WINSTAR CAPITAL BERHAD
[Registration No. 202301049890 (1543804-K)]
(Incorporated in Malaysia)

Administrative Guides
for the Extraordinary General Meeting ("EGM")

Meeting Date	:	Wednesday, 8 October 2025
Time	:	11:00 a.m.
Venue	:	Meeting Room, Lot 901 & 902, Batu 29, Jalan Kepong, Ijok, 45600 Batang Berjuntai, Selangor

Registration

1. Registration will commence at **9:30 a.m. on Wednesday, 8 October 2025** at the reception area of the Company's office at Lot 901 & 902, Batu 29, Jalan Kepong, Ijok, 45600 Batang Berjuntai, Selangor and will end at a time as determined by the Chairman of the meeting.

2. Please present your **ORIGINAL National Registration Identity Card ("NRIC") or passport (for Non-Malaysian)** to the registration staff for verification. **Photocopies of the NRIC or passport will not be accepted.** Kindly ensure that you collect your NRIC or passport upon completion of registration.

3. Registration must be done in person. No person will be allowed to register on behalf of another person even with the original NRIC or passport of that person.

4. Upon verification and registration, you will be given a polling form to enter the meeting room and participate in voting. No one will be allowed to enter the meeting room without the polling form. Please note that no replacement will be provided in the event the polling form is lost or misplaced.

5. If you have any questions, please proceed to the Registration Counter at the reception area.

Entitlements to Attend, Participate, Speak and Vote

Only members whose names appear on the Record of Depositors on 1 October 2025 (General Meeting Record of Depositors) shall be entitled to attend, participate, speak and vote at the EGM or appoint proxy(ies) to attend, participate, speak and vote on their behalf.

Appointment of Proxy

The Proxy Forms and/or documents relating to the appointment of proxy(ies)/ corporate representative(s) /attorney(s) for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner no later than **Monday, 6 October 2025** at **11:00 a.m.**:

(i) **<u>In hard copy Proxy Form</u>**

By hand or post to the office of the Share Registrar, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.

(ii) By electronic means

All members have the option to submit the Proxy Form electronically via Boardroom Smart Investor Portal at https://investor.boardroomlimited.com and the steps to submit are summarised as follows:

Proxy Appointment via Boardroom Smart Investor Portal ("BSIP")

Procedure	Action
Step 1 Register Online with BSIP *(For first time registration only)*	*Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.* • Access the website https://investor.boardroomlimited.com • Click **"Register"** to sign up as a user. • Please select the correct account type i.e. sign up as **"Shareholder"** or **"Corporate Holder".** • Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (NRIC) (front and back) or Passport. Click **"Register".** • For Corporate Holder, kindly upload the authorisation letter as well, Click **"Sign Up".** • You will receive an email from BSIP Online for email address verification. Click on **"Verify Email Address"** from the email received to continue with the registration. • Once your email address is verified, you will be re-direct to BSIP Online for verification of mobile number. • Click on **"Request OTP Code"** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **"Enter"** to complete the process. • Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. • An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at https://investor.boardroomlimited.com with the email address and password filled up by you during the registration to proceed.
Step 2 Appointment of Proxy	• Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. • Click **"Meeting Event(s)"** and select from list of companies **"WINSTAR CAPITAL BERHAD EXTRAORDINARY GENERAL MEETING"** and click **"Enter"**. • Click **"Submit eProxy Form"**. • Select the company you would like to represent (if you represent more than one company, for Corporate Shareholder). • Enter your CDS Account Number and number of Securities held. • Select your proxy — either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). • Read and accept the General Terms and Conditions and click **"Next"**. • Enter the required particulars of your proxy(ies).

Proxy Appointment via Boardroom Smart Investor Portal ("BSIP") (Cont'd)

Procedure	**Action**
<u>Step 2</u> Appointment of Proxy (Cont'd)	• Indicate your voting instructions — **"FOR"** or **"AGAINST"** or **"ABSTAIN"**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **"DISCRETIONARY".** • Click **"Apply".** Download or print the eProxy Form as acknowledgement. *Note for Corporate Shareholders: if you are representing more than (1) company, kindly click the home button and select "Edit Profile" in order to add Company.* **Authorised Nominee and Exempt Authorised Nominee** • Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. • Select **"WINSTAR CAPITAL BERHAD EXTRAORDINARY GENERAL MEETING"** from the list of Meeting Event(s) and click **"Enter"**. • Click on **"Submit eProxy Form"**. • Select the company you would like to represent (if you represent more than one company). • Proceed to download the file format for **"Submission of Proxy Form"** from BSIP. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Review and confirm your proxy appointment and click **"Submit"**. • Download or print the eProxy form as acknowledgement. Note: if you are representing more than one (1) company, kindly click the home button and select "Edit Profile" in order to add Company. **Via email** • Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Corporate Holder, CDS account number accompanies with the certificate of appointment of corporate representative or Proxy Form (as the case may be) to submit the request. • Please provide a copy of corporate representative's or proxy's NRIC (front and back) or Passport as well as his/her email address.

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Revocation of Proxy

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or if you wish to participate at the EGM yourself, please revoke the appointment of proxy(ies) at least forty-eight (48) hours before the EGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

eProxy Form	Hard copy Proxy Form
• Click **"Meeting Event"** and Enter "**WINSTAR CAPITAL BERHAD EXTRAORDINARY GENERAL MEETING"** • Go to "**Submitted eProxy Form list"** and click **"View"** for the eProxy Form. • Click **"Cancel/Revoke"** at the bottom of the eProxy Form. • Click **"Proceed"** to confirm.	Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy(ies).

Upon revocation, proxy(ies) appointed earlier will not be allowed to participate at the EGM. In such event, you should advise your proxy(ies) accordingly.

Voting Procedure

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the resolution as set out in the Notice of EGM will be put to vote by poll. The polling processes shall be managed by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd as Poll Administrator and independent scrutineers shall be appointed to verify and validate the results of the poll at the EGM.

No Gifts or Vouchers

No door gifts or vouchers will be provided to shareholders, proxies or corporate representatives who have registered for the EGM.

Refreshments

Light refreshments will be served before the commencement of the EGM.

Parking

Complimentary parking is available within the compound of the Company's office.

Enquiry

If you have any enquiries relating to the EGM, please contact the Share Registrar during office hours, from Mondays to Fridays, between 8:30 a.m. to 5.30 p.m., except for public holidays:

Boardroom Share Registrars Sdn Bhd
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13
46200 Petaling Jaya
Selangor, Malaysia

Tel : +603-7890 4700
Fax : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com