



**BP PLASTICS HOLDING BHD.**  
[Registration No. 200401006398 (644902-V)]  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE  
TWENTY-FIRST ANNUAL GENERAL MEETING ("21<sup>st</sup> AGM") OF  
BP PLASTICS HOLDING BHD. ("BPPLAS" OR "COMPANY")**

Day and Date : Thursday, 29 May 2025  
Time : 10.00 a.m.  
Meeting Venue : Diamond Room, Level 2, The Katerina Hotel,  
8 Jalan Zabedah, 83000 Batu Pahat,  
Johor Darul Takzim, Malaysia

**A) REGISTRATION**

- (1) Registration is from 8:30 a.m. and will end at a time as determined by the Chairman of the meeting before commencement of voting.
- (2) Registration will take place at the registration counters located at Diamond Room, Level 2, The Katerina Hotel, 8 Jalan Zabedah, 83000 Batu Pahat, Johor Darul Takzim.
- (3) Kindly present your **original National Registration Identity Card ("NRIC") or Passport** for verification by the Share Registrar. Photocopy of NRIC or Passport is not allowed. Upon verification of your NRIC or Passport and signing of the Attendance List, you will be given a wristband for identification. Please ensure you collect your original NRIC or Passport thereafter.
- (4) No individual will be allowed to enter the meeting venue without the wristband. There will be no replacement in the event you lose or misplace the wristband.
- (5) No individual will be allowed to register on behalf of another person, registration personnel will handle only verification of identity and registration of shareholders and / or proxy holders. If you have any enquiries on other matters, please refer to our staff who will be at hand to provide assistance.

**B) ENTITLEMENT OF ATTENDANCE AND APPOINTMENT OF PROXY**

- (1) In respect of deposited securities, only members whose names appear in the Record of Depositors on 23 May 2025 ("General Meeting Record of Depositors") shall be eligible to participate, speak and vote at the Meeting.
- (2) A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend

and vote at the Meeting shall have the same rights as the member to speak at the Meeting.

- (3) A member of the Company who is entitled to attend and vote at the Meeting is entitled to appoint more than one (1) proxy to attend and vote in his stead. Where a member appoints more than one (1) proxy to attend and vote at the same Meeting, such appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy.
- (4) Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depository) Act, 1991, it may appoint at least one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
- (5) Where a member of the Company is an exempt authorised nominee as defined under the Securities Industry (Central Depository) Act, 1991 which holds ordinary shares 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.
- (6) The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing, or if the appointor is a corporation, shall either be executed under its common seal or under the hand of an authorised officer or its attorney duly authorised in writing. Any alteration to the instrument appointing a proxy must be initialled.
- (7) The instrument appointing a proxy shall be deposited at the Company's Registered Office at 5A, Jalan Wawasan 2, Kawasan Perindustrian Sri Gading, 83300 Batu Pahat, Johor Darul Takzim not less than forty-eight (48) hours before the time appointed of holding the above Meeting or at any adjournment thereof.

## **C) CORPORATE REPRESENTATIVE**

Any corporate member who wishes to appoint a representative instead of a proxy to attend the 21<sup>st</sup> AGM should submit the original Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority, under the corporation's seal to the Company's Registered Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan at any time before the time appointed for holding the 21<sup>st</sup> AGM or to the registration staff on the meeting day for the Company's records.

## **D) VOTING PROCEDURE**

- (1) The voting at the 21<sup>st</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Securities Services (Holdings) Sdn. Bhd. as Poll Administrator to manage the polling process and Commercial Quest Sdn. Bhd. as the Independent Scrutineers to verify the poll results.

- (2) The declaration of the poll results shall be announced at the end of the meeting.

**E) REFRESHMENT**

Light refreshment will be served from 8.30 a.m. until the conclusion of the AGM.

**F) PARKING**

You may park your vehicle at the allocated visitors' parking bays.

**G) ENQUIRY**

If you have any enquiry relating to the registration for the 21st AGM, please contact the following persons from our Shares Registrar during office hours from Monday to Friday, 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m.:

**Share Registrar:  
Securities Services (Holdings) Sdn. Bhd.**

General Line	:	+603-2084 9000
Fax Number	:	+603-2094 9940/ +603-2095 0292
Email	:	<a href="mailto:info@sshsb.com.my">info@sshsb.com.my</a>
Contact Person	:	Mr. Wong Piang Yoong (DID: +603 2084 9168) Ms. Julia Lim (DID: +603 2084 9010)