

ADMINISTRATIVE DETAILS

For the Twenty-First Annual General Meeting (“21st AGM”) of Kawan Food Berhad

Day and Date : Monday, 23 June 2025
Time : 10.30 a.m.
Meeting Venue : Lot 129351, Jalan Sungai Pinang 4/19
Taman Perindustrian Pulau Indah
Selangor Halal Hub, Fasa 2C
42920 Pulau Indah
Selangor Darul Ehsan
Malaysia

Dear Valued Shareholders,

1. REGISTRATION

- Registration will start at **9.30 a.m.** at the Meeting Venue and will end at a time directed by the Chairman of the AGM.
- Please produce your original MyKad/Passport (for foreigners) at the registration counter for verification and registration. Only original MyKad/Passport will be accepted for the purpose of identity verification.
- Please ensure to collect your MyKad/Passport thereafter.
- Please note that no person will be allowed to register on behalf of another person even with the original MyKad/Passport of that person.
- Upon completion of the registration process, you will be given an identification barcode wristband to enter the meeting hall. **Please be reminded that there will be no replacement in the event that you lose or misplace the barcode wristband.**
- Please vacate the registration area immediately after registration and proceed to the meeting hall.
- Please note that you will not be allowed to enter the meeting hall without wearing the barcode wristband.
- The registration counter will handle only verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.

2. HELP DESK

- Please proceed to the Help Desk for any clarification or enquiries.
- The Help Desk will also handle the revocation of proxy appointments.

3. ENTITLEMENT TO PARTICIPATE IN THE AGM

- Only members whose names appear on the General Meeting Record of Depositors as at **17 June 2025** will be entitled to attend, speak and vote at the AGM or appoint a proxy to attend, speak and vote on his/her behalf.

4. ANNUAL REPORT 2024

- The Company's Annual Report 2024 is available at the website of the Company, <http://kawanfood.com/index.php/our-company/investor-relations/> and Bursa Malaysia Securities Berhad, www.bursamalaysia.com.
- If you wish to request a printed copy of the Annual Report 2024 prior to the AGM, please forward your request by completing the Request Form provided. **However, we hope you would consider the environmental and sustainability concerns, and refrain from requesting a printed copy of the Annual Report 2024.**

5. APPOINTMENT OF PROXY, CORPORATE SHAREHOLDERS, AUTHORISED NOMINEE AND EXEMPT AUTHORISED NOMINEE

- A member of the Company entitled to attend and vote at the AGM is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to participate in his/her place. A proxy may but need not be a member of the Company.
- A Member shall be entitled to appoint not more than two (2) proxies to exercise all or any of his/her rights to attend, speak and vote at the same AGM on his/her behalf. If you are unable to attend the AGM and wish to appoint a proxy/ attorney/ authorized representative to vote on your behalf, please submit your proxy form in accordance with the notes and instructions stated in the notice of AGM.

APPOINTMENT OF PROXY

- You may submit your original proxy form to the office of the Share Registrar of our Company, **Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** or by email to bsr.helpdesk@boardroomlimited.com, not less than **forty-eight (48) hours** before the time appointed for holding of meeting or adjourned meeting and in default the instrument of proxy shall not be treated as valid.
- The proxy form may also be lodged electronically via **Boardroom Smart Investor Portal (“BSIP”)** at <https://investor.boardroomlimited.com>. For further information, kindly refer to Table 1 below for proxy appointment via BSIP.

ADMINISTRATIVE DETAILS

For the Twenty-First Annual General Meeting (“21st AGM”) of Kawan Food Berhad

APPOINTMENT OF CORPORATE SHAREHOLDERS, AUTHORISED NOMINEE AND EXEMPT AUTHORISED NOMINEE

- For a corporate member who has appointed an authorised representative, please deposit the **ORIGINAL** certificate of appointment of authorised representative with the Share Registrar of the Company at **11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**. The certificate of appointment of authorised representative should be executed in the following manner:
 - (a) If the corporate member has a common seal, the certificate of appointment of authorised representative should be executed under seal in accordance with the constitution of the corporate member.
 - (b) If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - (i) at least two (2) authorised officers, of whom one shall be a director; or
 - (ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
- You may write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS account number accompanied with the certificate of appointment of corporate representative or proxy form (as the case may be) to submit the request latest by **21 June 2025 at 10.30 a.m.**
- Please provide a copy of the corporate representative’s or proxy’s MyKad (front and back) or passport, as well as his/her email address.
- The appointment of authorized representative may also be lodged electronically via **BSIP** at <https://investor.boardroomlimited.com>. For further information, kindly refer to **Table 1** below for proxy appointment via BSIP.

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. You may proceed to Step 2. <ul style="list-style-type: none">• Access the website at https://investor.boardroomlimited.com.• Click “Register” to sign up as a user.• Complete registration with all the required information. Upload and attach a softcopy of your MyKad (front and back) or Passport. Click “Register”.• You will receive an email from BSIP Online for email address verification. Click on “Verify Email Address” from the email received to continue with the registration.• Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number.• Click on “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click “Enter” to complete the process.• Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.• An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can log in at https://investor.boardroomlimited.com with the email address and password filled up by you during the registration to proceed.
Step 2 – Appointment of Proxy	For Individual and Corporate holders. <ul style="list-style-type: none">• Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.• Click “Meeting Event” and select from the list of companies “KAWAN FOOD BERHAD TWENTY-FIRST ANNUAL GENERAL MEETING” and click “Enter”.• Click “Submit eProxy form”.• For Corporate holders, please select the companies (if you are representing more than 1 company).• Enter your CDS account number and the number of shares held.• Select your proxy – either the Chairman of the meeting or an individual named proxy(ies).• Read and accept the General Terms and Conditions and click “Next”.• Enter the particulars of your proxy(ies) and click “Next”.• Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.• Review and confirm your proxy appointment. Click “Apply”. Download or print the eProxy form as an acknowledgement.

ADMINISTRATIVE DETAILS

For the Twenty-First Annual General Meeting ("21st AGM") of Kawan Food Berhad

For Authorised Nominee and Exempt Authorised Nominee

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Click "Meeting Event" and select from the list of companies "**KAWAN FOOD BERHAD TWENTY-FIRST ANNUAL GENERAL MEETING**" and click "Enter".
- Click "**Submit eProxy form**".
- Select the nominee(s)/company(ies) that you represent.
- Download the file format for "**Submission of Proxy Form**".
- Prepare the file for appointment of proxy(ies) by inserting the required data.
- Upload the duly completed proxy appointment file
- Review and confirm your proxy appointment.
- Download or print the eProxy form as an acknowledgement.

- If you wish to attend the AGM yourself, please do not submit any proxy form. You will not be allowed to attend the AGM together with a proxy appointed by you.
- If you have submitted your proxy form prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

6. REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com or via electronic means (as the case may be) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM or proceed to the Help desk counter on the AGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

7. POLL VOTING

The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. All resolutions set out in the Notice of the 21st AGM will be put to a vote by way of poll. A Poll Administrator will be appointed to conduct the polling process and Independent Scrutineers will be appointed to verify the results of the poll.

8. DOOR GIFT

Door gift will be provided to shareholders/proxies in the following manner:

- (a) One (1) door gift for one (1) shareholder.
- (b) For a shareholder who has been appointed as a proxy by another shareholder, he/she is only entitled to one (1) door gift.
- (c) For a shareholder who appoints more than one (1) proxy, door gift will be provided to both two (2) proxies, unless they have not been entitled.
- (d) If a proxy represents more than one (1) shareholder, he/she is entitled to one (1) door gift only.
- (e) If the proxy/proxies has/have collected the door gift earlier, shareholders who decided to attend and request to revoke the proxy appointment will not be given any door gift.

9. ENQUIRIES

If you have any queries prior to the AGM, please contact Boardroom during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Share Registrar

Boardroom Share Registrars Sdn. Bhd.

Tel : +603-7890 4700

Fax : +603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com