



## **GROMUTUAL BERHAD**

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

### **ADMINISTRATIVE GUIDE FOR THE TWENTY-SECOND ANNUAL GENERAL MEETING (“22<sup>ND</sup> AGM”)**

Day and Date : Monday, 26 May 2025  
Time : 10.00 a.m  
Venue : Austin 18, Jalan Austin Perdana 3, Taman Austin Perdana, 81100 Johor Bahru, Johor

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#### **REGISTRATION**

- The registration counter starts at 9.00 a.m. on Monday, 26 May 2025 and will open until the conclusion of the 22<sup>nd</sup> 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. (“TIIH”).
- 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, 24 May 2025 at 10.00 a.m. to attend and vote at the 22<sup>nd</sup> 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 22<sup>nd</sup> 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 TIIH Online website at <https://tiih.online>. 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 Tricor’s TIIH Online website are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>▪ Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>▪ If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>▪ After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li><li>▪ Select the corporate event: <b>GROMUTUAL BERHAD 22ND AGM - SUBMISSION OF PROXY FORM”</b>.</li><li>▪ Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>▪ Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>▪ Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li><li>▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>▪ Review and confirm your proxy(s) appointment.</li><li>▪ Print the form of proxy for your record.</li></ul>

<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <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"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Select the corporate event: <b>“GROMUTUAL BERHAD 22ND AGM – SUBMISSION OF PROXY FORM”</b></li> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate event: <b>“GROMUTUAL BERHAD 22ND AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>

#### **GENERAL MEETING RECORD OF DEPOSITORS**

For the purpose determining who shall be entitled to attend the 22<sup>nd</sup> AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **19 May 2025** 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 22<sup>nd</sup> 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 22<sup>nd</sup> AGM.

## ENQUIRY

If you have any enquiry prior to the 22<sup>nd</sup> 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:	+607 212 1333 (General Line)
	PIC Name:	Ms Tham Yap Mey / Ms. Joanne Kuan
	Fax Number:	+607 212 1222
	Email:	<a href="mailto:gromutualbhd@gromutual.com">gromutualbhd@gromutual.com</a>
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	<a href="mailto:Damia.insyirah@vistra.com">Damia.insyirah@vistra.com</a> +603 2783 7962
	Fax Number:	+603 2783 9222
	E-mail:	<a href="mailto:ls.enquiry@vistra.com">ls.enquiry@vistra.com</a>