

**ADMINISTRATIVE GUIDE FOR THE THIRTY SIXTH
ANNUAL GENERAL MEETING (“36TH AGM”)**

Day, Date and Time : Friday, 24 May 2024 at 10.00 a.m.
Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") in Malaysia
Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain registration number with MYNIC: D1A282781)

MODE OF MEETING

The 36th AGM of the Company will be conducted on a fully virtual basis through live streaming and online voting via Remote Participation and Voting (“RPV”) facilities through the online meeting platform of TIIH Online at <https://tiih.online>.

An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform is located in Malaysia. Pursuant to the Securities Commission Malaysia’s Guidance, all meeting participants including the Chairman of the Meeting, board members, senior management and shareholders are to participate in the meeting online.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 36th AGM using RPV facilities from Tricor.

A shareholder who has appointed proxy(ies) or attorney(s) or corporate representative(s) to participate at this 36th AGM must request his/her proxy(ies) or attorney(s) or corporate representative(s) to register himself/herself for RPV via Tricor’s TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

PROCEDURES FOR RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 36th AGM using the RPV facilities:

Before the 36th AGM day

Procedure		Action
(a)	Register as a user with TIIH Online	- Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. - Registration as a user will be approved within one (1) working day and you will be notified via e-mail. - If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request to attend 36 th AGM remotely	- Registration is open from Wednesday, 24 April 2024 until the day of 36th AGM on Friday, 24 May 2024. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 36th AGM to ascertain their eligibility to participate in the 36th AGM using the RPV. - Login with your user ID (i.e. email address) and password and select the corporate event: “(REGISTRATION) FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM”. - Read and agree to the Terms & Conditions and confirm the Declaration. - Select “Register for Remote Participation and Voting” - Review your registration and proceed to register. - System will send an e-mail to notify that your registration for remote participation is received and will be verified. - After verification of your registration against the General Meeting Record of Depositors as at 16 May 2024, the system will send you an e-mail after 22 May 2024 to approve or reject your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i>
On the 36 th AGM Day		
(c)	Login to TIIH Online	Login with your user ID and password for remote participation at the 36th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 36th AGM on Friday, 24 May 2024 at 10.00 a.m.
(d)	Participate through Live Streaming	- Select the corporate event: “(LIVE STREAM MEETING) FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM” to engage in the proceedings of the 36th AGM remotely. - If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 36th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	- Voting session commences from 10.00 a.m. on Friday, 24 May 2024 until a time when the Chairman announces the end of the session. - Select the corporate event: “(REMOTE VOTING) FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. - Read and agree to the Terms & Conditions and confirm the Declaration. - Select the CDS account that represents your shareholdings. - Indicate your votes for the resolutions that are tabled for voting. - Confirm and submit your votes.
(f)	End of remote participation	Upon the announcement by the Chairman on the closure of the 36th AGM, the Live Streaming will end.

Note to users of the RPV:

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at +6011-4080 5616 / +6011-4080 3168 / +6011-4080 3169 / +6011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

- Only members whose names appear on the Record of Depositors as at **16 May 2024** shall be eligible to participate at the 36th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 36th AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 36th AGM yourself, please do not submit any Proxy Form for the 36th AGM. You will not be allowed to participate in the 36th AGM together with a proxy appointed by you.
- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 36th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 22 May 2024 at 10.00 a.m.:**

- (i) In Hard copy:

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

(ii) By Electronic form:

All shareholders can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	- Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. - If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	- After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. - Select the corporate event: “FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM - Submission of Proxy Form”. - Read and agree to the Terms and Conditions and confirm the Declaration. - Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. - Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. - Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. - Review and confirm your proxy(ies) appointment. - Print the form of proxy for your record.
ii. Steps for corporate or institutional shareholders	
Register as a User with TIIH Online	- Access TIIH Online at https://tiih.online - Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects “Create Account by Representative of Corporate Holder”. - Complete the registration form and upload the required documents. - Registration will be verified, and you will be notified by email within one (1) to two (2) working days. - Proceed to activate your account with the temporary password given in the email and re-set your own password. <i>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.</i>
Proceed with submission of Proxy Form	- Login to TIIH Online at https://tiih.online - Select the corporate event: “FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM: Submission of Proxy Form” - Agree to the Terms & Conditions and Declaration. - Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. - Prepare the file for the appointment of proxies by inserting the required data. - Login to TIIH Online, select corporate event: “FORMOSA PROSONIC INDUSTRIES BERHAD 36TH AGM - Submission of Proxy Form”. - Proceed to upload the duly completed proxy appointment file. - Select “Submit” to complete your submission. - Print the confirmation report of your submission for your record.

POLL VOTING

Voting at the 36th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 36th AGM at 10.00 a.m. on Friday, 24 May 2024 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 36th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 36th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Wednesday, 22 May 2024 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 36th AGM.

NO DOOR GIFT/VOUCHER

There will be **no distribution** of door gifts or vouchers for the 36th AGM.

RECORDING OR PHOTOGRAPHY

Strictly no unauthorized recording or photography of the proceedings of the 36th AGM are allowed.

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
Fax Number	: +603-2783 9222
Email	: is.enquiry@my.tricorglobal.com
Contact persons	: Mr Ashvinder Singh +603-2783 7962 (ashvinder.singh@my.tricorglobal.com) Mr Muhammad Asyran +603-2783 9249 (muhammad.asyran@my.tricorglobal.com)