



NEW HOONG FATT HOLDINGS BERHAD

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

**ADMINISTRATIVE GUIDE
FOR THE TWENTY-NINTH (29TH) ANNUAL GENERAL MEETING (“AGM”)
OF NEW HOONG FATT HOLDINGS BERHAD (“THE COMPANY”)**

Day & Date	: Thursday, 4 June 2026
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) On **4 June 2026**, registration will open at **9.00 a.m.**
- (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) You are not allowed to register on behalf of another person even if you have the person's original MyKAD or passport.
- (iv) Upon verification and registration, you will be issued an identification wristband. If you are attending the AGM as a shareholder as well as proxy, you will only register once and will be given only one wristband. Please retain the wristband for entry into and voting at the AGM. No replacement wristband will be issued in the event of loss or misplacement.

2. Parking

Complimentary parking for shareholders and proxies is available 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**.

For further details, please refer to the location map on **page 5** of this Guide.

3. Poll Voting

The voting at the AGM will be conducted by poll. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as the Poll Administrator to conduct the polling process.

Upon completion of the voting session and counting of votes, the Scrutineers from Scrutineer Solutions Sdn. Bhd. will verify the poll results, followed by the announcement of the poll results by the Chairman.

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

Only a depositor whose name appears in the Company's Record of Depositors as at 25 May 2026 will be considered a member and entitled to attend, speak and vote at the AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend 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, or **not later than 10.00 a.m. on Tuesday, 2 June 2026:**

(i) In hard copy form

The hardcopy Proxy Form must be deposited with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd., 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, in the drop-in box located 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 procedure to submit the Proxy Form electronically via Vistra Share Registry and IPO (MY) Portal ("the Portal") are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at the Portal	<ol style="list-style-type: none">1. Visit the website at https://srmy.vistra.com.2. Click "Register" and select "Individual Holder" and complete the New User Registration Form.3. For guidance, you may refer to the tutorial guide available on the homepage.4. Once registration is completed, you will receive an email notification to verify your registered email address.5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.6. Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user of the Portal or the TIIH Online portal, you are not required to register again.</i></p>

<p>Proceed with submission of proxy form</p>	<ol style="list-style-type: none"> 1. Login with your email address and password. 2. Select the corporate event: “NEW HOONG FATT HOLDINGS BERHAD 29TH AGM”. 3. Navigate to the 3 dots at the end of the corporate event and choose “SUBMISSION OF PROXY FORM”. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Specify the total number of shares to be represented by your proxy(ies). 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions for each resolution by selecting FOR, AGAINST or ABSTAIN. 8. Print the proxy form for your record.
<p>ii. <u>Steps for Corporation or Institutional Shareholders</u></p>	
<p>Register as a User at the Portal</p>	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>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 Tricor Investor & Issuing House Services Sdn. Bhd. if you need clarifications on the user registration.</i></p>
<p>Proceed with submission of proxy form</p>	<ol style="list-style-type: none"> 1. Login with your email address and password. 2. Select the corporate event: “NEW HOONG FATT HOLDINGS BERHAD 29TH AGM”. 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “Confirm” to complete your submission. 10. Print the confirmation report of your submission for your record.

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

You may submit questions for the Board prior to the AGM to nhfcorporate@newhoongfatt.com.my not later than 10.00 a.m. on Tuesday, 2 June 2026. The responses to the questions received will be shared during the AGM.

6. No Door Gifts

There will be NO distribution of door gifts, vouchers or e-vouchers for participation in the AGM.

7. No Recording or Photography

Unauthorised recording and photography are strictly prohibited at the AGM.

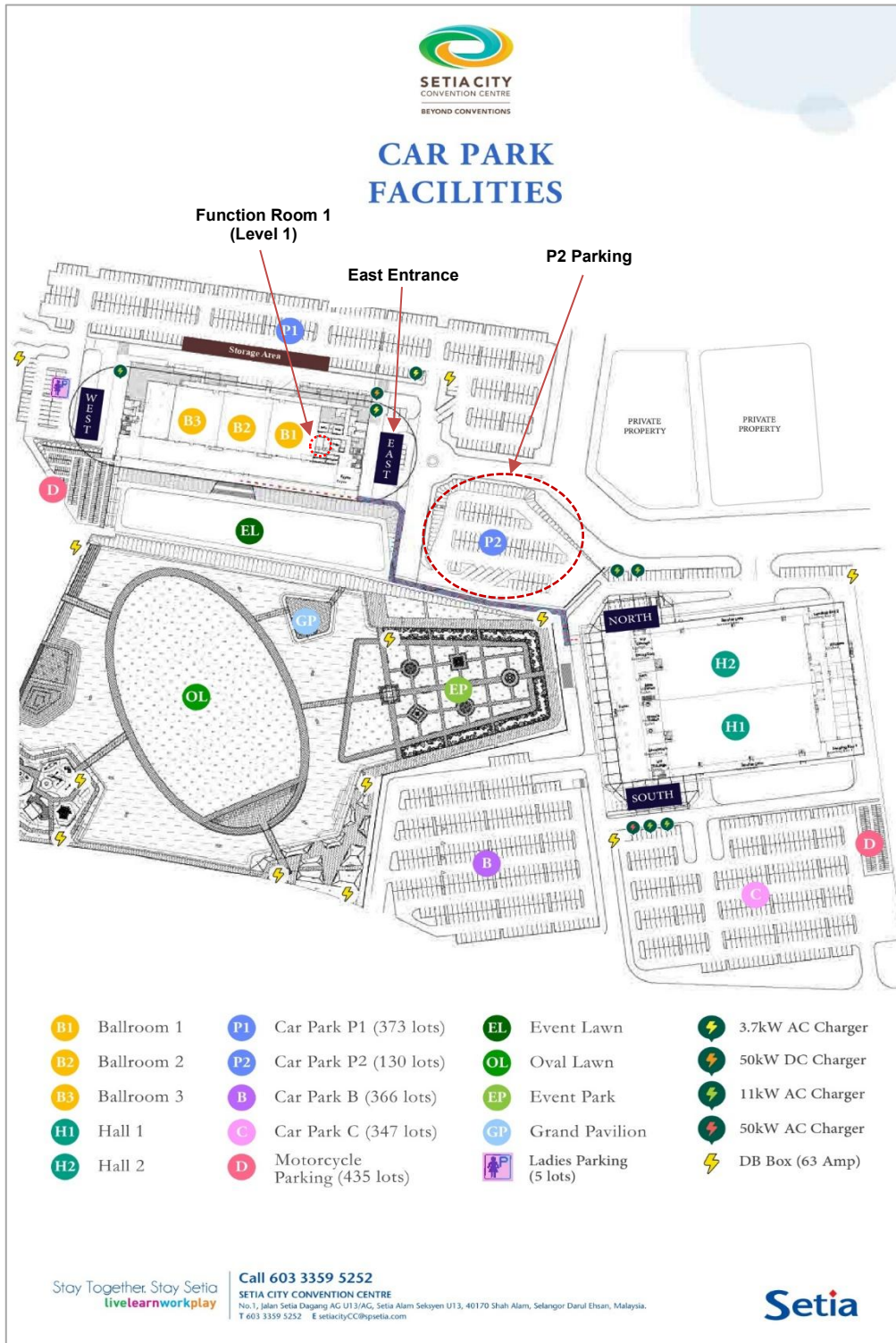
8. Enquiry

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.

General Line : +603-2783 9299
Email : is.enquiry@vistra.com

Location map



Google map link:

<https://maps.app.goo.gl/CDqsiu5ve2n3ibTJ7>