



## **CAPITAL A BERHAD**

[Registration No.: 201701030323 (1244493-V)]

("the Company" or "Capital A")

(Incorporated in Malaysia)

### **ADMINISTRATIVE NOTE**

#### **EXTRAORDINARY GENERAL MEETING 2 OF CAPITAL A BERHAD**

- Date** : Wednesday, 7 May 2025
- Time** : 11.00 a.m. or immediately after the conclusion of the Extraordinary General Meeting on the Proposed Regularisation Plan (as defined in the circular to shareholders dated 15 April 2025), which will be held at 10.00 a.m. on the same day
- Venue** : Gateway Ballroom, Level 1, Sama-Sama Hotel, KL International Airport, Jalan CTA 4B, 64000 KLIA, Sepang, Selangor Darul Ehsan, Malaysia

### **MODE OF MEETING**

- The Extraordinary General Meeting 2 ("**EGM 2**") of the Company will be held physically at the venue as mentioned above.

### **REGISTRATION**

- The registration counter will start at 8.00 a.m. on 7 May 2025 and will remain open until the conclusion of the EGM 2 or such time as may be determined by the Chairman of the meeting.
- Shareholders/proxies are requested to produce your original MyKad or Passport (for non-Malaysian) during registration for verification purposes. Please ensure the original MyKad or Passport is returned to you.
- Upon registration, you will be issued an identification wristband (printed with passcode). Please retain the same for entry to and for voting at the EGM 2 of the Company. There will be no replacement in the event that you lose or misplace your identification wristband.
- If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the registration counters.

### **APPOINTMENT OF PROXY**

- Shareholders who wish to appoint proxy(ies) to attend the EGM 2 must ensure that the duly executed Form of Proxy is deposited in a hard copy form at the registered office of the Company at Wisma Capital A, 19-04-02, 19, Lorong Dungun, Bukit Damansara, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia ("**Registered Office**") or by electronic lodgement via TIIH Online website at <https://tiih.online> not later than 11.00 a.m. on 5 May 2025. Faxed copies of the duly executed form of proxy are not acceptable.

- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-

(i) **In Hard Copy:**

By hand or post to the Registered Office of the Company at Wisma Capital A, 19-04-02, 19, Lorong Dungun, Bukit Damansara, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

(ii) **By Electronic Form:**

All shareholders have the option to submit the Form of Proxy electronically via TIIH Online not less than forty-eight (48) hours before the time appointed for holding the EGM 2 or any adjournment thereof. The steps to submit electronic proxy form are summarised below:

Procedure		Action
<b>i. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• After the release of the notice of EGM 2 by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: “<b>CAPITAL A EGM (2) 2025 – Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(s) or appoint the Chairman of the meeting as your proxy.</li> <li>• Indicate your voting instructions for the resolutions that are tabled for voting – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print Form of Proxy for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul>

		<i>(Note: The representative of a corporation or institutional member 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>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: <b>"CAPITAL A EGM (2) 2025 – Submission of Proxy Form"</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

### GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- Only a depositor whose name appears on the **ROD as of 29 April 2025** shall be entitled to attend, speak and vote or appoint proxy(ies) to attend, speak and/or vote on his/her behalf at the EGM 2.

### POLL VOTING

- The voting at the EGM 2 will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

### VOTING

- Shareholders and proxy holders ("voters") are advised to download "Tricor e-Vote" app onto their smartphone/tablets ("devices") before attending the meeting.
- Tricor e-Vote app is available for download at no cost from Goole Play Store or Apple App Store.
- To use Tricor e-Vote, you need to connect to the Wi-Fi network provided by Tricor.
- On the meeting day, go to your device setting, choose the Wi-Fi name and enter the password to join:-

Wi-Fi name: Tricor\_eVote | Password: CAPITALA1404

- You are encouraged to approach Tricor's personnel to check your devices' readiness to participate the poll voting.

## ACCESS TO TRICOR E-VOTE APP

- You will be required to allow the use the camera function of your device to capture the passcode printed on the identification wristband to access Tricor e-Vote app.
- Detailed instruction on how to vote will be provided in the meeting before the start of the voting session.
- Voting for all the resolutions set out in the Notice of EGM 2 will take place concurrently upon the conclusion of the deliberations of all the business to be transacted at the EGM 2.
- Upon completion of the voting session for the EGM 2, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## CIRCULAR TO SHAREHOLDERS

- The Circular to Shareholders dated 15 April 2025, Notice of the EGM 2, Form of Proxy and this Administrative Note are available at the Company's Investor Relations website at [www.capitala.com](http://www.capitala.com)
- You may request for a printed copy of the Circular to Shareholders at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the numbers/email addresses given below. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## RECORDING OR PHOTOGRAPHY

- Strictly **NO** unauthorised recording or photography of the proceedings of the EGM 2 is allowed.

## NO DOOR GIFT/FOOD VOUCHER

- There will be **no distribution of door gifts or food vouchers**.
- We would like to thank our shareholders for your kind cooperation and understanding during these challenging times.

## 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):

### Tricor Investor & Issuing House Services Sdn. Bhd.

General Line	:	+603-2783 9299	
Fax Number	:	+603-2783 9222	
Email	:	is.enquiry@vistra.com	
Contact	:	Mr. Jake Too	: +603-2783 9285
Persons	:	Mr. Muhamad Aiman	: +603-2783 9262
	:	Mr. Muhamad Asyraf	: +603-2783 9244