



# MATRIX CONCEPTS HOLDINGS BERHAD

[Registration No. 199601042262 (414615-U)]  
(Incorporated in Malaysia)

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## **ADMINISTRATIVE GUIDE FOR 28<sup>TH</sup> ANNUAL GENERAL MEETING (“28<sup>TH</sup> AGM”)**

**Date & Day** : 28 August 2025 (Thursday)  
**Time** : 10.30 a.m.  
**Meeting Venue** : Halia Hall, d’Tempat Country Club, PT12653 Jalan Pusat  
Dagangan Sendayan 1, 71950 Bandar Sri Sendayan,  
Negeri Sembilan Darul Khusus

### **ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS**

Only shareholders whose name appears in the Record of Depositors on **18 August 2025** shall be entitled to attend, speak and vote at the 28<sup>th</sup> AGM or appoint proxies/corporate representatives/attorneys to attend and/or vote on his/her behalf.

### **REGISTRATION ON THE DAY OF THE 28<sup>th</sup> AGM**

The registration counter will open at 8.30 a.m. on 28 August 2025. Shareholders or proxies are requested to produce/show their original MyKad (for Malaysian) or Passport (for non-Malaysian) during registration for verification purposes. 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.

### **POLL VOTING**

All the resolutions in the 28<sup>th</sup> AGM shall be conducted by poll. The Company has appointed Bina Management (M) Sdn. Bhd. as the Poll Administrator and Wensen Consulting Asia (M) Sdn. Bhd. as the Independent Scrutineers for the polling session. Upon completion of the polling session, the Scrutineers will verify the poll results followed by the Chairman's declaration of the same.

## **APPOINTMENT OF PROXY**

Shareholders who wish to appoint proxy(ies) to attend and vote on their behalf at the 28<sup>th</sup> AGM must ensure that the duly executed proxy forms (whether in hard copy or by electronic means) must be deposited or received by the Group Company Secretary in the following manner **not less than forty-eight (48) hours before the time fixed for holding the 28<sup>th</sup> AGM or at any adjournment thereof, i.e. no later than 26 August 2025 at 10.30 a.m.** Otherwise, the proxy form shall be treated as invalid:-

(i) **In hardcopy:**

The Form of Proxy or the Power of Attorney or other authority, if any, under which it is signed or notarially certified shall be deposited and attention to Group Company Secretary at the Company's registered address at **Wisma Matrix, No. 57, Jalan Tun Dr. Ismail, 70200 Seremban, Negeri Sembilan Darul Khusus.**

OR

(ii) **By electronic means (ONLY for individual shareholder)**

The Form of Proxy is accessible at the Company's website and able to be electronically submitted to the Group Company Secretary via this link:

<https://www.mchb.com.my/proxy-form-2025/>

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly. Corporate members who wish to appoint corporate representatives to attend and vote at the 28<sup>th</sup> AGM, must deposit their **original or duly certified certificate of appointment of corporate representative** to the **Group Company Secretary, Matrix Concepts Holdings Berhad, Wisma Matrix, No. 57, Jalan Tun Dr. Ismail, 70200 Seremban, Negeri Sembilan Darul Khusus, not later than 26 August 2025 at 10.30 a.m.**

You may appoint the Chairman of the meeting as your proxy and indicate your voting instructions in the proxy form, in accordance with the notes and instructions stated therein. Each shareholder is entitled to appoint up to two (2) proxies to attend and vote at the 28<sup>th</sup> AGM on his/her behalf.

## **POLLING RESULTS**

The polling results for all the resolutions passed at the 28<sup>th</sup> AGM will be announced post-voting and subsequently via an announcement to be made by the Company to Bursa Malaysia Securities Berhad.

## **DOOR GIFTS**

Each member/proxy is entitled to **ONE (1)** door gift only.

### **NO RECORDING OR PHOTOGRAPHY**

No unauthorised recording is allowed at the 28<sup>th</sup> AGM. Should there be a violation, the device shall be temporarily withheld by the management until the conclusion of the meeting.

### **REFRESHMENTS**

Refreshments shall be served from 8.45 a.m. to 11.30 a.m. NO takeaway is allowed.

### **ENQUIRY**

Should there be any enquiries relating to the 28<sup>th</sup> AGM, please contact the following persons during office hours on Monday to Friday, from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

#### **Matrix Concepts Holdings Berhad**

General No.: +606-7642688

Ms Carmen Loo/ Ms Chong: [carmen@mchb.com.my](mailto:carmen@mchb.com.my) / [cl.chong@mchb.com.my](mailto:cl.chong@mchb.com.my)

#### **Share Registrar: Bina Management (M) Sdn Bhd**

General No.: +603-77843922

Mr Liong/ Cik Nor Syahirah Binti Kamal Ibrahim: [binawin@binamg168.com](mailto:binawin@binamg168.com)