

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS ATTENDING THE 28th ANNUAL GENERAL MEETING ("AGM") OF TWL HOLDINGS BERHAD

Meeting Day & Date	:	Thursday, 19th December 2024
Time	:	11:00 a.m.
Meeting Platform	:	https://sshsb.net.my/
Platform for Communication	:	Shareholders may submit questions to the Board of Directors (" Board ") prior to the AGM to eservices@sshsb.com.my not less than forty-eight (48) hours before the time set for holding the meeting or to use the Question and Answer (" Q&A ") Platform to transmit questions to the Board via Remote Participation and Voting (" RPV ") Platform during live streaming.
Online Meeting Platform	:	Fully virtual basis through live streaming and online remote voting by using Remote Participation and Voting (" RPV ") facilities via https://sshsb.net.my/ hosted by Securities Services e-Portal in Malaysia (Domain registration number with MYNIC : D4A004360)

Virtual Meeting

In view of the evolution of air-borne infectious disease and as part of safety measures, the 28th Annual General Meeting ("**AGM**") will be held on a fully virtual basis through live streaming and online remote voting by using RPV facilities.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

All Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Authorised Representatives, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the AGM will have to register to attend remotely by using the RPV Facility, the details of which is set out below.

RPV Facility

1. The AGM will be conducted on a fully virtual basis through live streaming and online remote voting. Should you wish to attend the AGM, you are required to register yourself using the RPV Facility in accordance with the instructions as set out under paragraph 3 below.

With the RPV Facility, you may exercise your rights as a Shareholder to participate including to pose questions (in the form of real-time submission of typed texts) to the Board of the Company and vote remotely at the AGM.

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to participate and vote remotely at the AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Shareholder is unable to participate in the online AGM, he/she is encouraged to appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
3. **Corporate Shareholders** (through appointed Authorised Representatives) are also strongly advised to participate and vote remotely at the AGM using the RPV Platform. Corporate Members who wish to participate and vote remotely at the AGM must contact the poll administrator, SS E Solutions Sdn. Bhd. ("**SSE**") with the details set out below for assistance and will be required to provide the following documents to the Company no later than 17 December 2024 at 11:00 a.m.
 - a. Certificate of appointment of its Authorised Representative under Section 333(5) of Companies Act 2016 or Form of Proxy under the seal of the corporation;
 - b. Copy of the Authorised Representative's or proxy's identity card (MyKad) (front and back) / Passport; and
 - c. Authorised Representative's or proxy's email address and mobile phone numbers.

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RPV Facility (Cont’d)

3. If a Corporate Member (through Authorised Representative(s) or appointed proxy(ies)) is unable to attend the AGM, the Corporate Member is encouraged to appoint the Chairperson of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
4. In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company’s CDS account are also strongly advised to participate and vote remotely at the AGM using RPV Facility. Nominee Company Members who wish to participate and vote remotely at the AGM can request its Nominee Company to appoint him / her as a proxy to participate and vote remotely at the AGM. Nominee Company must contact the poll administrator, SSE with the details set out below for assistance and will be required to provide the following documents to the Company no later than 17 December 2024 at 11:00 a.m.
 - a. Form of Proxy under the seal of the Nominee Company;
 - b. Copy of the proxy’s identification card (front and back) / Passport; and
 - c. Proxy’s email address and mobile phone numbers.

If a Nominee Company Member is unable to attend the AGM, he/she is encouraged to request its Nominee Company to appoint the Chairperson of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

5. The procedures for the RPV in respect of the live streaming and remote voting at the AGM is as follows:

Procedures		Action
Before the AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • If you have already registered an account at the website, you are not required to register again. • Access website https://sshsb.net.my/ • Click “Login” and click “Register” to sign up as a user. The registration will be open from 11:00 a.m. on 15 November 2024 and closes at 11:00 a.m. on 17 December 2024. • Complete the registration process and upload softcopy of your identification card (front and back) or Passport for foreign shareholders. • Read and agree to the terms & condition and thereafter submit your request. • Upon submission, kindly wait for a notification email that will be sent within one (1) working day. • Log in to e-Portal and verify your user account within seven (7) days of the notification email. • After verification of your registration against the General Meeting Record of Depositors of the Company as at 12 December 2024, the system will send you an email to notify you if your registration is approved or rejected after 17 December 2024. • If your registration is rejected, you can contact SSE or the Company for clarifications or to appeal.

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RPV Facility (Cont’d)

Procedures		Action
Before the AGM		
(ii)	Login to https://sshsb.net.my/	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 10:30 a.m. i.e. 30 minutes before the commencement of the AGM on 19th December 2024 at 11:00 a.m.
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the “virtual Meeting” from main menu. Look for “TWL Holdings Berhad” under Company Name and “28th AGM on 19 December 2024 at 11:00 a.m. – Live Stream Meeting” under Event and click “>” to join the AGM. If you have any question for the Chairperson/ Board, you may use the text box to transmit your question. The Chairperson/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting ended. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv)	Online remote voting	<ul style="list-style-type: none"> If you are logged in to the e-Portal and already accessing the Live Stream Meeting, click “Proceed to Vote” under the live stream player. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> If you are not logged in yet, log in to https://sshsb.net.my/ with your registered User ID (email address) and password. Look for “TWL Holdings Berhad” under Company Name and “28th AGM on 19 December 2024 at 11:00 a.m. – Remote Voting” under Event and click “>” to remotely cast and submit your votes online for the resolutions tabled at the AGM. Cast your votes by clicking on the radio buttons against each resolution and review your casted votes before submitting them. Upon casting your votes, you will be re-directed automatically to the Live Stream Meeting for the poll result announcement.
(v)	End of the Remote Participation	<ul style="list-style-type: none"> The live streaming of the meeting will end upon the announcement by the Chairman on the closure of the AGM.

Proxy

If a member is unable to attend the AGM, he/she may appoint a proxy or the Chairperson of the meeting as his/ her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Please note that if an individual member has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally participate in the AGM via RPV Facility, the individual member shall proceed to contact SSE or the Company with the details set out below to revoke the appointment of his/her proxy no later than 17th December 2024 at 11:00 a.m.

Poll Voting

The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SSE as Poll Administrator to conduct the poll by way of electronic means and Leonard Lim Weng Leong as Scrutineer to verify the poll results.

The Scrutineer will verify and announce the poll results followed by the Chairperson’s declaration whether the resolution is duly passed.

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Pre-Meeting submission of question to the Board

To administer the proceedings of the AGM in orderly manner, shareholders may before the AGM, submit questions to the Board to twl@twlholdings.com.my not less than forty-eight (48) hours before the time set for holding the meeting. The Board will endeavour to address the questions received at the AGM.

No Recording or Photography

Strictly **NO recording** or **photography** of the proceedings of the AGM is allowed.

No Door Gifts or e-vouchers

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

Digital Copies of AGM Documents

We further inform that the following items are now available at <http://www.twlholdings.com.my/> and Bursa Malaysia Berhad's website at www.bursamalaysia.com.

1. Annual Report 2024
2. Proxy Form
3. Administrative Guide

Enquiry

Please contact the officers at our general line (Tel: +603 2084 9000) to request for e-Services Assistance during our office hours on Monday to Friday from 8.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 5.30 p.m. except on public holiday. Alternatively, you may email us at eservices@sshbs.com.my:

SS E Solutions Sdn. Bhd.

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