



## **CAPITAL A BERHAD**

[Registration No.: 201701030323 (1244493-V)]  
("the Company" or "Capital A")  
(Incorporated in Malaysia)

### **ADMINISTRATIVE NOTE**

#### **NINTH ANNUAL GENERAL MEETING OF CAPITAL A BERHAD**

**Date** : **Tuesday, 16 June 2026**  
**Time** : **10.00 a.m.**  
**Venue** : **The Summit 1, Connexion Conference & Event Centre (The Vertical) Level M1, The Vertical, Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur**

### **MODE OF MEETING**

- The Ninth Annual General Meeting ("9<sup>th</sup> AGM") 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 Tuesday, 16 June 2026 and will remain open until the conclusion of the 9<sup>th</sup> AGM 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 9<sup>th</sup> AGM 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 9<sup>th</sup> AGM 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 Vistra Share Registry and IPO (MY) portal ("**The Portal**") at <https://srmy.vistra.com> not later than 10.00 a.m. on Sunday, 14 June 2026.

- 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 9th AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid. ***Faxed, photocopied and electronic scanned copies of the duly executed Form of Proxy are not acceptable***

(ii) **By Electronic Form:**

All shareholders have the option to submit the Form of Proxy electronically via The Portal not less than forty-eight (48) hours before the time appointed for holding the 9<sup>th</sup> AGM 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 The Portal	<ul style="list-style-type: none"> <li>• Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>• Click "<b>Register</b>" and select "<b>Individual Holder</b>" and complete the New User Registration Form.</li> <li>• For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>• Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>• After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>• Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>If you are an existing user with The Portal or our TIIH 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"> <li>• After the release of the Notice of Meeting by the Company, login with your email address and password.</li> <li>• Select the corporate event: "<b>CAPITAL A BERHAD 9TH AGM</b>".</li> <li>• Navigate to the 3 dots at the end of the corporate event and choose "<b>SUBMISSION OF PROXY FORM</b>".</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST or ABSTAIN.</li> <li>• Print the proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with The Portal	<ul style="list-style-type: none"> <li>• Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>• Click "<b>Register</b>" and select "<b>Representative of Corporate Holder</b>" and complete the New User Registration Form.</li> <li>• Complete the registration form with your personal details.</li> </ul>

Procedure		Action
		<ul style="list-style-type: none"> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user first 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"> <li>Login to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>Select the corporate event: “<b>CAPITAL A BERHAD 9TH AGM</b>”.</li> <li>Navigate to the icon “&gt;” at the end of the corporate event.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Select the corporate holder’s name.</li> <li>Proceed to download the submission file.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Confirm” 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 9 June 2026** shall be entitled to attend, speak and vote or appoint proxy(ies) to attend, speak and/or vote on his/her behalf at the 9<sup>th</sup> AGM.

## POLL VOTING

- The voting at the 9<sup>th</sup> AGM 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 access “Vistra e-Vote” website using their smartphone/tablets (“devices”) while attending the meeting.
- Vistra e-Vote website is available for access at no cost by scanning the QR Code provided at the meeting venue.
- To use Vistra e-Vote website, you need to connect to the internet network.
- You are encouraged to approach Tricor’s personnel to check your devices’ readiness to participate the poll voting.

## ACCESS TO VISTRA E-VOTE WEBSITE

- 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 Vistra e-Vote website.
- 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 9<sup>th</sup> AGM will take place concurrently upon the conclusion of the deliberations of all the business to be transacted at the 9<sup>th</sup> AGM
- Upon completion of the voting session for the 9<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## ANNUAL REPORT 2025

- The Company's Annual Report 2025, Notice of the 9<sup>th</sup> AGM, 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 Annual Report 2025 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 9<sup>th</sup> AGM 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  
Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)  
Contact : En. Muhamad Asyraf : +603-2783 9244  
Persons : Cik Nur Athirah : +603-2783 9257  
: En. Aiman Nuri : +603-2783 9262  
: Mr. Jake Too : +603-2783 9285