



GROMUTUAL BERHAD

(Company No. 200301022614) (625034-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD ANNUAL GENERAL MEETING (“23RD AGM”)

Day and Date : Monday, 25 May 2026
Time : 10.00 a.m
Venue : Austin 18, Jalan Austin Perdana 3, Taman Austin Perdana, 81100 Johor Bahru, Johor

REGISTRATION

- The registration counter starts at 9.00 a.m. on Monday, 25 May 2026 and will open until the conclusion of the 23rd AGM or such time may be determined by the Chairman of the Meeting.
- Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.
- Upon verification, shareholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd.
- Attorneys appointed by power of attorney are required to deposit their power of attorney at the Registered Office of the Company situated at L2-02, 1 Medini Hub, Persiaran Medini Utara 3, Medini Iskandar, 79000 Nusajaya, Johor, Malaysia not later than Saturday, 23 May 2026 at 10.00 a.m. to attend and vote at the 23rd AGM.

PROXY

The appointment of proxy may be made in hard copy form or by electronic form in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 23rd AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:

In hardcopy form

In case of an appointment made in hardcopy form, the proxy form must be deposited at the registered office of the Company situated at L2-02, 1 Medini Hub, Persiaran Medini Utara 3, Medini Iskandar, 79000 Nusajaya, Johor, Malaysia.

In electronic form

You may also submit your proxy appointment electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") at <https://srmy.vistra.com>. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with The Portal	<ul style="list-style-type: none">▪ Visit the website at https://srmy.vistra.com.▪ Click "Register" and select "Individual Holder" and complete the New User Registration Form.▪ For guidance, you may refer to the tutorial guide available on the homepage.▪ Once registration is completed, you will receive an email notification to verify your registered email address.▪ After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.▪ Once you receive the confirmation, activate your account by creating your password. <p>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none">▪ After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.▪ Select the corporate event: "GROMUTUAL BERHAD 23RD AGM".▪ Navigate to the 3 dots at the end of the corporate event and choose "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(s) to vote on your behalf.▪ Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.▪ Review and confirm your proxy(s) appointment.▪ Print Form of Proxy for your record.

ii. Steps for corporation or institutional shareholders	
Register as a User with The Portal	<ul style="list-style-type: none"> ▪ Visit the website at https://srmy.vistra.com. ▪ Click "Register" and select "Representative or Corporate Holder" and complete the New User Registration Form. ▪ Complete the registration form with your personal details. ▪ Once registration is completed, you will receive an email notification to verify your registered email address. ▪ After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. ▪ Once you receive the confirmation, activate your account by creating your password. <p>Note: The representative of a corporation 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.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ Login to https://srmy.vistra.com with your email address and password. ▪ Select the corporate event: "GROMUTUAL BERHAD 23RD AGM". ▪ Navigate to the icon ">" at the end of the corporate event. ▪ Read and agree to the terms and conditions and confirm the Declaration. ▪ Select the corporate holder's name. ▪ Proceed to download the submission file. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select "Confirm" to complete your submission. ▪ Print the confirmation report of your submission for your record

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 23rd AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **18 May 2026** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 23rd AGM proceedings is allowed without prior written permission of the Company.

DOOR GIFT AND REFRESHMENT

There will be no distribution of door gift and refreshment will not be provided to shareholders, proxies and invited guests who attend and/or participate at the 23rd AGM.

ENQUIRY

If you have any enquiry prior to the 23rd AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Gromutual Berhad	Telephone Number:	+607 707 3333 (General Line)
	PIC Name:	Ms Tham Yap Mey / Ms. Joanne Kuan
	Email:	gromutualbhd@gromutual.com
Tricor Investor & Issuing House Services Sdn. Bhd.	Telephone Number:	+603 2783 9299 (General Line)
	Ms. Nor Faeayzah	Nor.Faeayzah@vistra.com +603 2783 9274
	Ms. Damia Insyirah	Damia.insyirah@vistra.com +603 2783 7962
	E-mail:	ls.enquiry@vistra.com