



**GO GREEN**

**TOPMIX BERHAD**

Registration No.: 202201011835 (1457532-M)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

Day and Date : Monday, 25 November 2024  
Time : 10.00 a.m.  
Venue : Showroom, Topmix Resources Sdn. Bhd., 8, Jalan Bistari 11, Taman Industri Jaya, 81300 Skudai, Johor

**1. ELIGIBILITY TO ATTEND**

Only a shareholder whose name appears on the Record of Depositor as at **18 November 2024** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

**2. NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no door gifts or food vouchers provided to shareholders, proxies and invited guests who attend the EGM.

**3. REGISTRATION ON THE DAY OF THE EGM**

Registration will start at 9.00 a.m. at Showroom, Topmix Resources Sdn. Bhd., 8, Jalan Bistari 11, Taman Industri Jaya, 81300 Skudai, Johor.

Original MyKad or passport is required to be presented during registration for verification. You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Upon verification of your NRIC or passport and signing of attendance list, you will be given an identification wristband to enter the meeting room. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

**4. POLL VOTING**

The voting at the EGM will be conducted by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad.

**5. APPOINTMENT OF PROXY**

The appointment of proxy may be made in hard copy form or by electronic form. In case of an appointment made in hard copy form, the Proxy Form must be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, Tricor Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

You may also submit the Proxy Form electronically via TIIH Online website at <https://tiih.online>, not less than twenty-four (24) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid. Please do read and follow the procedures below to submit Proxy Form electronically.

## ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your Proxy Form electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: "<b>TOPMIX EGM 2024 - Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the Proxy Form for your record.</li> </ul>

<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>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 our Share Registrar if you need clarifications on the user registration.</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate exercise name: "<b>TOPMIX EGM 2024 – Submission of Proxy Form</b>".</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate exercise name: "<b>TOPMIX EGM 2024 – Submission of Proxy Form</b>".</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

6. If you have any enquiries on the above, please contact our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at +603-2783 9299 or [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com) during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays).