



SECOND ANNUAL GENERAL MEETING (“AGM”) ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Day and Date : Thursday, 5 June 2025

Time : 10:00 a.m.

Venue : Grand Ballroom, Level 2, DoubleTree by Hilton Shah Alam i-City, Finance Avenue, 40000 Shah Alam, Selangor Darul Ehsan, Malaysia

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 27 May 2025 (General Meeting Record of Depositors) is entitled to attend, participate, speak and vote at the Second AGM or appoint proxies to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the Second AGM on 5 June 2025 may appoint not more than two proxies and indicate the voting instructions in the Form of Proxy. A proxy need not be a member of the Company.

The instrument appointing a proxy shall be as follows **AND** the last date and time for logging the Form of Proxy is on **Tuesday, 3 June 2025 at 10:00 a.m.**

1. In hardcopy form

The Form of Proxy can be deposited at the office of Share Registrar of 99 Speed Mart Retail Holdings Berhad (the “**Company**”), Boardroom Share Registrars Sdn Bhd (“**Boardroom**”) at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

2. By electronic means

- (i) The Form of Proxy may be submitted to the Share Registrar of the Company, Boardroom via e-mail to bsr.helpdesk@boardroomlimited.com; or
- (ii) Via electronic means (“**e-Proxy**”) through the Boardroom Smart Investor Portal (“**BSIP**”) at <https://investor.boardroomlimited.com> by logging in and selecting “Submit eProxy Form”.
- (iii) Please refer to the steps below for registration with BSIP, lodgment and revocation of Form of Proxy.

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)

1. Access website: <https://investor.boardroomlimited.com>

Individual Account (For Shareholders & Proxies)	Corporate Account (For representatives of Corporate Holders or Authorised Nominees)
<ul style="list-style-type: none"> - Click “Register” to sign up as a user and select “Sign up as Individual”. - Complete the registration and enter a valid e-mail address. 	<ul style="list-style-type: none"> - Click “Register” to sign up as a user and select “Sign up as Corporate Holder”. - Complete the registration and enter a valid e-mail address.

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- Second Annual General Meeting Administrative Guide for Shareholders (*Cont'd*)

APPOINTMENT OF PROXY(IES) (*CONT'D*)

Step 1 – Register Online with BSIP (for first time registration only) (*Cont'd*)

Individual Account (For Shareholders & Proxies)	Corporate Account (For representatives of Corporate Holders or Authorised Nominees)
<ul style="list-style-type: none">- Upload and attach your MyKad (front and back) or Passport, in JPEG, PNG or PDF format.- Click “Sign Up”. <p>Note: Please ensure you sign up for an Individual Account if you are an appointed proxy to attend the meeting.</p>	<ul style="list-style-type: none">- Upload and attach your MyKad (front and back) or Passport, in JPEG, PNG or PDF format, along with the completed authorization letter.- Click “Sign Up”. <p>Note: If you are appointed as the authorized representative for more than one corporate holder/authorised nominee, please click the Home button and select “Edit Profile” to add your representation after your BSIP account has been approved.</p>

2. You will receive an e-mail from BSIP for e-mail address verification. Click “**Verify Email Address**” from the e-mail received to proceed with the registration.
3. Once your e-mail address is verified, you will be directed to BSIP for verification of mobile number. Click “**Request OTP Code**” and an OTP Code will be sent to your registered mobile number. You will need to enter the OTP Code and click “**Enter**” to complete the process.
4. Your registration will be verified and approved within one business day, and you will receive an e-mail notification upon approval of your BSIP account. Once account registration is complete, you may login to BSIP at <https://investor.boardroomlimited.com> using the e-mail address and password you provided during registration.

Step 2 – Lodgment of eProxy Form

1. Go to BSIP at <https://investor.boardroomlimited.com>.
2. Login to your BSIP account with your registered e-mail address and password.
3. Click “**Meeting Event(s)**” and select “**99 SPEED MART RETAIL HOLDINGS BERHAD SECOND AGM**” and click “**Enter**”.

By Individual Shareholder and Corporate Holder
<ul style="list-style-type: none">- For Corporate Account User only, select the company that you are representing.- Go to “PROXY” and click “Submit eProxy Form”.- Enter your 9-digit CDS account number and the number of securities held.- Select your proxy(ies) – either the Chairman of the Meeting or individual proxy(ies).- Read and accept the General Terms and Conditions by clicking “Next”.- Enter the required particulars of your proxy(ies).- Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote.
By Authorised Nominee and Exempt Authorised Nominee
<ul style="list-style-type: none">- Select the Nominee(s) Company that you are representing.- Go to “PROXY” and click “Submit eProxy Form”.- Click “Download Excel Template” to download.- Insert the appointment of proxy(ies) for each CDS account with the necessary data and voting instructions into the Excel Template. Ensure data is inserted correctly in accordance with the template.- Upload the completed Excel Template.

4. Review and confirm your proxy(ies) appointment and click “**Submit**”.
5. Download or print the e-Proxy Form as an acknowledgment.
6. You will receive a notification from Boardroom that your request(s) has been received.

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APPOINTMENT OF PROXY(IES) (*CONT'D*)

Step 3 – Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the Second AGM yourself, please revoke the appointment of the earlier appointed proxy(ies) forty-eight hours before the Second AGM through the following options:

1. Hardcopy Form
Write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies).
2. eProxy Form
Go to “**Submitted eProxy Form list**” and click “**View**”.
Click “**Cancel/Revoke**” at the bottom of the eProxy form.
Click “**Proceed**” to confirm.

REGISTRATION ON THE DAY OF SECOND AGM

The registration counter will be opened at 8:00 a.m. on Thursday, 5 June 2025 at Grand Ballroom, Level 2, DoubleTree by Hilton Shah Alam i-City, Finance Avenue, 40000 Shah Alam, Selangor Darul Ehsan.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration personnel for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

Upon verification and successful registration, please ensure you sign the attendance list. You will be provided with the following:

1. A wristband. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
2. QR code to access the e-polling system using your own smartphone/tablet.

VOTING PROCEDURE

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (“**e-Polling**”) and Value Creator Consultancy as the Scrutineers to verify the poll results.
2. The e-Polling will be carried out via either one of the following methods:
 - via your own smartphone/tablet with the QR code provided upon registration on the day of the meeting; or
 - via polling kiosk at the Venue.
3. During the Second AGM, the Chairman will invite the Poll Administrator to provide a briefing on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
4. Steps to vote:
 - Please vote using your smartphone or tablet with the QR code which will be provided upon registration on the meeting day.
 - Shareholders, proxies, corporate representatives and attorneys are advised to bring their own personal devices to vote.
 - Alternatively, you may submit your vote at the polling kiosk.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce the results and declare whether the resolutions put to vote were successfully carried or not.

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SUBMISSION OF QUESTIONS FOR THE SECOND AGM

1. Prior to the meeting

Shareholders may submit questions in relation to the agenda items of the Second AGM via BSIP at <https://investor.boardroomlimited.com>. Login to your BSIP account and click “Meeting Event(s)” and go to “99 SPEED MART RETAIL HOLDINGS BERHAD SECOND AGM” and click “Enter”. Thereafter, select “SUBMIT QUESTION” to pose your questions. Please submit your questions no later than 10.00 a.m. on Tuesday, 3 June 2025. The responses to these questions will be presented at the Second AGM.

2. During the meeting

You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting. Click on the Messaging window facility to submit your questions. The messaging window facility will open two (2) hours before the Second AGM which from 8:00 a.m. on Thursday, 5 June 2025.

You may also speak or raise questions during the meeting.

DOOR GIFT

1. A door gift will be provided to all shareholders/proxies/corporate representatives who have registered for the Second AGM.
2. Door gift items included notebook and the Company’s souvenirs.
3. Door gift will be provided to shareholders/proxies in the following manner:
 - (i) One door gift for one shareholder.
 - (ii) For a shareholder who has been appointed as a proxy by another shareholder, he/she is only entitled to one door gift.
 - (iii) For a shareholder who appoints more than one proxy, door gift will only be provided to the first two proxies stated in the Form of Proxy.
 - (iv) If a proxy represents more than one shareholder, he/she is entitled to one door gift only.
 - (v) If the proxy/proxies has/have collected the door gift earlier, shareholder(s) who decided to attend and request to revoke the proxy appointment will not be given any door gift.

REFRESHMENT

1. Light refreshment will be served before the commencement of the Second AGM.
2. Meal voucher will be provided to shareholders/proxies upon registration based on the following:
 - (i) One meal voucher for a shareholder present in person.
 - (ii) For a shareholder who appoints more than one proxy, meal voucher will only be provided to the first two proxies stated in the Form of Proxy.
 - (iii) If you are a proxy representing more than one shareholder, you are entitled to one meal voucher only.
 - (iv) If you are a shareholder and also appointed as proxy by another shareholder, you are only entitled to one meal voucher.
 - (v) If the proxy/proxies has/have collected the meal voucher earlier, shareholder(s) who decided to attend and request to revoke the proxy appointment will not be given any meal voucher.

HEALTH AND SAFETY MEASURES

1. All physical attendees at the Meeting Venue must be medically fit to attend the Second AGM. If you have symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19, you are advised not to attend the Second AGM physically. You are encouraged to keep your mask on during the meeting.

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HEALTH AND SAFETY MEASURES (*CONT'D*)

2. The Company will take the necessary measures against any of the attendees who do not meet the foregoing health protocols.

MOBILE DEVICES

1. Please ensure that all mobile devices (i.e. phones/other sound emitting devices) are switched off or put on silent mode during the Meeting to ensure smooth and uninterrupted proceedings.
2. Photography and recording of the Meeting proceedings, vocal and audio-visual, are strictly prohibited.

PERSONAL BELONGINGS

Please take care of your personal belongings. The Company will not be held responsible for any missing personal belongings.

ENQUIRY

If you have any enquiries prior to the Second AGM, please contact our Share Registrar during office hours on Monday to Friday, from 8:30 a.m. to 5.30 p.m. (except on public holidays), details of our Share Registrar as stated below: -

Boardroom Share Registrars Sdn Bhd

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
Tel No. : +603-7890 4700
Fax No. : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Second AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the Second AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Second AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.