ES SUNLOGY BERHAD
Registration No. 202301046467 (1540381-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE
SECOND ANNUAL GENERAL MEETING ("2ND AGM") OF
ES SUNLOGY BERHAD ("COMPANY")

Day and Date	:	Wednesday, 28 January 2026
Time	:	10:00 a.m.
Venue	:	Ballroom 2, Vangohh Eminent Hotel, No. 3406, Jalan Machang Bubok 2, 14020 Bukit Mertajam, Pulau Pinang, Malaysia

(A) REGISTRATION

(1) Registration is from 9:00 a.m. and will end at a time as determined by the Chairman of the meeting before commencement of voting.

(2) Registration will take place at the registration counters located Ballroom 2, Vangohh Eminent Hotel, No. 3406, Jalan Machang Bubok 2, 14020 Bukit Mertajam, Pulau Pinang, Malaysia.

(3) Kindly present your **original National Registration Identity Card ("NRIC") or Passport for verification** by our Share Registrar. **Photocopy of NRIC or Passport is not allowed.** Upon verification of your NRIC or Passport and signing of the Attendance List, please ensure you collect your original NRIC or Passport thereafter.

(4) No individual will be allowed to enter the meeting venue without the wristband. There will be no replacement in the event you lose or misplace the wristband.

(5) No individual will be allowed to register on behalf of another person, registration personnel will handle only verification of identity and registration of shareholders and / or proxy holders. If you have any enquiries on other matters, please refer to our staff who will be at hand to provide assistance.

(B) ENTITLEMENT OF ATTENDANCE AND APPOINTMENT OF PROXY

(1) Information for Shareholders/Proxies

(a) This is a **physical** AGM. Shareholders and/or proxies are invited to attend **in-person** only.

(b) For the purpose of determining a member who shall be entitled to attend the forthcoming 2nd AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. in accordance with Clause 18.7(b) of the Constitution of the Company and Section 34(1) of Securities Industry (Central Depositories) Act, 1991 ("**SICDA**") to issue a General Meeting

Record of Depositors as at 21 January 2026. Only a depositor whose name appears on the Record of Depositors as at 21 January 2026 shall be entitled to attend the said meeting or appoint proxies to attend and/or speak and/or vote on his/her behalf.

(c) A member entitled to attend and vote at the forthcoming 2nd AGM is entitled to appoint a proxy/proxies to attend, participate, speak and vote instead of him. A proxy may but need not be a member of the Company and a member may appoint any person to be his proxy. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at a meeting of the Company shall have the same rights as the member to speak and vote at the meeting.

(d) A member may, subject to paragraphs (e) and (f) below, appoint more than one (1) proxy to attend and vote at the forthcoming 2nd AGM, to the extent permitted by the Companies Act 2016 ("**Act**"), SICDA, Listing Requirements and the Rules of Bursa Malaysia Depository Sdn. Bhd. Where a member appoints two (2) proxies to attend and vote at the forthcoming 2nd AGM, such appointment shall be invalid unless the member specifies the proportion of his/her shareholding to be represented by each proxy.

(e) Where a member of the Company is an authorised nominee as defined under the SICDA, it may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds to which shares in the Company standing to the credit of the said account.

(f) Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account ("**omnibus account**") as defined under SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.

(g) The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing or, in the event the appointer is a corporation, the instrument appointing a proxy must be either under the appointer's Common Seal or under the hand of an officer or attorney duly authorised.

(h) **Publication of Notice of 2nd AGM on corporate website**

Pursuant to Section 320(2) of the Act, a copy of this Administrative Guide together with the Notice of 2nd AGM and proxy form are available at the corporate website of the Company at www.essunlogy.com.

(i) **Appointment of Proxy(ies)**

A member may obtain the proxy form for the forthcoming 2nd AGM vide paragraph (h) above or the Annual Report (hard copy) or Annual Report (electronic copy) released to Bursa Securities.

The appointment of proxy(ies) may now be made either in hard copy form or by electronic form, and shall be deposited with the Company's Share Registrar, i.e. Securities Services (Holdings) Sdn. Bhd., either at the designated office as stated below or vide facsimile or designated email address, not less than forty-eight (48) hours before the time appointed

for holding the forthcoming 2nd AGM or any adjournment thereof (i.e. **on or before Monday**, **26 January 2026** at **10:00 a.m.**):-

Mode of Submission	Designated address / Facsimile No. / Email address
(i) Hard copy form	Securities Services (Holdings) Sdn. Bhd. Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, W.P. Kuala Lumpur Contact number for enquiry: +603-2084 9000 Fax: +603-2094 9940 and/or +603-2095 0292 Email: eservices@sshsb.com.my
(ii) Electronic form	(A) Vide Facsimile (**Fax No.: +603-2094 9940/ +603-2095 0292**); or (B) Vide designated email address of Share Registrar: info@sshsb.com.my

(2) <u>Personal data privacy</u>

By submitting a proxy form(s) to participate, speak and vote at the 2nd 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 2nd AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 2nd 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.

(C) <u>CORPORATE REPRESENTATIVE</u>

Any corporate member who wishes to appoint a representative instead of a proxy to attend the 2nd AGM should submit the original Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority, under the corporation's seal to the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, W.P. Kuala Lumpur at any time before the time appointed for holding the 2nd AGM or to the registration staff on the meeting day for the Company's records.

(D) <u>VOTING PROCEDURE</u>

(1) The voting at the 2nd AGM will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Securities Services (Holdings) Sdn. Bhd. as Poll Administrator to manage the polling process and Commercial Quest Sdn. Bhd. as the Independent Scrutineers to verify the poll results.

(2) The declaration of the poll results shall be announced at the end of the meeting.

(E) REFRESHMENT

Light refreshment will be served from 9:00 a.m. until the conclusion of the 2nd AGM.

(F) PARKING

You may park your vehicle at the allocated visitors' parking bays.

(G) ENQUIRY

If you have any enquiry relating to the registration for the 2nd AGM, please contact the following persons from our Shares Registrar during office hours from Monday to Friday, 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m.:-

Share Registrar:
Securities Services (Holdings) Sdn. Bhd.

Contact Person	:	Mr. Wong Piang Yoong Puan Norhasliliwati Binti Abdullah Hashim Cik Nur Suhaila Binti Che Ani
General Line	:	+603-2084 9000
Fax Number	:	+603-2094 9940/ +603-2095 0292
Email	:	info@sshsb.com.my