



Malayan Flour Mills Berhad

Registration No. 196101000210 (4260-M)

ADMINISTRATIVE GUIDE

SIXTY-FIFTH ANNUAL GENERAL MEETING (“65TH AGM” OR “MEETING”) OF MALAYAN FLOUR MILLS BERHAD (“MFM” OR “THE COMPANY”)

Date	Time	Meeting Venue
Monday, 19 May 2025	10.00 a.m.	Ballroom 1, Level 1, Corus Hotel Kuala Lumpur Jalan Ampang, 50450 Kuala Lumpur

1. ENTITLEMENT TO ATTEND AND VOTE AT AGM

Only members whose names appear on the Record of Depositors of the Company as at **9 May 2025** shall be eligible to attend the AGM or appoint proxies to attend and vote on their behalf.

2. REGISTRATION

- Registration will be at the **Corus 1, Level 1, Corus Hotel Kuala Lumpur, Jalan Ampang, 50450 Kuala Lumpur.**
- Registration will commence at 8.00 a.m. and will remain open until the conclusion of the AGM or such time as may be determined by the Chairman of the Meeting.
- Please present your **original identity card (“IC”) or passport** during registration for verification purposes.
- You are **NOT** allowed to register on behalf of another person even with the original IC or passport of the other person.
- After the registration and verification, you will be given an identification barcoded wristband to be secured around your wrist. The same barcoded wristband will be used for voting at the AGM.
- Please be reminded that there will be no replacement in the event that you lose or misplace the identification wristband.
- Please note that you will not be allowed to enter the Meeting Room without wearing the identification wristband.

3. APPOINTMENT OF PROXY

- A member entitled to attend, speak and vote at the 65th AGM is entitled to appoint not more than 2 proxies to attend, speak and to vote in his/her stead. A proxy may but need not be a member of the Company.
- Proxy Form shall not be treated as valid unless the Proxy Form in a hardcopy form or by electronic means as specified below is received by the Company not less than forty-eight (48) hours before the time appointed for holding the meeting or any adjournment thereof:

In hardcopy form

- The original proxy form shall be posted or deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia.

Electronically

- The proxy form can be electronically lodged with Boardroom via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)

- a. Access Boardroom's website at <https://investor.boardroomlimited.com>.
- b. Click "**Register**" to sign up as a user. Registration is free.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or your Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided. If you are unable to register before **Saturday, 17 May 2025 at 10.00 a.m.**, please contact Boardroom for assistance.

Step 2 – e-Proxy Lodgement

Individual and Corporate Shareholder

- a. Login to <https://investor.boardroomlimited.com> using your user ID (i.e. email address) and password.
- b. Go to "**CORPORATE MEETING**" and browse the Meeting List for "**MALAYAN FLOUR MILLS BERHAD SIXTY-FIFTH (65TH) ANNUAL GENERAL MEETING**" and click "**Enter**".
- c. Click "**Submit eProxy Form**".
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter the CDS account number and the total number of securities held.
- f. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).

- g. Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click “**Submit**”.
- j. Download or print the e-Proxy form acknowledgement.

**Authorised Nominee and Exempt Authorised Nominee
Via BSIP**

- a. Login to <https://investor.boardroomlimited.com> using your user ID and password created with BSIP from Step 1 above.
- b. Select “**MALAYAN FLOUR MILLS BERHAD SIXTY- FIFTH (65TH) ANNUAL GENERAL MEETING** ” from the list of corporate meetings and click "Enter".
- c. Click on “**Submit eProxy Form**”.
- d. Proceed to download the file format for “**Submission of Proxy Form**” from BSIP.
- e. Prepare the file for the appointment of proxies by inserting the required data.
- f. Proceed to upload the duly completed proxy appointment file.
- g. Review and confirm your proxy appointment and click "**Submit**".
- h. Download or print the e-Proxy form as acknowledgement.

➤ Alternatively, the proxy form can be emailed to Boardroom at bsr.helpdesk@boardroomlimited.com

- If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.
- If you have submitted your proxy form prior to the Meeting and subsequently decide to participate in the Meeting yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 65th AGM. On revocation, your proxy(ies) would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.
- Please note that the Company shall deem that shareholders have no objection to use the provision in the proxy form which has designated the Chairman of the Meeting as the authorised person to vote on behalf of shareholders until further instructions are received. The appointed Poll Administrator of the 65th AGM shall be notified of such arrangement accordingly.

4. CORPORATE SHAREHOLDERS

Corporate shareholders who require their corporate representative to participate and vote at the 65th AGM must deposit their certificate of appointment of corporate representative to Boardroom not later than **Saturday, 17 May 2025 at 10.00 a.m.**

5. REDEMPTION OF DOOR GIFT AND FOOD VOUCHER

- Food Voucher and Redemption Voucher for the door gift (“Gift Voucher”) will be given during registration.
- Gift Voucher must be presented at the “Redemption Counter” located at **Corus 2, Level 1, Corus Hotel Kuala Lumpur, Jalan Ampang, 50450 Kuala Lumpur** for collection of door gift.
- Each person, whether attending as a member and/or proxy, shall be entitled to **1 Food Voucher and 1 Gift Voucher only** regardless of how many members or securities accounts he/she represents or holds.
- **Where 2 proxies are appointed, only the proxy who registers first shall be entitled to the 1 Food Voucher and 1 Gift Voucher unless the other proxy is a member himself/herself.**
- Breakfast (packed food) will be distributed at Corus 2, Level 1, Corus Hotel Kuala Lumpur on first come first serve basis.
- Morning coffee/tea will be served on first come first serve basis.

6. PARKING

- Complimentary parking at Corus Hotel Kuala Lumpur on a first come basis for members subject to availability.
- Please redeem the Parking Voucher at the designated counter located at **Corus 2, Level 1, Corus Hotel Kuala Lumpur** for the complimentary parking.

7. ANNUAL REPORT 2024 AND CORPORATE GOVERNANCE REPORT

- The Annual Report 2024 and Corporate Governance Report are available on Bursa Malaysia Berhad’s website at www.bursamalaysia.com under Company Announcements of Malayan Flour Mills Berhad and also at the Company’s website at www.mfm.com.my.
- Collection of the printed copy of the Annual Report 2024 during the 65th AGM on a first come basis subject to availability.
- Printed copy of the Annual Report 2024 is available by way of your requisition by completing the Requisition Form and returning the completed Requisition Form to the designated address.

8. ENQUIRY

Should you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate in the AGM, please contact Boardroom during office hours (8.30 a.m. to 5.30 p.m.): -

Boardroom Share Registrars Sdn Bhd

Registration No. 199601006647 (378993-D)

Tel: +603 7890 4700 (Helpdesk)

Fax: +603 7890 4670

Email: bsr.helpdesk@boardroomlimited.com