



AGM ADMINISTRATIVE DETAILS

WILLOWGLEN MSC BERHAD

Registration No. 199801006521 (462648-V)

TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27TH AGM”)

Date	:	Wednesday, 21 May 2025
Time	:	10:00 a.m.
Venue	:	The Royal Selangor Golf Club, Banquet Hall, Jalan Kelab Golf, Off Jalan Tun Razak, 55000 Kuala Lumpur, Wilayah Persekutuan, Malaysia

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only members whose names appear in the ROD as at 14 May 2025 shall be entitled to participate and vote at the 27th AGM or appoint proxy(ies) to participate and/or vote on his/her stead.

RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 27th AGM is allowed.

DOOR GIFT

There will be no distribution of door gifts for participation in the 27th AGM.

APPOINTMENT OF PROXY

- A member of the Company entitled to participate and vote at the 27th AGM is entitled to appoint more than one (1) proxy to participate, speak and vote in his/her stead. If you are unable to attend the AGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions stated in the notice of AGM.
- You may submit your form of proxy at the office of the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd. (“**BoardRoom**”) at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or alternatively, lodged electronically via BoardRoom Smart Investor Portal (“**BSIP**”) at <https://investor.boardroomlimited.com> or email to BoardRoom at bsr.helpdesk@boardroomlimited.com not less than forty-eight (48) hours before the time set for holding the 27th AGM or any adjournment thereof. For further information, kindly refer to the steps outlined below for the appointment of a proxy via BSIP.

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 at 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 the registration with all required information. Upload and attach a softcopy of your Identity Card (“NRIC”) (front and back) or Passport. 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-directed 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 – Submission of Form of Proxy	For Individual and Corporate Shareholder • Login to https://investor.boardroomlimited.com using your user ID and password created from Step 1 above. • Click “Meeting Event” and select “Willowglen MSC Berhad 27th Annual General Meeting” from the list and click “Enter”. • Go to “PROXY” and click “Submit eProxy Form”. • Enter your CDS account number and number of securities held. • Select your proxy — either the Chairman of the meeting or individual named proxy(ies). • Read and accept the General Terms and Conditions by clicking “Next”. • Enter the particulars of your proxy(ies) and 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. • Review and confirm your proxy(ies) appointment. Click “Apply”. • Download or print the eProxy Form as acknowledgement. For Authorised Nominee and Exempt Authorised Nominee <u>Via Email</u> • Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS account number accompanied with the certificate of appointment of corporate representative or Form of Proxy (as the case may be) to submit the request latest by Monday, 19 May 2025 at 10:00 a.m. • Please provide a copy of corporate representative’s or proxy’s NRIC (front and back) or passport, as well as his/her email address. <u>Via BSIP</u> • Login to https://investor.boardroomlimited.com using your user ID and password created from Step 1 above. • Click “Meeting Event” and select “Willowglen MSC Berhad 27th Annual General Meeting” from the list and click “Enter”.

	• Select the company you would like to represent. • Click on “Submit eProxy Form”. • Proceed to download the file format for “Submission of Proxy Form” from BSIP. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy(ies) appointment file. • Review and confirm your proxy(ies) appointment and click “Submit”. • Download or print the eProxy Form as acknowledgement.
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- If you wish to attend the 27th AGM yourself, please do not submit a Form of Proxy. You will not be allowed to attend the 27th AGM together with a proxy appointed by you.
- If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the 27th AGM yourself, please revoke the appointment of the earlier appointed proxy(ies) via a notice of termination of proxy authority in writing not less than twenty-four (24) hours before the time stipulated for holding the 27th AGM or any adjournment thereof through any one (1) of the following manners:
 - Hardcopy Form
 - To be deposited at the office of the Company’s Share Registrar, BoardRoom at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.
 - Electronic Means
 - (a) Via eProxy Form through the BSIP
 - Go to “**Submitted eProxy Form list**” and click “**View**”;
 - Click “**Cancel/Revoke**” at the bottom of the eProxy Form; and
 - Click “**Proceed**” to confirm.
 - (b) Via Email
 - Write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies).

ENQUIRY

If you have any enquiry, please contact the Company’s Share Registrar during office hours from 9:00 a.m. to 5:30 p.m. (Monday to Friday, except on public holiday):-

Share Registrar

Boardroom Share Registrars Sdn. Bhd.

Tel : +603-7890 4700

Fax : +603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com