



AYER Holdings Berhad  
Registration No: 190701000003 (37-K)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE 113TH ANNUAL GENERAL MEETING OF  
AYER HOLDINGS BERHAD  
("AYER" OR "THE COMPANY") ("113<sup>TH</sup> AGM" OR "MEETING")**

Day and Date : Wednesday, 29 May 2024  
Time : 02:00 p.m.  
Venue : Bukit Puchong Gallery, Lot 59244, Jalan BP 7/15, Bandar Bukit Puchong, 47120 Puchong, Selangor

Dear Shareholders,

**REGISTRATION ON THE DAY OF 113<sup>th</sup> AGM**

1. Registration will commence at 01:00 p.m. and the registration counter will be closed once the Chairman of the Meeting announce that registration had been closed.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification. A photocopy of your NRIC or passport will not be accepted. Please ensure that the original NRIC or passport is returned to you and identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband. The identification wristband must be worn throughout the AGM. There will be no replacement in the event you lose or misplace the identification wristband.
3. Registration must be done in person. No person is allowed to register on behalf of another even with the original NRIC or passport of that other person.
4. The registration counter will handle the verification of identity, registration and revocation of proxy/proxies.

**APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE**

If a shareholder is not able to attend the 113<sup>th</sup> AGM on 29 May 2024, he/she can appoint a proxy or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

Shareholders who appoint proxy(ies) to participate at the 113<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn. Bhd. not later than **Monday, 27 May 2024 at 02:00 p.m.**

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Monday, 27 May 2024 at 02.00 p.m.** to participate in the 113<sup>th</sup> AGM. 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 the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia on/or before the AGM to participate in the 113<sup>th</sup> AGM. 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.

The appointment of a proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM and adjourned AGM at which the person named in the appointment proposed to vote:

- (i) In hard copy form  
In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **Monday, 27 May 2024 at 02.00 p.m.**

- (ii) By electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online> not later than **Monday, 27 May 2024 at 02:00 p.m.** and the procedures to submit your proxy form electronically are summarised below:

Procedure		Action
<b>i. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “<b>e-Services</b>” by selecting “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: “<b>AYER HOLDINGS BERHAD 113<sup>th</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> </ul>

		<ul style="list-style-type: none"> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “<b>ENQUIRY</b>” section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: “<b>AYER HOLDINGS BERHAD 113<sup>th</sup> AGM - SUBMISSION OF PROXY FORM</b>”</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “<b>SUBMISSION OF PROXY FORM</b>” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate event: “<b>AYER HOLDINGS BERHAD 113<sup>th</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “<b>Submit</b>” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

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

### **POLL VOTING**

The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. All resolutions set out in the Notice of the 113<sup>th</sup> AGM will be put to a vote by way of poll. A Poll Administrator will be appointed to conduct the polling process and Independent Scrutineers will be appointed to verify the results of the poll.

### **NO DISTRIBUTION OF DOOR GIFTS**

There will be no distribution of door gifts for participating in the 113<sup>th</sup> AGM. Refreshment will be available.

## **NO AUDIO/VIDEO RECORDING OR PHOTOGRAPHY**

**Unauthorised recording, photography**, storing in any retrieval systems, reproducing, transmitting, or uploading in any form, platform or social media or by any means whether it is mechanical, electrical, photocopying, recording or otherwise of the proceedings of the 113<sup>th</sup> AGM is **strictly not allowed**. The Company reserves the right to take appropriate legal action against anyone who violates this rule.

## **ENQUIRY**

If you have any enquiries on the above, please contact our Share Registrar during office hours on Monday to Friday from 9:00 a.m. to 5:30 p.m. (except for public holidays):

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Kindly check the Company's website or announcements made to Bursa Malaysia Securities Berhad's at [www.bursamalaysia.com](http://www.bursamalaysia.com) from time to time for the latest updates on the status or any changes to the arrangements of the 113<sup>th</sup> AGM.