

ADMINISTRATIVE GUIDE

16TH ANNUAL GENERAL MEETING

1. 16th Annual General Meeting (“AGM”)

Date	: Thursday, 21 May 2026
Time	: 11:00 a.m., or immediately following the conclusion or adjournment (as the case may be) of the Fifteenth AGM which will be held at 10:00 a.m. on the same day and at the same venue, whichever is later
Meeting Venue	: Garden Ballroom, Level 1, Putrajaya Marriott Hotel, IOI Resort City, 62502 Sepang, Wilayah Persekutuan Putrajaya

Registration

1. Registration will start at 8:00 a.m. and close before the voting session begins or such time as may be determined by the Chairman of the meeting.
2. Please produce your original MyKad/Identification Card or Passport (for foreigners) during registration. Only original MyKad/Identification Card or Passport will be accepted for the purpose of identity verification. Please ensure that you collect your MyKad/Identification Card or passport thereafter.
3. No person will be allowed to register on behalf of another person with the original MyKad/Identification Card or Passport of that other person.
4. Upon verification and registration:
 - a. please sign the Attendance List and an identification wristband will be provided at the registration counter;
 - b. a special QR code will be generated for shareholders to scan and access the e-polling system using his/her own smartphone/tablet;
 - c. if you are attending the AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - d. no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
5. After registration, please vacate the registration area immediately and proceed to the meeting hall.
6. The registration counter will only handle verification of identity and registration of attendance.
7. Help desk support is available for any other enquiries/assistance/revocation of proxy's appointment.

2. Shareholders Entitled to Attend the 16th AGM

Shareholders whose names appear on the Record of Depositors on 14 May 2026 (“**General Meeting Record of Depositors**”) shall be eligible to participate in the 16th AGM or appoint proxy(ies) to participate on his/her behalf.

3. Appointment of Proxy

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the 16th AGM:

- (a) If a shareholder is unable to participate at the 16th AGM, he/she is entitled to appoint one or more proxies to exercise all or any of his/her rights to attend, participate, speak and vote for him/her subject to the following provisions:
 - (i) save as provided in item 3(b) below, the Companies Act 2016 (“**the Act**”) and any applicable law, each shareholder/Member shall not be permitted to appoint more than two proxies to attend the same meeting; and
 - (ii) where a shareholder/Member appoints more than one proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.

- (b) For the avoidance of doubt and subject always to item 3(a)(ii) above, the Act and any applicable law:
- (i) where a shareholder/Member is an exempt authorised nominee, which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("**omnibus account**"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds; and
 - (ii) where a shareholder/Member is an authorised nominee, it may appoint at least one proxy in respect of each security account it holds to which ordinary shares in the Company are credited. Each appointment of proxy by an authorised nominee may be made separately or in one instrument of proxy and should specify the securities account number and the name of the beneficial owner for whom the authorised nominee is acting.
- (c) There shall be no restriction as to the qualification of the proxy. Hence, a proxy may but need not be a Member. A proxy appointed to attend and vote at the meeting shall have the same rights as a shareholder/Member to attend, participate, speak and vote at the meeting.
- (d) The instrument appointing a proxy ("**Form of Proxy**") must be received by Boardroom Share Registrar Sdn Bhd ("**Boardroom**") latest by 11:00 a.m. on 19 May, 2026 ("**Proxy Lodgement Deadline**"). The Form of Proxy may be deposited with Boardroom in the following manner:
- (i) By electronic means through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by logging in and selecting 'Submit eProxy Form'.
 - (ii) In hardcopy form by sending the ORIGINAL Form of Proxy by hand or post to Level 11, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.
- (e) If you choose to deposit the Form of Proxy by hand or post, the Form of Proxy shall:
- (i) in the case of an individual, be in writing under the hand of the appointer or of his/her attorney; and
 - (ii) in the case of a corporation, be either under the corporation's seal or under the hand of an officer or attorney duly authorised.
- (f) If you have submitted your Form of Proxy and subsequently decide to appoint another person or you wish to participate in the 16th AGM, please write to bsr.proxy@boardroomlimited.com to revoke the appointment of proxy no later than 11:00 a.m. on 19 May, 2026, being 48 hours before the meeting.
- (g) The Company reserves the right to reject incomplete or erroneous forms. If the Form of Proxy is submitted without an indication as to how the proxy shall vote on any particular resolution, the proxy may exercise his discretion as to whether to vote on such matter and if so, how.

4. Appointment of Corporate Representative or Attorney

For a corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 16th AGM, please deposit the ORIGINAL Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to Level 11, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor not later than 11:00 a.m. on 19 May, 2026. Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom to furnish the User Name and Password. Please note that only one User Name will be provided to each corporate representative.

5. Voting Procedures

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 16th AGM will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn Bhd as the poll administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn. Bhd. as the independent scrutineer to verify the poll results.

The electronic voting session will commence on the day of the 16th AGM as announced by the Chairman and will continue until such time that the Chairman declares an end to the voting session.

6. No Recording or Photography

No recording or photography of the 16th AGM proceedings is allowed without the prior written permission of the Company.

PARKING

Parking is at RM12 per entry at Putrajaya Marriott Hotel.

LODGEMENT OF PROXY FORM

If you are unable to attend the AGM in-person and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, the instrument appointing proxy(ies) may be made in the following manner:

a) In hardcopy form

Deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd ("**Boardroom**") at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 19 May 2026 at 11.00 a.m. Any alteration to the Form of Proxy must be initialled.

b) By electronic means (following the steps below)

For Individual/Corporate Shareholders

1. Log in to <https://investor.boardroomlimited.com>
2. Click "**Submit eProxy Form**".
3. For Corporate Shareholders, select the company you would like to represent (if more than one) (Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders).
4. Enter your CDS account no. and number of shares held. Read and accept the General Terms and Conditions by clicking "**Next**".
5. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary".
6. Review and confirm your proxy/proxies appointment and click "**Next**".
7. Download or print the eProxy form as acknowledgement.

For Authorised Nominees and Exempt Authorised Nominees

1. Log in to <https://investor.boardroomlimited.com>
2. Click "**Submit eProxy Form**".
3. Select the company you would like to represent (if more than one).
4. Proceed to download the file format for "**Submission of Proxy Form**".
5. Prepare the file for the appointment of proxy(ies) by inserting the required data.
6. Proceed to upload the duly completed Proxy Appointment file.
7. Review and confirm your proxy(ies) appointment(s) and click "**Submit**".
8. Download or print the eProxy form as acknowledgement.

The eProxy Form is to be lodged not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 19 May 2026 at 11.00 a.m.

REVOCAION 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.proxy@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.

SUBMISSION OF PRE-AGM QUESTION(S)

1. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2025 commencing from 22 April 2026 and in any event no later than 11.00 a.m., Tuesday, 19 May 2026 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom, and select "**SUBMIT QUESTION**" to pose questions.
2. The Board will endeavour to respond to Pre-AGM Meeting Questions and questions raised on the day of the 16th AGM.

HEALTH AND SAFETY MEASURES

A shareholder/proxy who has symptoms of being unwell such as sore throat, flu, fever, cough or other common symptoms of an infectious disease, is advised not to attend the AGM. The Company reserves the right to deny entry to any attendee who poses a health risk.

DIGITAL COPIES OF AGM DOCUMENTS

As part of our commitment to environmentally sustainable practices by reducing paper usage, the following documents can be accessed from our website at https://ir.awantec.my/shareholders_meeting.html:

1. Annual Report 2025
2. Notice of the 16th AGM and Proxy Form
3. Share Buy-Back Statement in Relation to the Proposed Renewal of Authority for the Company to Purchase its Own Shares of up to 10% of the Total Number of Issued Shares of the Company
4. Corporate Governance Report 2025

VOTING AT MEETING

1. Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn Bhd as Independent Scrutineer to verify the poll results.
2. E-Voting for all the resolutions set out in the Notice of AGM will take place concurrently after the relevant questions in respect of these resolutions have been addressed.
3. When the Chairman opens the poll, please vote using your smartphone/tablet with the special QR code, which will be generated during registration.

ENQUIRY

For enquiries and administrative details relating to the meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:

Boardroom Share Registrars Sdn. Bhd.

Address : 11TH Floor, Menara Symphony
No. 5 Jalan Professor 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

PERSONAL DATA POLICY

By registering for the meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data by AwanBiru Technology Berhad (or its agents) for the following purposes:

1. for registration;
2. communicating with shareholders and proxy holders who participate at the AGM;
3. responding to shareholders' and proxy holders' enquiries;
4. for internal record keeping;
5. sending promotional materials, advertisement for marketing purposes;
6. publication of your personal information in any minutes, website, newsletter, brochure or any other materials which may be published internally or externally;
7. for processing and administration by the Company (or its agents); and
8. complying with any laws, listing rules, regulations and/or guidelines.

The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.