

NOTIONVTEC

NOTION VTEC BERHAD

Registration No. 200301035125 (637546-D)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY-FIRST ANNUAL GENERAL MEETING (“21ST AGM”) OF NOTION VTEC BERHAD

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|----------------------|---|---|
| Date and Time | : | Wednesday, 5 March 2025 at 9.30 a.m. |
| Venue | : | Ballroom 3, Level 1, Wyndham Acmar Klang Hotel, No. 1-G-1, Jalan Persiaran Bukit Raja 2/KU1, Bandar Baru Klang, 41150 Klang, Selangor Darul Ehsan, Malaysia |

Dear Shareholders of Notion VTEC Berhad (“**NVB**” or the “**Company**”)

REGISTRATION ON THE DAY OF THE 21ST AGM

The registration counter will open at 8.30 a.m. on Wednesday, 5 March 2025. Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) during registration for verification purpose. 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 are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given identification wristbands for voting purposes.

PROXY

You may submit your proxy form to Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W. P. Kuala Lumpur, Malaysia or drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W. P. Kuala Lumpur, Malaysia, no later than **Monday, 3 March 2025 at 9.30 a.m.**, otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via **TIIH Online** website at <https://tiih.online> no later than 9.30 a.m. on Monday, 3 March 2025. Please do read and follow the procedures below for submission of proxy form electronically.

ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

| Procedure | Action |
|---|---|
| i. Steps for Individual Shareholders | |
| (a) Register as a user with TIIH Online | <ul style="list-style-type: none">Visit the website at https://tiih.online to register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please refer to the tutorial guide on the homepage for assistance.If you are already a user with TIIH Online, you are not required to register again. |
| (b) Proceed with submission of Proxy Form | <ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.Select the corporate event: “NOTION VTEC BERHAD 21ST AGM - SUBMISSION OF PROXY FORM”.Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.Review and confirm your proxy(ies) appointment.Print proxy form for your record. |

| Procedure | Action |
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| ii. Steps for Corporation or Institutional Shareholders | |
| (a) Register as a User with TIIH Online | <ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own 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 the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p> |
| (b) Proceed with submission of Proxy Form | <ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “NOTION VTEC BERHAD 21ST AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate event: “NOTION VTEC BERHAD 21ST AGM - SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record. |

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 21st AGM of the Company.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd

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