



**AVILLION BERHAD**  
(Registration No.199201013018 (244521-A))  
(Incorporated in Malaysia)

### **ADMINISTRATIVE GUIDE**

#### **IN RESPECT OF THE EXTRAORDINARY GENERAL MEETING (“EGM”) TO BE HELD AT PELITA BALLROOM, AVILLION HOTEL PORT DICKSON, 3<sup>RD</sup> MILE, JALAN PANTAI, 71000 PORT DICKSON, NEGERI SEMBILAN**

**Meeting Day & Date** : Tuesday, 29 July 2025

**Time** : 10.30 a.m.

**Venue** : Pelita Ballroom, Avillion Hotel Port Dickson, 3<sup>rd</sup> Mile, Jalan Pantai, 71000 Port Dickson, Negeri Sembilan

Dear Valued Shareholders of Avillion Berhad,

#### **Registration on the day of EGM**

1. Registration will commence at 9.00 a.m., on **Tuesday, 29 July 2025** and will open until the conclusion of the EGM or such a time that may be determined by the Chairman of the meeting.
2. Please read the signage as to where you should register yourself for the meeting and join the queue accordingly.
3. Please present your original National Registration Identity Card (NRIC) or Passport (for Non-Malaysians) at the registration counter for verification.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle the verification of identity, registration and revocation of proxy/proxies.
6. A voting gadget and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.

#### **Appointment of Proxy or Attorney or Corporate Representative**

Shareholders who appoint proxy(ies) to participate at the EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to the office of ShareWorks Sdn Bhd no later than forty-eight (48) hours before the time appointed for holding the EGM.

# ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING (“EGM”) (Cont’d)

## Appointment of Proxy or Attorney or Corporate Representative (cont’d)

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

**(i) In hard copy form**

In the case of an appointment in hard copy form, the proxy form must be deposited at the office of ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.

**(ii) By electronic form**

The proxy form can be electronically lodged via email to [ir@shareworks.com.my](mailto:ir@shareworks.com.my).

Please ensure **ALL** the required particulars in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such appointment is made by a power of attorney must be deposited with ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur no later than **Sunday, 27 July 2025 at 10.30 a.m.** to participate in the EGM. 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.

For a corporate member who has appointed a representative, please deposit the original certificate of appointment with ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur on/or before the EGM. The certificate of appointment 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 affixed with the rubber stamp of the corporate member (if any) and executed by:
  - (a) at least two (2) authorised officers, of whom one shall be a director; or
  - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

## General Meeting Record of Depositors

For the purpose of determining who shall be entitled to attend the EGM, the Company will be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at **22 July 2025** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the EGM.

## No Recording or Photography

**Unauthorised recording or photography** of the proceedings of the EGM is **strictly prohibited**. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

# **ADMINISTRATIVE GUIDE FOR EXTRAORDINARY GENERAL MEETING (“EGM”) (Cont’d)**

## **Enquiry**

If you have any enquiry prior to the EGM, please contact **Mr. Kou Si Qiang** or **Mr. Chan Wai Kien** during office hours from 8.30 a.m. to 5.30 p.m. on Mondays to Fridays (except public holidays):

### **ShareWorks Sdn Bhd**

No. 2-1, Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur  
Wilayah Persekutuan Kuala Lumpur

Telephone Number : +603 6201 1120  
Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)