ADMINISTRATIVE GUIDE AND NOTES FOR SHAREHOLDERS

FOR EXTRAORDINARY GENERAL MEETING

Day/Date:	Time:	Venue:
Wednesday, 5 August 2026	**10.00 a.m.**	**Conference Hall, Ground Floor, Wisma Taiko, No. 1, Jalan S.P. Seenivasagam, 30000 Ipoh, Perak Darul Ridzuan.**

1. REGISTRATION

- Registration will start at 9.00 a.m. at the Ground Floor lobby of Wisma Taiko and will end at a time directed by the Chairman of the Extraordinary General Meeting ("**EGM**").
- Please produce your original MyKad/Passport (for foreigners) at the registration counter for verification and registration. Please ensure to collect your MyKad/Passport thereafter.
- Please note that no person will be allowed to register on behalf of another person even with the original MyKad/Passport of that person.
- Upon completion of the registration process, 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 that you lose or misplace the barcode wristband**.
- Please vacate the registration area immediately after registration and proceed to the meeting hall.
- Please note that you will not be allowed to enter the meeting hall without wearing the barcode wristband.
- The registration counter will handle only verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.

2. HELP DESK

- Please proceed to the Help Desk located at the Ground Floor lobby of Wisma Taiko for any clarification or enquiries.
- The Help Desk will also handle revocation of proxy appointments.

3. ENTITLEMENT TO PARTICIPATE IN THE EGM

- Only members whose names appear on the General Meeting Record of Depositors or Register of Members as at 29 July 2026 shall be entitled to attend the EGM or appoint a proxy to attend on his/her behalf.

4. CIRCULAR TO SHAREHOLDERS

- The Circular to Shareholders ("**Circular**") is available at the websites of the Company, *www.bkawan.com.my/investor-relations/* and Bursa Malaysia Securities Berhad, *www.bursamalaysia.com*. You can also scan the QR code to download the Circular.
- Printed copies will be available for collection on a first come, first served basis at the registration counter on the day of EGM.
- If you wish to request for a printed copy of the Circular prior to the EGM, you may request through Boardroom Smart Investor Portal at *https://investor.boardroomlimited.com* by selecting "Request for Annual Report & Circular" under the "Investor Services". However, we encourage members to consider the environmental and sustainability concerns, and opt for digital copies of the Circular.

5. APPOINTMENT OF PROXY

- A member of the Company entitled to attend and vote at the EGM is entitled to appoint not more than two (2) proxies to exercise all or any of his/her rights to attend and vote at the same EGM on his/her behalf. If you are unable to attend the EGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions stated in the notice of EGM.
- You may submit your proxy form to the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd or by email to *bsr.proxy@boardroomlimited.com* not less than twenty-four (24) hours before the time appointed for the taking of the poll.
- The proxy form may also be lodged electronically via Boardroom Smart Investor Portal ("**BSIP**") at *https://investor.boardroomlimited.com*. For further information, kindly refer to the Table on the next page for proxy appointment via BSIP.

5. APPOINTMENT OF PROXY (Continued)

TABLE – PROXY APPOINTMENT VIA BSIP:

Step 1 – Register Online with BSIP (for first time registration only)	***Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.*** • Access the website at *https://investor.boardroomlimited.com.* • Click “Register” to sign up as a user. • Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (“**NRIC**”) (front and back) or Passport. Click “Register”. • 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. • For corporate shareholder, kindly upload the authorisation letter as well. Click “Sign up”. • Once your email address is verified, you will be re-directed 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.
Step 2 – Appointment of Proxy	**Individual and Corporate Shareholder** • Log in to *https://investor.boardroomlimited.com* using your user ID and password from Step 1 above. • Select “Batu Kawan Berhad Extraordinary General Meeting” from the list of Meeting Event and click “Enter”. • Click “Submit eProxy form”. • Read and accept the General Terms and Conditions. • Enter your CDS account number and the number of shares held. • Select your proxy — either the Chairman of the meeting or individual named proxy(ies) and 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. • Review and confirm your proxy(ies) appointment. Click “Apply”. Download or print the eProxy form as acknowledgement. **Authorised Nominee and Exempt Authorised Nominee** Via Email • Write in to *bsr.proxy@boardroomlimited.com* by providing the name of member, CDS account number accompanied with the certificate of appointment of corporate representative or proxy form (as the case may be) to submit the request latest by 4 August 2026 at 10.00 a.m. • Please provide a copy of corporate representative’s or proxy’s NRIC (front and back) or passport, as well as his/her email address. Via BSIP • Login to *https://investor.boardroomlimited.com* using your user ID and password from Step 1 above. • Select “Batu Kawan Berhad Extraordinary General Meeting” from the list of Meeting Event and click “Enter”. • Click on “Submit eProxy Form”. • Select the company you would like to represent. • Proceed to download the file format for “Submission of Proxy Form” from the investor portal. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy(ies) appointment file. • Review and confirm your proxy(ies) appointment and click “Submit”. • Download or print the eProxy form as acknowledgement.

- If you wish to attend the EGM yourself, please do not submit any proxy form. You will not be allowed to attend the EGM together with a proxy appointed by you.
- If you have submitted your proxy form prior to the EGM and subsequently decided to attend the EGM yourself, please proceed to the Help Desk located at the Ground Floor lobby of Wisma Taiko to revoke the appointment of your proxy.

6. ENQUIRIES

If you have any queries prior to the EGM, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

- **Batu Kawan Berhad**
  Corporate Secretarial Department
  Tel : +605-240 8000
  Fax : +605-240 8117
  Email : *cosec@bkawan.com.my*

- **Share Registrar**
  Boardroom Share Registrars Sdn Bhd
  Tel : +603-7890 4700
  Fax : +603-7890 4670
  Email : *bsr.helpdesk@boardroomlimited.com*