B
Northpoint Mid Valley City
No. 1, Medan Syed Putra Utara
59200 Kuala Lumpur, Wilayah Persekutuan

Contact Persons : Mr. Jia Hong / Ms Jennie Wong
Telephone Number : +603 9770 2200
Email Address : admin@aldpro.com.my

OR

Poll Administrator / RPV Technical Support

ShareWorks Sdn. Bhd.

Address : No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

Contact Persons : Mr. Kou Si Qiang / Mr. Chan Wai Kien
Telephone Number : +603 6201 1120
Email Address : ir@shareworks.com.my