

ADMINISTRATIVE DETAILS

For the 20th Annual General Meeting (“20th AGM” or The “MEETING”)

Day and Date	: Wednesday, 26 June 2024
Time	: 10.30 a.m.
Meeting Platform	: https://investor.boardroomlimited.com
Broadcast Venue	: 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication	: i. Shareholders may type their questions in the messaging box at any time during the live streaming of the AGM via the meeting platform. ii. Submit questions in advance on the 20th AGM resolutions and Annual Report 2023 by logging into the Boardroom Smart Investor Portal (“BSIP”) at https://investor.boardroomlimited.com latest by Monday, 24 June 2024 at 10.30 a.m. iii. Email questions to info@kawanfood.com no later than 10.30 a.m. on Monday, 24 June 2024.

1. Virtual Meeting

Kawan Food Berhad (“Kawan” or “the Company”) will leverage on technology to facilitate communication and engagement with shareholders by conducting the 20th AGM on a virtual basis through live streaming and online voting via the Remote Participation and Electronic Voting (“RPEV”) facilities in accordance with the Guidance Note and Frequent Asked Questions on the Conduct of General Meetings for listed issuers and all its subsequent revisions issued by the Securities Commission Malaysia. This is also in line with Practice 13.3 of the Malaysian Code on Corporate Governance which recommends that listed companies leverage on technology to facilitate remote shareholders’ participation at general meetings.

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the Meeting to be present at the main venue of the Meeting. Therefore, **NO SHAREHOLDERS/ PROXIES/ CORPORATE REPRESENTATIVES/ ATTORNEYS** shall be physically present nor admitted at the broadcast venue on the day of the Meeting.

Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. The quality of the live webcast as well as for electronic voting (“e-Voting”) is dependent on the bandwidth and stability of the internet connection of the remote participant.

2. Entitlement to Participate and Vote

Only shareholders whose names appear on the Record of Depositors as of 19 June 2024 (“General Meeting Record of Depositors”) shall be entitled to participate and/or vote at the 20th AGM via RPEV facilities or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on his/her/their behalf by returning the duly executed Form(s) of Proxy.

3. FORM(S) OF PROXY

If you are unable to attend and participate at the 20th AGM, you are encouraged to appoint a proxy or the Chairman of the 20th AGM as your proxy and indicate the voting instructions in the Form(s) of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the ORIGINAL Form(s) of Proxy is/are deposited at the Company’s Share Registrar office not less than forty-eight (48) hours before the time appointed for holding the 20th AGM i.e. latest by **Monday, 24 June 2024 at 10.30 a.m.**

Alternatively, you may lodge your Form(s) of Proxy electronically through the BSIP at <https://investor.boardroomlimited.com> (Kindly refer to item 7 below).

The Form(s) of Proxy must be received not less than forty-eight (48) hours before the time appointed for holding the 20th AGM i.e. latest by **Monday, 24 June 2024 at 10.30 a.m.** Details of our Share Registrar can be found in item 11 below.

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4. CORPORATE REPRESENTATIVE

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 20th AGM, please deposit the ORIGINAL Form(s) of Proxy, Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to our Share Registrar not later than **Monday, 24 June 2024 at 10.30 a.m.** Details of our Share Registrar can be found in item 11 below.

Upon verification against the General Meeting Record of Depositors, an email containing the username and password will be sent to the corporate representative(s) or attorney(s) by our Share Registrar. Please note that only one (1) user name will be provided to each corporate representative(s) or attorney(s).

5. REVOCATION OF PROXY

If you have submitted your Form(s) of Proxy prior to the 20th AGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the 20th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com or login to BSIP at <https://investor.boardroomlimited.com> (as the case maybe) to revoke the earlier appointed proxy(ies) not less than forty-eight (48) hours before the 20th AGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the 20th AGM. In such event, you should notify your previous proxy(ies) accordingly.

6. VOTING PROCEDURE

Pursuant to Clause 96 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 20th AGM will be conducted by poll. The Company has appointed our Share Registrar as the Poll Administrator to conduct the poll by way of e-Voting and SKY Corporate Services Sdn Bhd as the Independent Scrutineer to verify the results of the poll.

The e-Voting session will commence from the start of the 20th AGM at 10.30 a.m. on Wednesday, 26 June 2024 or such other time as announced by the Chairman, and will continue until the time declared by the Chairman as the end of the e-Voting session.

7. REGISTRATION AND PROCEDURE FOR REMOTE PARTICIPATION AND SUBMISSION OF ePROXY FORM

The RPEV facilities are available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees. You shall use the RPEV facilities to participate and vote remotely at the 20th AGM. You will be able to view a live webcast of the Meeting, pose questions and submit your votes in real-time whilst the Meeting is in progress.

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Kindly follow the steps below to register your participation as a shareholder or appoint proxy(ies) for the 20th AGM:

BEFORE THE 20TH AGM DAY

Step 1 : Register Online with BSIP

[Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.]

(Only for first time BSIP users)

- a. Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>.

Individual Account (For Shareholder & Proxy)

- Click Register to sign up for a user account and select the correct account type “Sign up as Individual”.
- Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.
- Click Sign Up.

[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]

Corporate Account (For Representative of Corporate Holder or Authorised Nominees)

- Click Register to sign up for a user account and select the correct account type “Sign up as Corporate Holder”.
- Complete the registration by providing all the required information. 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.

[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select “Edit Profile” in order to add your representation after your BSIP account has been approved.]

- c. You will receive an email from Boardroom for email address verification. Click “**Verify Email Address**” from the email received to continue with the registration process.
- d. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “**Request OTP Code**” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click “**Enter**” to complete the registration process.
- e. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- f. An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

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BEFORE THE 20TH AGM DAY

Step 2 : Submit Request for RPEV (applicable for individual account only)

The registration for RPEV will open from Tuesday, 30 April 2024 at 10.30 a.m. until the day of the 20th AGM on Wednesday, 26 June 2024.

For Individual account only

- a. Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>
- c. Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process “Step 1: Register Online with BSIP” above.]
- d. Click “**Meeting Event**” and select “**KAWAN FOOD BERHAD 20th ANNUAL GENERAL MEETING**” from the list of companies and click “**Enter**”.
- e. Go to “**VIRTUAL**” and click on “**Register for RPEV**”.
- f. Check the box to register for RPEV and enter your 9 digits CDS account number.
- g. Read and check the box to accept the Terms & Conditions, then click “**Register**”.
- h. You will receive a notification that your RPEV registration has been received and pending verification.
- i. Upon system verification against the General Meeting Record of Depositors as at 19 June 2024 you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

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APPOINTMENT OF PROXY

If Members who wish to submit their Proxy Form electronically via BSIP, please refer to the procedures for electronic lodgement of Proxy Form as follows:

For Individual Shareholders, Corporate Shareholders

- a. Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>
- c. Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free – refer to process “Step 1: Register Online with BSIP” above.]
- d. Click “**Meeting Event**” and select “**KAWAN FOOD BERHAD 20th ANNUAL GENERAL MEETING**” from the list of companies and click “**Enter**”.

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none">• Select the Company that you are representing – for Corporate Account user only.• Go to “PROXY” and click on “Submit eProxy Form”.• Click on “Submit eProxy Form”• Enter your 9 digits CDS account number and number of securities held.• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.• Read and accept the Terms and Conditions and click “Next”.• Enter the required particulars of your proxy/proxies.• Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.• Review and confirm your proxy/proxies appointment and click “Submit”.• Download or print the eProxy Form as acknowledgement.	<ul style="list-style-type: none">• Select the Nominees Company that you are representing.• Go to “PROXY” and click on “Submit eProxy Form”.• Click on “Download Excel Template” to download.• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.• Proceed to upload the duly completed excel file.• Review and confirm your proxy/proxies appointment and click “Submit”.• Download or print the eProxy form as acknowledgement.

Please note that the closing date and time to submit your proxy/proxies form is by **Monday, 24 June 2024 at 10.30 a.m. (48 hours before the AGM)**

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ON THE DAY OF THE AGM

Step 3 : Login to Boardroom Meeting Portal

- a. Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>
- c. Login your BSIP account with your registered email address and password.

[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free – refer to process “Step 1: Register Online with BSIP” above.]

- d. Meeting platform will be made available at any time from 9:30 a.m. i.e. one hour before the commencement of the AGM at 10:30 a.m. on 26 June 2024.
- e. Click into “**Meeting Event**” and go to “**KAWAN FOOD BERHAD 20TH ANNUAL GENERAL MEETING**” and then click “**Join Live Meeting**” to join the proceedings of the AGM remotely.

If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 9:30 a.m. on 26 June 2024.

- f. Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- g. To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- h. To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

Important Notes:

- a. The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.
- b. Recommended requirement for live webcast:
 - (i) Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.
 - (ii) Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.
 - (iii) Device with working and good quality speakers.
- c. You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.

Entitlement to Participate and Vote

- Only shareholders whose names appear on the Record of Depositors as at 19 June 2024 shall be eligible to participate at the AGM.
- If a shareholder is unable to participate at the AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

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8. SUBMISSION OF QUESTION(S)

Prior to the 20th AGM

Submit question(s) in relation to the agenda items of the 20th AGM and Annual Report 2023 by logging in to the BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 latest by Monday, 24 June 2024 at 10.30 a.m. Click ‘Submit Questions’ after selecting “KAWAN FOOD BERHAD 20th ANNUAL GENERAL MEETING” from ‘Meeting Event’.

During the 20th AGM

Shareholders may also submit question(s) via the messaging box at any time during the live streaming of the 20th AGM until such time as the Chairman decides.

The Chairman/Board/Management will endeavor to provide responses to the questions submitted/posed during the 20th AGM session. However, if the responses could not be provided during the 20th AGM due to time constraints, they will be published in the minutes of the 20th AGM of the Company which will be published on the Company’s website at www.kawanfood.com.

9. GIFT POLICY

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for shareholders/proxies who participate in the Meeting.

10. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the live streaming of the 20th AGM proceedings is allowed without the prior written permission of the Company.

11. ENQUIRIES RELATING TO THE MEETING

If you have any enquiries, please contact our Share Registrar during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) (except weekend and public holidays) as set out 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
General line : 603-7890 4700 (Helpdesk)
Fax number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com