

ADMINISTRATIVE NOTES FOR THE SECOND ANNUAL GENERAL MEETING

ADMINISTRATIVE NOTES FOR THE SECOND ANNUAL GENERAL MEETING ("2ND AGM" OR "MEETING") OF COLFORM GROUP BERHAD ("COLFORM" OR "THE COMPANY")

Day and Date : Tuesday, 26 May 2026
Time : 10:30 a.m. or at any adjournment thereof
Venue : Lot 8, Jalan 2A KKIP Timur, Industrial Zone 12 (IZ12), Kota Kinabalu Industrial Park, 89208 Tuaran, Sabah

REGISTRATION ON THE DAY OF 2ND AGM

1. Registration will commence at 9:30 a.m. on Tuesday, 26 May 2026 and will open until the conclusion of the 2nd AGM or such time may be determined by the Chairman of the Meeting.
2. Please present your original National Registration Identity Card (NRIC) or Passport (for non-Malaysians) to the registration staff for verification. Please ensure the original NRIC 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 NRIC or Passport of that person.
3. Upon verification, you will be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle the verification of identity, registration and revocation of proxy/proxies.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the 2nd AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **19 May 2026** and only a depositor whose name appears on such General Meeting Record of Depositors shall be eligible to attend the 2nd AGM.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the 2nd AGM arrangement.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

The appointment of proxy(ies) may be made in hard copy form or 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 2nd AGM or adjourned general meeting at which the person named in the appointment proposes to vote, otherwise the Proxy Form shall not be treated as valid:-

(i) In hard copy form

By hand or post to the Share Registrar of our Company, 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, Wilayah Persekutuan or alternatively, the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59000 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic means

The procedures to submit your Proxy Form electronically via Vistra Share Registry and IPO (MY) portal ("the Portal") are summarised below:

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	Procedures	Actions
i. <u>Steps for Individual Shareholders</u>		
(a)	Register as a User at The Portal	<ol style="list-style-type: none"> 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. <p><i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i></p>
(b)	Proceed with submission of Proxy Form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "COLFORM GROUP BERHAD 2ndAGM". 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 & 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(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your records.
ii. <u>Steps for Corporation or Institutional Shareholders</u>		
(a)	Register as a User at The Portal	<ol style="list-style-type: none"> 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 to verify your registered email address. 5. After verification, your registration will be reviewed and approval 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. <p><i>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 Tricor if you need clarifications on the user registration.</i></p>
(b)	Proceed with submission of Proxy Form	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "COLFORM GROUP BERHAD 2ndAGM". 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and 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 proxy(ies) 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.

Last date and time for lodging the Proxy Form is on Sunday, **24 May 2026** at **10:30 a.m.**

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NO RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 2nd AGM is strictly not allowed. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

If you have any enquiries on the above, please contact our Share Registrar 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

Email : is.enquiry@vistra.com

Contact person : En. Mohammad Khairudin
+603-2783 7973

Mohamad.Khairudin@vistra.com