



**KNM GROUP BERHAD**

Registration No.: 200001018741 (521348-H)  
(Incorporated In Malaysia)

## **ADMINISTRATIVE GUIDE FOR ANNUAL GENERAL MEETING (“AGM”)**

Day & Date : Thursday, 6 June 2024  
Time : 10.30 a.m.  
Venue : Hang Li Po Ballroom, Level 4  
Mines Beach Resort  
Jalan Dulang, The Mines Resort City  
43300 Seri Kembangan  
Selangor Darul Ehsan

### **Parking**

1. Parking is free and you are advised to park your vehicle at the open space and at the Mines Beach Resort.

### **Registration**

2. Registration will start at 8.30 a.m. at the entrance of the Hang Li Po Ballroom, Level 4 and will end at a time as directed by the Chairman of the meeting.
3. Please read the signage to ascertain where you should register yourself for the meeting and join the queue accordingly.
4. Please produce your original Identity Card (“IC”) to the registration clerk for verification. Please ensure that you collect your IC thereafter.
5. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
6. No person will be allowed to register on behalf of another person even by producing the original IC of that other person.
7. The registration counter will only handle verification of identity and registration. If you have any clarification or enquiry, please direct your enquiries to the assistants seated at the registration table.
8. NO door gift will be provided to the members/proxies.

### **Refreshment/Lunch**

9. No lunch will be served at the 21<sup>st</sup> AGM. However, coffee and tea will be served before the commencement of the 21<sup>st</sup> AGM. Light refreshment will be served at 12.30 p.m. at the lift area, Level 4, leading to the Hang Li Po Ballroom.

### **General Meeting Record of Depositors**

10. For the purpose of determining a member who shall be entitled to attend the 21<sup>st</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Articles 78(i), 78(ii) and 78(iii) of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 30 May 2024. Only a depositor whose name appears on the Record of Depositors as at 30 May 2024 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

### **Proxy**

11. A member entitled to attend, speak and vote is entitled to appoint proxy/proxies, to attend, speak and vote instead of him/her. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions printed therein.
12. If you wish to attend the meeting yourself, please do not submit any Form of Proxy for the meeting that you wish to attend. You will not be allowed to attend the meeting together with a proxy appointed by you.
13. If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the registration table to revoke the appointment of your proxy.

### **Annual Report 2023**

14. The Annual Report 2023 is available on KNM Group Berhad’s website at [www.knm-group.com](http://www.knm-group.com) under Investor Relations. If you wish to request for a printed copy of the Annual Report 2023, please forward your request by completing the Request Form provided by us. We will dispatch the Annual Report to you by ordinary post within four (4) market days from the date of receipt of your verbal or written request.

### **Enquiry**

15. If you have any enquiry prior to the meeting, please contact the Company Secretarial office during office hours:

15 Jalan Dagang SB 4/1  
Taman Sungai Besi Indah  
43300 Seri Kembangan  
Selangor Darul Ehsan  
Telephone Number : 03-8946 3000  
Fax Number : 03-8945 7719