TMK CHEMICAL BHD
Registration No. 198901001548 (178854-K)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 2026 ANNUAL GENERAL MEETING ("2026 AGM")

Day and Date	:	**Friday, 12 June 2026**
Time	:	**11:30 a.m.**
Meeting Venue	:	**B2-G-01, Blok B2, Meritus @ Oasis Corporate Park, No. 2, Jalan PJU 1A/2, Ara Damansara, 47301 Petaling Jaya, Selangor**

1. REGISTRATION

a. The registration will commence at 10.30 a.m. on Friday, 12 June 2026 and will remain open until the conclusion of the 2026 AGM or such time as may be determined by the Chairman of the meeting.

b. Please present your original National Registration Identity Card ("NRIC") or passport (for non-Malaysian) to the registration staff for verification.

c. Upon verification, you are required to write your name and sign the attendance list placed on the registration table. You will be given an identification wristband for voting purposes.

d. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.

e. Please proceed to the Help Desk for any clarification or queries apart from registration details. The Help Desk will also handle revocation of proxy's appointment.

2. CORPORATE MEMBERS

a. Corporate members who wish to appoint corporate representatives instead of proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**").

b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Wednesday, 10 June 2026 at 11.30 a.m. to attend and vote at the 2026 AGM.

3. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

a. Only a depositor whose name appears on the ROD as at 8 June 2026 shall be entitled to attend, speak and vote at the 2026 AGM or appoint proxies to attend and/or vote on his/her behalf.

4. PROXY

The appointment of proxy may be made in the following manners, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, <u>otherwise the Form of Proxy shall not be treated as valid.</u>

a. <u>In hard copy form</u>
You may submit your original Form of Proxy to Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

b. <u>In electronic form</u>
You may also submit the Form of Proxy electronically via Vistra Share Registry and IPO (MY) Portal (the “Portal”) at https://srmy.vistra.com.

5. ELECTRONIC LODGEMENT OF FORM OF PROXY

a. The procedures to lodge your Form of Proxy electronically via the Portal are summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User at the Portal	1. Visit the website at https://srmy.vistra.com. 2. Click “Register” and select “Individual Holder” and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with the Portal or our TIIH Online portal previously, you are not required to register again.*
Proceed with submission of form of proxy	1. After the release of the Notice of 2026 AGM by the Company, login with your email address and password. 2. Select the corporate event: **“TMK CHEMICAL BHD 2026 AGM”**. 3. Navigate to the 3 dots at the end of the corporate event and choose “**SUBMISSION OF PROXY FORM**”.

	4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the form of proxy for your record.
Procedure	**Action**
ii. **<u>Steps for Corporate or Institutional shareholders</u>**	
Register as a User at the Portal	1. Visit the website at https://srmy.vistra.com. 2. Click “Register” and select “Representative of Corporate Holder” and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification not verify your registered email address. 5. After verification. Your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *Note: The representative of a corporate or institutional shareholder 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.*
Proceed with submission of form of proxy	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: **“TMK CHEMICAL BHD 2026 AGM”**. 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms & Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxies by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “**Confirm**” to complete your submission. 10. Print the confirmation report of your submission for your record.

6. POLL VOTING

a. The voting at the 2026 AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

b. Upon completion of the voting session for the 2026 AGM, the Scrutineers will verify the poll results for announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are duly passed.

7. ANNUAL REPORT 2025

a. The Company's Annual Report 2025 is available at the Company's website at https://www.tmkchemical.com.

b. Should you require a printed copy of the Annual Report 2025, please request at Tricor's Portal at https://srmy.vistra.com by selecting "Request for Annual Report" under the "Investor Services". Nevertheless, we encourage you to consider the environment before you decide to request for the printed copy.

c. For your convenience, the printed copies are also available for collection at the Registration Counter on first come first serve basis during the registration.

8. RECORDING OR PHOTOGRAPHY

a. Strictly **NO** unauthorised recording and photography at the 2026 AGM.

9. NO DOOR GIFT/VOUCHER

a. There will be no distribution of door gift or voucher for participating at the 2026 AGM.

10. ENQUIRIES

If you have any enquiries on the above, please contact our Share Registrar during office hours on Mondays to Fridays from 8.30 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 Person	:	Mohammad Amirul Iskandar (mohammad.amirul@vistra.com) +603-2783 9279 Syafiqul Hafidz (syafiqul.hafidz@vistra.com) +603-2783 9024