



LEADER STEEL HOLDINGS BERHAD
Registration No. 199301012471 (267209-K)
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE
THIRTY-SECOND ANNUAL GENERAL MEETING
("32ND AGM" OR THE "MEETING")**

Day and Date : Monday, 26 May 2025
Time : 2:00 pm
Venue : 2nd Floor, Wisma Leader Steel,
Plot 85, Lorong Perusahaan Utama,
Kawasan Perusahaan Bukit Tengah,
14000 Bukit Tengah, Seberang Perai Tengah, Pulau Pinang

1. Mode of Meeting

The 32nd AGM of the Company will be held physically at the venue as mentioned above.

2. Entitlement to Participate and Vote

Only shareholders whose names appear on the Record of Depositors as of 19 May 2025 ("General Meeting Record of Depositors") shall be eligible to attend, participate, pose questions and vote in the meeting or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on his/her/their behalf by returning the duly executed Form(s) of Proxy.

3. Form(s) of Proxy

If you are unable to attend and participate at the 32nd AGM, you are encouraged to appoint a proxy or the Chairman of the 32nd AGM as your proxy and indicate the voting instructions in the Form(s) of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the ORIGINAL Form(s) of Proxy is/are deposited to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 32nd AGM i.e. latest by **Saturday, 24 May 2025 at 2:00 p.m.**

4. Corporate Representative

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 32nd AGM, please deposit the ORIGINAL Form(s) of Proxy, Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia not later than **Saturday, 24 May 2025 at 2:00 p.m.**



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5. Revocation of Proxy

If you have submitted your Form(s) of Proxy prior to the 32nd AGM and subsequently decide to appoint another person as your proxy(ies), please submit the new Form(s) of Proxy to revoke the previous appointment at least forty-eight (48) hours before the 32nd AGM. Alternatively, if you wish to attend the 32nd AGM in person, kindly proceed to the registration counter to revoke your proxy appointment. Upon revocation, your previously appointed proxy(ies) will no longer be permitted to participate in the 32nd AGM on your behalf. In such cases, please ensure that you inform your previous proxy(ies) accordingly.

6. Voting Procedure

The voting at the 32nd AGM of the Company will be conducted by poll in accordance with paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Securities Services (Holdings) Sdn. Bhd. as Poll Administrator to conduct the poll and Commercial Quest Sdn. Bhd. as Independent Scrutineers to verify the poll results.

7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for shareholders/proxies who participate in the Meeting.

8. No Recording or Photography

Unauthorized recording or photography of the proceedings of the 32nd AGM of the Company is kindly prohibited.

9. Enquiries relating to the Meeting

Should you require any assistance and clarification on the above, kindly contact the following during office hours from Monday to Friday (from 8:30 am to 5:30 pm) (except weekend and public holidays):

Share Registrar
Securities Services (Holdings) Sdn. Bhd.
Tel. No.: +604 263 1966 (General)
Email: info@sshb.com.my



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Personal Data Policy

By submitting the duly executed Form(s) of Proxy and the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.