

ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING ("24TH AGM") OF WCE HOLDINGS BERHAD

Type Of Meeting	: Physical Annual General Meeting
Date	: Monday, 26 August 2025
Time	: 2.30 p.m.
Venue	: Zamrud Room 1, Block 1, The Saujana Hotel Kuala Lumpur, Jalan Lapangan Terbang SAAS, 40150 Shah Alam, Selangor Darul Ehsan

NOTES RELATING TO REGISTRATION AND PROXY

- Registration will start at 1.00 p.m. in Zamrud Room 1, Block 1, The Saujana Hotel Kuala Lumpur and **will end at a time as directed by the Chairman of the meeting**. Attendees are encouraged to be punctual.
- Please produce your **ORIGINAL** Identity Card ("I/C") or Passport (for foreigners) during registration for verification. No photocopy of I/C or Passport will be accepted. Please make sure you collect your I/C thereafter.
- After verification and registration, you will be given an identification wristband. If you are attending the 24TH AGM as a member as well as proxy, you will be registered once and will be given a wristband to enter the meeting room. No person will be allowed to enter the meeting room without wearing the wristband.
- A member whose name appears in the Record of Depositors on **20 August 2025** shall be regarded as a member entitled to attend and vote at the meeting or to appoint proxy to attend and vote on its behalf at the meeting.
- If you are unable to attend and vote in the 24TH AGM, you may appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form. A proxy may but need not be a member of the Company.
- A member, other than an authorised nominee or an exempt authorised nominee, shall be entitled to appoint one or more proxies (or in the case of a corporation, to appoint representative(s) in accordance with Section 333 of the Companies Act 2016) to attend and vote at the same meeting in his stead.
- A member who is an authorised nominee may appoint one proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
- Where a 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 an exempt authorised nominee may appoint in respect of each omnibus account it holds.
- Where a member appoints more than one proxy, the appointment shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- If the appointor is a corporation, the proxy form must be executed under its Common Seal or under the hand of its officer or attorney duly authorised.

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11. The appointment of proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned meeting thereof at which the person named in appointment proposes to vote:
- (i) **In hard copy form**
In the case of an appointment made in hard copy form, this proxy form must be deposited at the registered office of the Company situated at Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
 - (ii) **By electronic form**
 - In the case of an appointment made via email transmission, this proxy form must be received via email at SiNing.Wong@vistra.com and/or Shirley.Fong@vistra.com; or
 - The proxy form can be electronically via Metra's Portal at <https://www.metramanagement.com.my> (Domain Registration No. D1A403946). Kindly refer to the Procedure for Electronic Submission of Proxy Form in the Administrative Guide for the AGM.

POLL VOTING

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 24TH AGM of our Company shall be put to vote by way of a poll. Our Company has appointed Metra Management Sdn. Bhd. as the Poll Administrator to conduct the poll voting and Symphony Corporate Services Sdn. Bhd. as the Independent Scrutineer to verify the poll results.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the 24TH AGM and released to Bursa Malaysia Securities Berhad, which can be viewed from its website.

RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 24TH AGM is strictly prohibited.

NO DOOR GIFT

There will be no distribution of door gift or e-vouchers at the 24TH AGM.

ENQUIRIES

If you have any enquiry relating to the 24TH AGM, please contact our Share Registrar during office hours from 8.30 a.m. to 5.00 p.m. on Mondays to Fridays:

Metra Management Sdn. Bhd. (198001008385) (62169-A)
35th Floor, Menara Multi-Purpose, Capital Square,
No. 8 Jalan Munshi Abdullah, 50100 Kuala Lumpur

Telephone Number : 603-2698 3232
Fax Number : 603-2698 0313
Email : corporate@mweh.com.my

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ANNEXURE

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

Dear Shareholders,

We are pleased to inform that you have the option to submit proxy forms by electronic means through the Metra Portal at <https://www.metramanagement.com.my> (Domain Registration No. D1A403946) ("E-proxy").

To submit the E-proxy form via Metra Portal, kindly read and follow the guidance notes set out below: –

1. Sign up as a user in Metra Portal at <https://www.metramanagement.com.my> (Domain Registration No. D1A403946)
 - Click Login/Register followed by <<Register New User>> to register as a new user.
 - Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back) or Passport.
 - Read and agree the terms and conditions and thereafter, submit your registration.
 - Please enter a valid email address in order for you to receive the verification email from Metra Management Sdn Bhd ("Metra").
 - Your registration will be verified and approved by Metra. Once approved, an email notification will be sent to you.
 - If you are already an existing user with Metra Portal, you are not required to register again.
2. Proceed with submission of E-proxy form
 - After the announcement of the Notice of the Meeting has been made by the Company, you may login to Metra Portal with your user name (i.e. email address) and password.
 - Click "**E-PROXY LODGEMENT**" and select "WCE HOLDINGS BERHAD" for the submission of the E-proxy form.
 - Appoint your proxy(ies) or the Chairman of the Meeting and complete the particulars of your proxy(ies) to vote on your behalf.
 - Review and confirm your proxy(ies) appointment.
 - Read and agree to the terms and conditions, and thereafter, submit your E-proxy form.
 - An email notification will be sent to you to acknowledge your submission.

Should you need any assistance on your E-proxy form submission, please contact us.

Thank you.

Metra Management Sdn. Bhd. (198001008385)(62169-A)
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No. 8 Jalan Munshi Abdullah, 50100 Kuala Lumpur, Malaysia.

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