



CAPITAL A BERHAD

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

("the Company" or "Capital A")

(Incorporated in Malaysia)

ADMINISTRATIVE NOTE

**MEETING OF REDEEMABLE CONVERTIBLE UNSECURED ISLAMIC DEBT SECURITIES
2021/2028 HOLDERS ("RCUIDS HOLDERS' MEETING") OF CAPITAL A BERHAD**

Date : 10 November 2025
Time : 10.00 a.m.
Venue : The Zenith, Connexion Conference & Event Centre (The Vertical),
Level M1, The Vertical, Bangsar South City, No. 8, Jalan Kerinchi,
59200 Kuala Lumpur.

MODE OF MEETING

- The RCUIDS Holders' Meeting 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 10 November 2025 and will remain open until the conclusion of the RCUIDS Holders' Meeting or such time as may be determined by the Chairman of the meeting.
- RCUIDS holders/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 RCUIDS Holders' Meeting 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

- RCUIDS holders who wish to appoint proxy(ies) to attend the RCUIDS Holders' Meeting may do so either by submitting the Form of Proxy in hard copy or electronically, as set out below:

(i) In Hard Copy:

*In the case of an appointment made in hard copy, the original Form of Proxy must be duly executed and deposited at the business address of Malaysian Trustees Berhad at Level 11, Tower 3, RHB Centre, Jalan Tun Razak, 50400 Kuala Lumpur. **Faxed, photocopied and electronic scanned copies of the duly executed Form of Proxy are not acceptable.***

(ii) By Electronic Form:

*In the case of an appointment made via electronic means, the Form of Proxy can be electronically lodged via Vistra Share Registry and IPO (MY) portal ("**The Portal**") at <https://srmy.vistra.com>. Please refer to the Administrative Note for further information on submission via The Portal.*

Procedure		Action
i. Steps for Individual RCUIDS Holders		
(a)	Register as a User at The Portal	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click "Register" and select "Individual Holder" and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user with The Portal or the TIH Online portal previously, you are not required to register again.</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • After the release of the notice of RCUIDS Holders' Meeting by the Company, login with your username (i.e. email address) and password. • Select the corporate event: "CAPITAL A RCUIDS Holders' Meeting 2025 – Submission of Proxy Form". • Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". • Read and agree to the Terms and Conditions and confirm the Declaration. • Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST or ABSTAIN. • Print the proxy form for your record.

ii. Steps for Corporation or Institutional RCUIDS Holders		
(a)	Register as a User at The Portal	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. • Complete the registration form with your personal details. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. <p><i>(Note: The representative of a corporation or institutional RCUIDS Holders 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>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to https://srmy.vistra.com with your email address and password. • Select the corporate event: "CAPITAL A RCUIDS Holders' Meeting 2025 – Submission of Proxy Form". • Navigate to the icon ">" at the end of the corporate event. • Read and agree to the Terms and Conditions and confirm the Declaration. • Select the corporate holder's name. • Proceed to download the submission file. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Confirm" to complete your submission. • Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- Only a depositor whose name appears on the **ROD as of 3 November 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 RCUIDS Holders' Meeting.

POLL VOTING

- The voting at the RCUIDS Holders' Meeting will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Voting for all the resolutions set out in the Notice of RCUIDS Holders' Meeting will take place concurrently upon the conclusion of the deliberations of all the business to be transacted at the RCUIDS Holders' Meeting.

- Upon completion of the voting session for the RCUIDS Holders' Meeting, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

NOTICE TO RCUIDS HOLDERS

- The Notice to holders of RCUIDS dated 17 October 2025, Notice of the RCUIDS Holders' Meeting, Form of Proxy and this Administrative Note are available at the Company's Investor Relations website at <https://www.capitala.com>.
- You may request for a printed copy of the Notice to holders of RCUIDS at <https://srmy.vistra.com> 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 RCUIDS Holders' Meeting is allowed.

NO DOOR GIFT/FOOD VOUCHER

- There will be **no distribution of door gifts or food vouchers**.
- We would like to thank our RCUIDS holders 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	
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