

ADMINISTRATIVE GUIDE

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

Day and Date	:	Wednesday, 28 October 2026
Time	:	10.00 a.m.
Venue	:	Suite III and IV, Level 2, Mercure Kuala Lumpur Glenmarie, Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor

REGISTRATION ON THE DAY OF THE 23RD AGM

1. The registration counter will open at 9:00 a.m. on Wednesday, 28 October 2026 and will remain open until the conclusion of the 23rd AGM or such time as may be determined by the Chairman of the meeting.
2. Please provide your ORIGINAL MyKad or Passport (for foreign shareholder) during registration for verification. Only original MyKad or Passport is valid for registration.
3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original MyKad or Passport of that other shareholder/proxy. Please make sure you collect your MyKad or Passport after the registration.
4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
5. After registration and signing on the Attendance List, please vacate the registration area.
6. The registration counter will only handle verification of shareholdings and registration. For other clarification or queries, you may proceed to the Help Desk.

HELP DESK

1. The Help Desk will handle all clarification and queries on matters relating to the 23rd AGM. The Help Desk will also handle revocation of proxy’s appointment .

CORPORATE MEMBERS

Corporate members who wish to appoint corporate representatives instead of proxy, must deposit their original or duly certified of appointment of corporate representative to Vistra Investor & Issuing House Services Sdn Bhd (formerly known as Tricor Investor & Issuing House Services Sdn Bhd) (“Vistra”) on or before the 23rd AGM.

APPOINTMENT OF PROXY OR ATTORNEY

1. Only members whose names appear on the Record of Depositors as at 21 October 2026 shall be eligible to attend, speak and vote at the 23rd AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
2. Members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the proxy form.
3. If you wish to participate in the 23rd AGM yourself, please do not submit any proxy form for the 23rd AGM. You will not be allowed to participate in the 23rd AGM together with a proxy appointed by you.
4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney for the 23rd AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than 48 hours before the time appointed for holding the 23rd AGM or not later than Monday, 26 October 2026 at 10.00 a.m.:

Administrative Guide

For the Twenty-Third Annual General Meeting (“23rd AGM”)

APPOINTMENT OF PROXY OR ATTORNEY (CONT'D)

4. (i) In hard copy form:

In the case of an appointment made in hard copy form (by hand/post), the proxy form shall be deposited at Share Registrar’s office 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, at the drop box located at Unit G-1, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic means:

(a) Via Online

The procedures to submit 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 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. <i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i>
Proceed with submission of proxy form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: “ES CERAMICS TECHNOLOGY BERHAD 23RD 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(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 record.

Administrative Guide

For the Twenty-Third Annual General Meeting (“23rd AGM”)

Procedure	Action
ii. Steps for Corporation or Institutional Shareholders	
Register as a User at The Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative or 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. <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>
Proceed with submission of proxy form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "ES CERAMICS TECHNOLOGY BERHAD 23RD AGM". 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.

VOTING AT MEETING

1. The voting at the 23rd AGM will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Vistra Investor & Issuing House Service Sdn. Bhd. (formerly known as Tricor Investor & Issuing House Services Sdn. Bhd.) as Poll Administrator to conduct poll voting electronically (e-voting) via The Portal and Independent Scrutineers will be appointed to verify the results of the poll.
2. Upon completion of the voting session for the 23rd AGM, the Independent Scrutineers will verify the poll results for the announcement by the Chairman, followed by the Chairman's declaration whether the resolutions are carried.

RESULTS OF THE VOTING

The resolutions proposed at the 23rd AGM and the results of the voting will be announced at the 23rd AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

NO RECORDING OR PHOTOGRAPHY

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

NO SMOKING POLICY

A no smoking policy is maintained in the Meeting Hall. Your co-operation is much appreciated.

Administrative Guide

For the Twenty-Third Annual General Meeting (“23rd AGM”)

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except public holidays).

Vistra Investor & Issuing House Services Sdn. Bhd.		
Telephone Number	General Line	603-2783 9299
Contact Person	Mohammad Ashraff Bin Mohd Khaizan	603-2783 9276 muhammad.ashraff@vistra.com
	Low Cheng Chuan	603-2783 9278 cheng.chuan.low@vistra.com
Email	is.enquiry@vistra.com	

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.



I/We _____
(FULL NAME IN BLOCK)

of _____
(ADDRESS, INCLUDING EMAIL ADDRESS)

being a member/members of ES CERAMICS TECHNOLOGY BERHAD ("Company") hereby appoint _____ of
(FULL NAME)

_____ (ADDRESS, INCLUDING EMAIL ADDRESS)
or failing him/her, _____
(FULL NAME)

of _____
(ADDRESS, INCLUDING EMAIL ADDRESS)

or failing him/her, the CHAIRMAN OF THE MEETING as *my/our proxy, to vote for *me/us and on *my/our behalf at the Twenty-Third Annual General Meeting ("23rd AGM") of the Company to be held at Suite III and IV, Level 2, Mercure Kuala Lumpur Glenmarie, Jalan Kontraktor U1/14, Seksyen U1, 40150 Shah Alam, Selangor on Wednesday, 28 October 2026 at 10.00 a.m., or at any adjournment thereof, in the manner as indicated below

* *strike out whichever is not desired*

	FOR	AGAINST
Ordinary Resolution 1 - Payment of Directors' Fee		
Ordinary Resolution 2 - Re-Election of Datuk Paul Wong Baan Chun, J.P. as Director		
Ordinary Resolution 3 - Re-Election of Mr. Tan Boon Sing as Director		
Ordinary Resolution 4 - Appointment of Auditors		
Ordinary Resolution 5 - Authority to Allot Shares		
Ordinary Resolution 6 - Proposed Renewal of Share Buy-Back Authority		

Please indicate with an "X" in the appropriate places. If no specific direction as to voting is given, the proxy will vote or abstain from voting at his discretion.

Dated this _____ day of _____ 2026

Signature of Member / Common Seal

No. of ordinary shares held	
CDS Account No.	
Proportion of shareholdings to be represented	1 st Proxy: 2 nd Proxy:
Contact Number	

Notes:

- Only depositors whose names appear on the Record of Depositors as at 21 October 2026 shall be regarded as members and entitled to attend, speak and vote at the AGM.
- A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote in his stead. A proxy need not be a Member of the Company and a Member may appoint any persons to be his proxy.
- A Member shall be entitled to appoint up to two (2) proxies to attend and vote at the AGM. Where a Member appoints two (2) proxies, the appointment shall be invalid unless the Member specifies the proportions of his holding to be represented by each proxy. Where a member of the Company is an Exempt Authorised Nominee which holds ordinary share in the Company for multiple beneficial owners in one securities account (omnibus account), there is no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each omnibus account it holds.
- The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing, or if the appointer is a corporation, either under its Common Seal or under the hand of its officer or attorney duly authorised.
- The instrument appointing a proxy must be deposited physically or by electronic means in the following manner, not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof:

(a) *In hard copy form*

The proxy form must be deposited at the Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, deposited in the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(b) *By electronic means*

The proxy form can be electronically lodged with the Company via Vistra Share Registry and IPO (MY) portal at <https://srmy.vistra.com>.

Please fold here to seal

AFFIX
STAMP

ES CERAMICS TECHNOLOGY BERHAD
c/o Vistra Investor & Issuing House Services Sdn Bhd
(formerly known as Tricor Investor & Issuing House Services Sdn Bhd)

Unit 32-01, Level 32
Tower A, Vertical Business Suite
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur

Please fold here to seal