



NEW HOONG FATT HOLDINGS BERHAD

Registration No. 199701010213 (425709-K)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE
FOR THE TWENTY-EIGHTH (28TH) ANNUAL GENERAL MEETING (“AGM”)
OF NEW HOONG FATT HOLDINGS BERHAD (“THE COMPANY”)**

Day & Date : Wednesday, 4 June 2025
Time : 10.00 a.m.
Venue : Function Room 1, Setia City Convention Centre, No. 1, Jalan Setia Dagang AG U13/AG Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor, Malaysia

1. Registration

- (i) The registration will commence at **9.00 a.m. on Wednesday, 4 June 2025**.
- (ii) Please present your **ORIGINAL** MyKAD (for Malaysian) or passport (for non-Malaysians) to the registration staff for verification. Photocopies of identity cards or passports will not be accepted.
- (iii) No person will be allowed to register on behalf of another, even if they have the other person’s original MyKAD or passport.
- (iv) Upon registration, you will receive a voting slip and a wristband. The wristband must be worn throughout the AGM. Lost or misplaced wristbands will not be replaced. Entry to the meeting hall will not be permitted without the wristband.

2. Parking

Complimentary parking for all attendees is allocated at **P2, Setia City Convention Centre**. Kindly park only in the designated spaces at P2 to avoid any inconvenience.

Please use the **Ballroom East entrance** and proceed to **Level 1, Mezzanine Floor**.

For further details, please refer to the location map on **page 4 of this Guide**.

3. Poll Voting

The voting at the 2025 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 Investor & Issuing House Services Sdn. Bhd. (“Tricor”) as the Poll Administrator to conduct the polling process and Scrutineer Solutions Sdn. Bhd. as the Scrutineers to verify the poll results.

Upon completion of the voting session and counting of votes, the Scrutineers will verify the poll results, followed by an announcement by the Chairman of the poll results.

4. Entitlement to Participate and Appointment of Proxy(ies)

Only a depositor whose name appears in the Company's Record of Depositors as at 27 May 2025 will be considered a member and entitled to participate at the AGM or appoint proxy(ies) and/or the Chairman of the Meeting to participate and vote on their behalf.

Members who wish to participate and attend the AGM themselves should not submit any proxy forms for the meeting. They will not be allowed to participate and attend the AGM if the proxy appointed by them is participating.

The appointment of a proxy/corporate representative/attorney may be made in hard copy or by electronic means in the following manner and must be received by the Company not less than 48 hours before the time fixed for holding the AGM, i.e., **not later than 10.00 a.m. on Monday, 2 June 2025.**

(i) In hard copy form

The hardcopy Proxy Form must be deposited with the Share Registrar of the Company, Tricor, located at 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 drop-in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

OR

(ii) By electronic means

The Proxy Form can be electronically lodged with Tricor via its TIIH Online website and the submission steps are summarised as follows:

STEPS FOR INDIVIDUAL MEMBERS		
	Procedure	Action
(a)	Register as TIIH Online user	<ul style="list-style-type: none">• If you are already a TIIH Online user, you are not required to register again. Go straight to (b).• Access the TIIH Online website at https://tiih.online and register as a user under "e-Services". Please select the "Sign Up" button followed by "Create Account by Individual Holder".• Please refer to the tutorial guide posted on the TIIH Online homepage for assistance.• Complete the registration form, upload the required documents and submit.• Registration as a user will be approved within one (1) working day and you will be notified via email.
(b)	Submission of Proxy Form	<ul style="list-style-type: none">• Access the TIIH Online website at https://tiih.online. Log in with your user ID and password.• Select the corporate event: "NHFATT 28TH AGM – SUBMISSION OF PROXY FORM".• Read and agree to the Terms and Conditions and confirm the Declaration.• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.• Review and confirm your proxy(s) appointment.• Print Proxy Form for your record.

STEPS FOR CORPORATION OR INSTITUTIONAL MEMBERS		
	Procedure	Action
(a)	Register as TIIH Online user	<ul style="list-style-type: none"> • If you are already a TIIH Online user, you are not required to register again. Go straight to (b). • Access the TIIH Online website at https://tiih.online and register as a user under “e-Services”. Please select the “Sign Up” button followed by “Create Account by Representative of Corporate Holder”. • Please refer to the tutorial guide posted on the TIIH Online homepage for assistance. • Complete the registration form, upload the required documents and submit. • Registration as a user will be verified, and you will be notified via email within one (1) to two (2) working day(s). <p><i>(Note: The representative of a corporation or institutional member 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 Company’s Share Registrar, Tricor, if you need clarifications on the user registration.)</i></p>
(b)	Submission of Proxy Form	<ul style="list-style-type: none"> • Access the TIIH Online website at https://tiih.online. Log in with your user ID and password. • Select the corporate event: “NHFATT 28TH AGM – SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST; otherwise, your proxy will vote on your behalf. • Review and confirm your proxy(s) appointment. • Print Proxy Form for your record.

5. Pre-Meeting Submission of Question(s) to the Board

Members may submit questions for the Board prior to the AGM to nhfcorporate@newhoongfatt.com.my not later than 10.00 a.m. on Monday, 2 June 2025. The responses to the questions received will be shared during the AGM.

6. No Recording or Photography

Unauthorised recording and photography are strictly prohibited at the AGM.

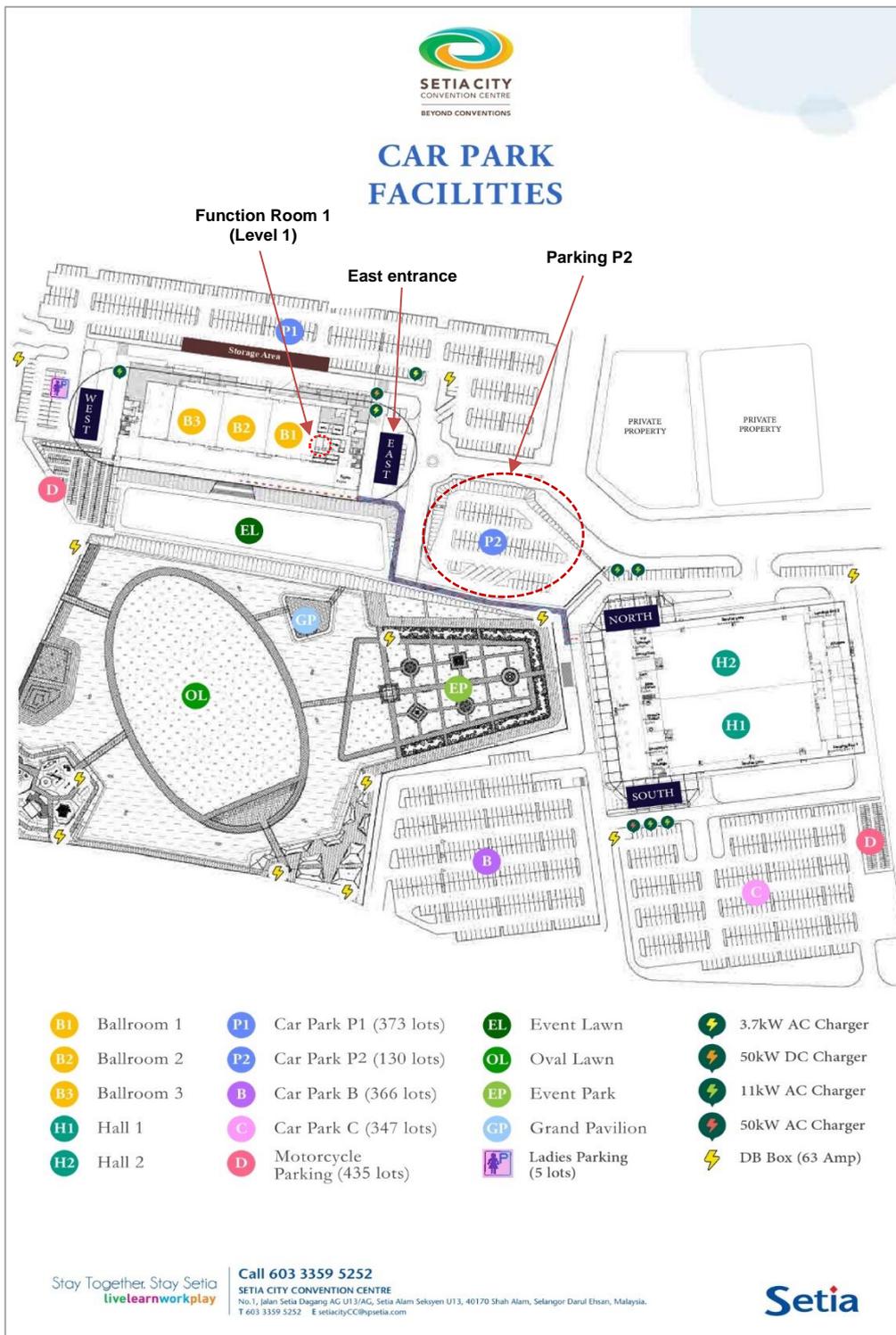
7. Enquiry

If you have any enquiry or require any assistance before or during the meeting, please contact the Company’s Share Registrar, during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays) as follows:

Tricor Investor & Issuing House Services Sdn. Bhd.
 Registration No. 197101000970 (11324-H)
 Unit 32-01, Level 32, Tower A, Vertical Business
 Suite Avenue 3, Bangsar South, No. 8, Jalan
 Kerinchi 59200 Kuala Lumpur, Malaysia

General Line : +603-2783 9299
 Fax Number : +603-2783 9222
 Email : is.enquiry@vistra.com
 Contact Persons :

Pn Azizah Kadir : +603-2783 9260 / azizah@vistra.com
 Mr Jiang Shen Tew : +603-2783 9281 / Jiang.Shen.Tew@vistra.com
 Pn Zakiah Wardi : +603-2783 9287 / zakiah@vistra.com



Google map link:

https://www.google.com/maps/place/1,+Jln+Setia+Dagang+AG+U13%2FAG,+Alam+Nusantara,+40170+Shah+Alam,+Selangor/@3.1097389,101.463536,17z/data=!3m1!4b1!4m6!3m5!1s0x31cc53dbe1d27263:0 added 798881d3d270b518m2!3d3.1097389!4d101.463536!16s%2F11j1c_c7n?hl=en-MY&entry=ttu