

# ADMINISTRATIVE GUIDE

FOR THE NINETEENTH ANNUAL GENERAL MEETING (“19<sup>TH</sup> AGM”)  
OF KEY ASIC BERHAD (“KEY ASIC” OR “THE COMPANY”)

Date : Monday, 18 November 2024  
Time : 9.00 a.m.  
Broadcast Venue : Key ASIC’s Headoffice  
6<sup>th</sup> Floor, Unit 3, 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul  
Ehsan

The 19<sup>th</sup> AGM of the Company will be conducted on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting (“RPV”) facilities.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the 19<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

To attend the 19<sup>th</sup> AGM remotely, all shareholders and proxies will have to register your request to participate with our Cisco Webex via the link <https://keyasicagm.webex.com/weblink/register/rc46ff6d278f9093bc177b30fd6b8e7b8> latest by **Saturday, 16 November 2024 at 9.00 a.m.** Kindly refer to the Administrative Guide for more information on registration process or at <http://www.keyasic.com/ir/finance-report>.

We will continue to observe whether there are any new procedures, guidelines or measures that may affect the administration of the 19<sup>th</sup> AGM as set out in this Administrative Guide and requiring material change to the proceedings of the meeting. Kindly check the Company’s website or announcements for the latest updates (if any) on the arrangement/administration of the 19<sup>th</sup> AGM.

As part of our commitment to reduce paper usage, all documents related to the 19<sup>th</sup> AGM are available on the Company’s website at <http://www.keyasic.com/ir/finance-report>.

We look forward to connecting with you via the RPV on the day of the 19<sup>th</sup> AGM. Thank you for your continued support to the Company.

Should you require any assistance on the above, kindly contact us at 03-7664 3300 or [agm@keyasic.com](mailto:agm@keyasic.com).

**EG KAH YEE**  
**Executive Chairman, Chief Executive Officer**  
**30 September 2024**

## 1. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders who are entitled to attend (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 19<sup>th</sup> AGM using RPV provided by Key ASIC Berhad (“Key ASIC”) via its Cisco Webex will be provided with the meeting link via email upon the successful verification of the registration.

Shareholders who appoint proxy/proxies to participate via RPV in the AGM must ensure that the duly executed proxy forms are deposited in a hard copy form to the Company’s Share Registrar not later than **Saturday, 16 November 2024 at 9.00 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to the Company’s Share Registrar not later than **Saturday, 16 November 2024 at 9.00 a.m. to participate via RPV in the AGM.**

Attorneys appointed by power of attorney are required to deposit their power of attorney with the Company’s Share Registrar not later than **Saturday, 16 November 2024 at 9.00 a.m.** to participate via RPV in the AGM.

## ADMINISTRATIVE GUIDE (CONT'D)

### 1. REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV") (CONT'D)

**A shareholder who has appointed a proxy or attorney or authorised representative to participate at this AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at Cisco Webex at the following link:**

<https://keyasicagm.webex.com/weblink/register/rc46ff6d278f9093bc177b30fd6b8e7b8>

As the 19<sup>th</sup> AGM is a virtual AGM, members who are unable to participate in this AGM are strongly encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

### 2. PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 19<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below: -

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with Cisco Webex	<ul style="list-style-type: none"><li>Using your computer, access the website at the following link: <a href="https://keyasicagm.webex.com/weblink/register/rc46ff6d278f9093bc177b30fd6b8e7b8">https://keyasicagm.webex.com/weblink/register/rc46ff6d278f9093bc177b30fd6b8e7b8</a></li><li>Register as a user by completing the registration form.</li><li>You may register anytime but no later than 9.00 a.m. on 16 November 2024.</li></ul>
(b)	Submit your request	<ul style="list-style-type: none"><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Review your registration and proceed to submit.</li><li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>After verification of your registration against the General Meeting Record of Depositors as at <b>12 November 2024</b>, the system will send you an e-mail to approve (together with the meeting link) or reject your registration for remote participation.</li></ul>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to Cisco Webex	<ul style="list-style-type: none"><li>If you don't have Cisco Webex, please download before 19<sup>th</sup> AGM start.</li><li>Click "Join Event" which was provided to you via e-mail any time from 8.45 a.m. The live streaming will commence at 9.00 a.m. on 18 November 2024.</li></ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"><li>Click "Join Event" to engage in the proceedings of the AGM remotely.</li><li>If you have any question for the Chairman/ Board, you may use the Q&amp;A box to transmit your question. The Chairman/ Board will try to respond to relevant questions submitted by remote participants during the AGM. If there is time constraint, the responses will be provided to you at the earliest possible, after the meeting.</li></ul>

## ADMINISTRATIVE GUIDE (CONT'D)

### 2. PROCEDURES FOR RPV (CONT'D)

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 19<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below: - (Cont'd)

	Procedure	Action
<b>ON THE DAY OF THE AGM (CONT'D)</b>		
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Member or Proxy may commence voting <b>from 9.00 a.m. on Monday, 18 November 2024</b> until a time when the Chairman announces the completion of the voting session of the AGM.</li> <li>Indicate your voting for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> <li>Upon completion of the voting session for the 19<sup>th</sup> AGM, the Scrutineer will verify the poll results, followed by the announcement by the Chairman of the poll results.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 19<sup>th</sup> AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV facilities:

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to **Cisco Webex** on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call us at 03-7664 3300 or e-mail to agm@keyasic.com for assistance.

### 3. ENTITLEMENT TO ATTEND AND VOTE

Only a member whose name appears on the Record of Depositor as at 12 November 2024 shall be entitled to attend and vote or appoint proxy/proxies to attend and/or vote on his/her behalf in the 19<sup>th</sup> AGM via RPV.

In view that the 19<sup>th</sup> AGM will be conducted on a virtual basis, if you are unable to attend the meeting via RPV on 18 November 2024, you may appoint the Chairman of the 19<sup>th</sup> AGM as proxy and indicate the voting instructions in the Proxy Form.

If you wish to personally participate in the 19<sup>th</sup> AGM, please do not submit any Proxy Form. You will not be allowed to participate in the 19<sup>th</sup> AGM together with a proxy appointed by you.

If you have submitted your Proxy Form prior to the 19<sup>th</sup> AGM and subsequently decide to personally participate in the 19<sup>th</sup> AGM, please proceed to register yourself for RPV at Cisco Webex at the following link:

<https://keyasicagm.webex.com/weblink/register/rc46ff6d278f9093bc177b30fd6b8e7b8>

The original Proxy Form must be deposited at the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 19<sup>th</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

## ADMINISTRATIVE GUIDE (CONT'D)

### 4. NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 19<sup>th</sup> AGM.

### 5. RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 19<sup>th</sup> AGM is allowed.

### 6. PRIVATE NOTICE TO SHAREHOLDERS UNDER THE PERSONAL DATA PROTECTION ACT 2010 (PDPA)

Key ASIC Berhad ("KAB" or "we" or "us" or "our") strives to protect your personal data in accordance with the Personal Data Protection Act 2010 ("the Act"). The Act was enacted to regulate the processing of personal data to comply with the Act, we are required to manage the personal data that we collect from you relating to your shareholding in KAB.

The purposes for which your personal data may be used are, but not limited to:

- Internal record keeping including but not limited to the registration and management of your shareholding in KAB
- To provide services to you
- To communicate with you as a shareholder/ proxy for a shareholder of KAB
- To better understand your needs as our shareholder
- For security and fraud prevention purposes
- For the purposes of statistical analysis of data
- For marketing activities
- For the purposes of our corporate governance
- To send you event invitations based on selected events
- To comply with any legal, statutory and/or regulatory requirements
- For the purposes of inclusion in media engagements and/or any relevant or related events
- For the purposes of us preparing guest invitations, registration and/or sign-ups for our events
- For the purposes of printed and on-line publications

(collectively, "the Purposes")

Your personal data is or will be collected from information provided by you, including but not limited to, postal, facsimile, telephone, and e-mail communications with or from you, and information provided by third parties, including but not limited to, Bursa Malaysia Berhad and any other stock exchange, and your stockbrokers and remisiers.

You may be required to supply us with your name, correspondence address, telephone number, facsimile number and email address.

If you fail to supply us with such personal data, we may not be able to process and/or disclose your personal data for any of the Purposes.

Please be informed that your personal data may be disclosed, disseminated and/or transferred to companies within the KAB Group (including the holding company, subsidiaries, related and affiliated companies, both local and international), whether present or future (collectively, "the Group") or to any third party organisations or persons for the purpose of fulfilling our obligations to you in respect of the Purposes and all such other purposes that are related to the Purposes and also in providing integrated services, maintaining and storing records including but not limited to the share registrar(s) appointed by us to manage the registration of shareholders.

The processing, disclosure, dissemination and/or transfer of your personal data by us and/or the Group and/or third party organisations or persons may result in your personal data being transferred outside of Malaysia.

**6. PRIVATE NOTICE TO SHAREHOLDERS UNDER THE PERSONAL DATA PROTECTION ACT 2010 (PDPA)  
(CONT'D)**

To this end, we are committed to ensuring the confidentiality, protection, security and accuracy of your personal data made available to us. It is your obligation to ensure that all personal data submitted to us and retained by us are accurate, not misleading, updated and complete in all aspects. For the avoidance of doubt, we and/or the Group and/or our or their employees or authorised officers or agents will not be responsible for any personal data submitted by you to us that is inaccurate, misleading, not up to date and incomplete.

Further, we may request your assistance to procure the consent of third parties whose personal data is made available by you to us and you hereby agree to use your best endeavours to do so.

In addition, you may request for access to your personal data by contacting your broker or alternatively Tricor Investor & Issuing House Services Sdn Bhd as shown above if:

- you require access to and/or wish to make corrections to your personal data subject to compliance of such request for access or correction not being refused under the provisions of the Act and/or existing laws; or
- you wish to enquire about your personal data.

Any personal data retained by us shall be destroyed and/or deleted from our records and system in accordance with our retention policy in the event such data is no longer required for the said Purposes.

We trust that you will consent to the processing of your personal data and that you declare that you have read, understood and accepted the statements and terms herein.

**7. ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

**Key ASIC Berhad**

General Line : 03-7664 3300  
Fax Number : 03-7664 3301  
Email : agm@keyasic.com  
Contact persons :

Name	Contact Details
Kate	Direct line: 03-7664 3300 Email Address: kate@keyasic.com
Wynne	Direct line: 03-7664 3300 (ext: 105) Email Address: wynne@keyasic.com