

TWENTY-SECOND ANNUAL GENERAL MEETING (“22ND AGM”)

ADMINISTRATIVE GUIDE

Date and Time	: Thursday, 5 March 2026 at 9.30 a.m.
Venue	: Ballroom 1, Level G, Première Hotel, Bandar Bukit Tinggi 1/KS6, Jalan Langat, 41200 Klang, Selangor Darul Ehsan, Malaysia

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

REGISTRATION ON THE DAY OF THE 22ND AGM

The registration counter will open at 8.30 a.m. on Thursday, 5 March 2026. 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.

Corporate Members

Corporate members who wish to appoint corporate representatives instead of proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) on or before the 22nd AGM.

Appointment of Proxy or Attorney

Only members whose names appear on the Record of Depositors as at 26 February 2026 shall be eligible to attend, speak and vote at the 22nd AGM. The members may appoint any person(s) and/or the Chairman of the Meeting as their proxy to attend and vote on his/her behalf at the meeting by indicating the voting instruction in the proxy form.

The lodgement of Proxy Form shall not preclude you from attending and voting in person at the meeting should you subsequently wish to do so.

Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney for the 22nd AGM, whether in hard copy or by electronic means, shall be deposited or submitted in the following manners and must be received by the Company not less than 48 hours before the time set for the 22nd AGM or not later than **Tuesday, 3 March 2026 at 9:30 a.m.**

(i) In Hard copy form

In the case of an appointment made in hard copy form (by hand/post), the Form of Proxy shall be deposited with the Company’s Share Registrar, Tricor of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur 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.

(ii) By Electronic form

The procedures to submit your proxy form electronically via Vistra Share Registry and IPO (MY) Portal (“**Portal**”) are summarised below:-

Procedure		Action
i. Steps for Individual Shareholders		
(a)	Register as a User with the Portal	<ol style="list-style-type: none"> 1. Visit the Portal 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 TIIH Online portal previously, you are not required to register again.</i></p>

Procedure		Action
i. Steps for Individual Shareholders (Cont'd)		
(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: “NOTION VTEC BERHAD 22ND 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.
ii. Steps for Corporation or Institutional Shareholders		
(a)	Register as a User with the Portal	<ol style="list-style-type: none"> 1. Visit the Portal 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>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.</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: “NOTION VTEC BERHAD 22ND 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.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 22nd AGM proceedings is allowed.

DOOR GIFT / FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 22nd AGM.

ENQUIRY

If you have any enquiry prior to the meeting, please contact Tricor during office hours on Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia	Telephone Number	
	General Line	+603-2783 9299
	Email	is.enquiry@vistra.com