

Administrative Guide

61st Annual General Meeting

Date	Time	Venue	Mode of Meeting
Wednesday 7 May 2025	9.30 a.m.	Grand Summit (Level M1), Connexion @ The Vertical, Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia	Physical

Entitlement to Attend and Vote

Only a depositor whose name appears on the Record of Depositors as at **28 April 2025** shall be entitled to attend the said Annual General Meeting (AGM) or appoint proxies to attend and/or vote on his/her behalf at the said AGM.

Registration will commence at 7.30 a.m. and will remain open until 10.00 a.m. or such time as may be determined by the Chairman of the meeting. Members and proxies are encouraged to come early to facilitate registration.

For verification purpose, members and proxies are required to produce their original identity card (I/C) or passport (for foreigners) at the registration counter. Only original I/C or passport will be accepted for the purpose of identity verification. Please ensure that you collect your I/C or passport thereafter.

No person will be allowed to register on behalf of another person even with the original I/C or passport of that other person.

Upon verification and registration, please sign on the attendance list and an identification wristband will be provided at the registration counter.

If you are attending the meeting as a shareholder as well as proxy, you will be registered once and will only be given one (1) identification wristband.

The identification wristband has a passcode printed on it, which will be required for electronic voting purposes.

No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement of lost or misplaced identification wristband.

A help desk will be available for any other enquiries/assistance/revocation of proxy's appointment.

Appointment of Proxy/Proxies

A member entitled to attend and vote at the meeting may appoint more than one (1) proxy to attend and vote in his/her stead. Where a member appoints more than one (1) proxy, the member shall specify the proportion of the member's shareholding to be represented by each proxy.

Members who wish to appoint a proxy/proxies to attend and vote at the 61st AGM are required to complete, execute and submit the Forms of Proxy through either one of the following avenues no later than **Tuesday, 6 May 2025 at 9.30 a.m.** or in the event of any adjournment, no later than twenty-four (24) hours before the time appointed for the adjourned meeting:

(a) Lodgement of Form of Proxy in hardcopy

To be deposited at Tricor's Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or alternatively at the drop-in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; OR

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(b) Electronic lodgement of Form of Proxy

The Form of Proxy can be lodged electronically via **TIIH Online** website at <https://tiih.online> by following the procedures below:

Procedures for Electronic Lodgement of Form of Proxy	
i. Steps for Individual Members	
Register as a user with TIIH Online (For first time registration only)	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online and register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Form of Proxy	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.Select the corporate event "HEIM 61ST AGM - Submission of Proxy Form".Read and agree to the Terms and Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy/proxies to vote on your behalf.Appoint your proxy/proxies or Chairman of the meeting and insert the required details of your proxy/proxies.Indicate your voting instructions FOR or AGAINST, otherwise your proxy/proxies will decide your vote on your behalf.Review and confirm your proxy/proxies appointment.Print e-Form of Proxy for your record.
ii. Steps for Corporation or Institutional Members	
Register as a user with TIIH Online (For first time registration only)	<ul style="list-style-type: none">Access TIIH Online at https://tiih.online.Under e-Services, the authorised or nominated representative of the corporation or institutional member selects "Create Account by Representative of Corporate Holder".Complete the registration form and upload the required documents.Registration will be verified, and you will be notified by email within one (1) to two (2) working days.Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none">Login to TIIH Online at https://tiih.online.Select the corporate event: "HEIM 61ST AGM – Submission of Proxy Form".Read and agree to the Terms and Conditions and confirm the Declaration.Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.Prepare the file for the appointment of proxy(ies) by inserting the required data.Proceed to upload the duly completed proxy appointment file.Select "Submit" to complete your submission.Print the confirmation report of your submission for your record

Appointment of Corporate Representatives/Power of Attorney

Corporate representatives of corporate members must deposit their original or duly certified certificate of appointment of corporate representative at Tricor's Office as provided above no later than **Tuesday, 6 May 2025 at 9.30 a.m.** to attend and vote at the 61st AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at Tricor's Office as provided above no later than **Tuesday, 6 May 2025 at 9.30 a.m.** to attend and vote at the 61st AGM.

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Poll Voting

Voting at the 61st AGM 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 Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and an independent scrutineer will be appointed to verify the poll results.

E-voting for each of the resolutions as set out in the 61st AGM Notice will take place only upon the conclusion of the deliberations of all the businesses transacted at the meeting. Attendees at the meeting will be briefed and guided by the Poll Administrator before the commencement of the voting process.

Upon completion of the voting session for the 61st AGM, the independent scrutineers will verify the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

Annual Report 2024 and Circular to Shareholders

The Company's Annual Report 2024 and Circular to Shareholders are available for download from our Company's website at <https://www.heinekenmalaysia.com/annual-reports.html> or Bursa Malaysia's website at <https://www.bursamalaysia.com/market/>.

Innovation Products for Home Sampling

There will be no product sampling before or after the meeting. However, innovation products will be distributed to members or proxies for home sampling upon registration subject to the following conditions:

- Each registered member or proxy who is present shall be given one (1) sampling pack only upon registration.
- For a member who appoints more than one (1) proxy, one (1) sampling pack will only be given to the first proxy stated in the Form of Proxy.
- If you are a proxy representing more than one (1) member, you shall receive one (1) sampling pack only.
- If you are a member and also appointed as proxy by another member, you shall receive one (1) sampling pack only.
- If the proxy/proxies has/have obtained the sampling pack earlier, member(s) who decided to attend will not be given any sampling pack.

Parking

Redemption of free parking will be provided at the help desk for members/proxies attending the 61st AGM physically who park their vehicles at the car parks within the Connexion premises. The Company will not provide cash reimbursements for parking charges incurred by members/proxies who park their vehicles at the car parks of other buildings or use the valet parking service within the Connexion premises.

Meeting Enquiry

Members are reminded to check the Company's website for announcements of any changes to the 61st AGM arrangements. For any enquiry in relation to the 61st AGM, please contact the following during office hours on Monday to Friday from 8.30 a.m. to 5.30 p.m. (excluding public holidays):

Share Registrar – Tricor Investor & Issuing House Services Sdn Bhd

General +603 2783 9299

Fax +603-2783 9222

Email is.enquiry@vistra.com