

ADMINISTRATIVE GUIDE FOR THE 9TH AGM

Date : Thursday, 6 June 2024
Time : 10.00 a.m.
Venue : Banyan Room, Ground Floor, Sime Darby Convention Centre (SDCC), 1A, Jalan Bukit Kiara 1, Bukit Kiara, 60000 Kuala Lumpur

INDIVIDUAL MEMBERS

Individual members who are unable to attend the 9th AGM and who wish to exercise their votes are encouraged to appoint proxy or Chairman of the Meeting to attend and/or vote on your behalf at the 9th AGM by indicating the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

CORPORATE MEMBERS

1. Corporate members who wish to appoint authorised representative(s) instead of a proxy to attend and vote at the 9th AGM **MUST** deposit their **original** or **duly certified** certificate of appointment of authorised representative with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd.'s ("**Tricor**") office not later than **Tuesday, 4 June 2024 at 10.00 a.m.**
2. Attorney(s) appointed by Power of Attorney **MUST** deposit their **original** Power of Attorney with the Share Registrar of the Company at Tricor's office not later than **Tuesday, 4 June 2024 at 10.00 a.m.** to attend and vote at the 9th AGM.
3. If a corporate member [through its corporate representative(s) or appointed proxy(ies)] is unable to attend the 9th AGM, you may appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

SHAREHOLDERS' ENTITLEMENT TO ATTEND AND VOTE AT THE 9TH AGM

Only shareholders whose names appear on the Record of Depositors of the Company ("**ROD**") as of **Thursday, 30 May 2024** shall be eligible to attend and vote at the 9th AGM or to appoint proxy(ies), corporate representative(s) or attorney(s) to attend and vote on his/her behalf at the 9th AGM.

Shareholder who wishes to personally attend the 9th AGM **MUST NOT** submit any Proxy Form for the 9th AGM. A shareholder will not be allowed to attend the 9th AGM together with the appointed proxy(ies).

APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

Shareholders may appoint proxy(ies), corporate representative(s) or attorney(s) to attend and vote on his/her behalf at the 9th AGM of the Company.

DULY EXECUTED Proxy Form(s) and/or document(s) relating to the appointment of proxy(ies) for the 9th AGM, whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 4 June 2024 at 10.00 a.m.**:-

- (i) In hard copy form

By hand or post to Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia 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, Malaysia; OR

(ii) By electronic means via TIIH Online

Shareholders may submit their Proxy Form(s) electronically via Tricor's TIIH Online. The procedures to submit the Proxy Form(s) electronically are summarised below:-

Procedure	Action
i. Steps for Individual Shareholders	
<i>Note: Shareholder MUST register as a user of Tricor's TIIH Online prior to the appointment of proxy(ies).</i>	
Register as a user with Tricor's TIIH Online <i>Registered user may proceed to the next step – "Submission of Proxy Form"</i>	<ul style="list-style-type: none">Using your computer, access TIIH Online website at https://tiih.online.Register as a user under the "e-Services" by selecting the "Sign Up" button, followed by "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance.User registration will be approved within one (1) working day and you will be notified via e-mail.If you are already a registered user with TIIH Online, you are not required to register again.
Submission of Proxy Form(s)	<ul style="list-style-type: none">Login to Tricor's TIIH Online website at https://tiih.online with your user ID (i.e. email address) and password.Select the corporate event: "HSS ENGINEERS BERHAD 9TH 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(s).Review and confirm your proxy(ies) appointment.Print proxy form for your record.
ii. Steps for Corporation or Institutional Shareholders	
<i>Note: The representative of a Corporation or Institutional Shareholder MUST register as a user before subscribing to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications/ assistance on the user registration.</i>	
Register as a user with Tricor's TIIH Online	<ul style="list-style-type: none">Access Tricor's TIIH Online website 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 e-mail and re-set your own password.
Submission of Proxy Form(s)	<ul style="list-style-type: none">Login to Tricor's TIIH Online website at https://tiih.online.Select the corporate event: "HSS ENGINEERS BERHAD 9TH 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.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.

REGISTRATION ON THE DAY OF THE 9TH AGM

1. Registration will commence at 8:30 a.m. and shall remain open until the conclusion of the 9th AGM or such other time as may be determined by Chairman of the Meeting. Please read the signage to ascertain the registration area and proceed for registration.
2. Please present your **original** National Registration Identity Card (“**NRIC**”) or Passport (for foreign member) to the registration staff for verification. Please ensure your original NRIC or Passport is returned to you after registration.
3. Upon verification and registration:-
 - (a) please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - (b) if you are attending the 9th AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband;
 - (c) the identification wristband has passcode printed, which will be required for electronic voting purposes. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that the identification wristband is lost or misplaced; and
 - (d) you may proceed to the meeting venue thereafter.
4. Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.
5. The registration counters will only handle verification of identity, registration and revocation of proxy/proxies. If you have any queries, please proceed to the Help Desk.

MEETING PROCEEDINGS

- You may enter the meeting hall after registration.
- Please ensure that your mobile devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
- All members or proxies are encouraged to be seated at least ten (10) minutes before the commencement of the AGM.
- Resolutions set out on the Notice of AGM will be considered at the AGM. You will be asked to vote on these resolutions.

POLL VOTING AT THE MEETING

The voting at the 9th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Malaysia**”). The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Asia Securities Sdn. Bhd. as independent Scrutineers to verify the poll results.

Voting for all the resolutions set out in the Notice of AGM will take place concurrently upon the conclusion of the deliberation of all businesses to be transacted at the AGM.

Upon completion of the voting session for the 9th AGM, the Independent Scrutineers will verify the poll results, followed by the Chairman’s declaration of the poll results at the 9th AGM. Subsequently, poll results will be announced via an announcement by the Company through Bursa Malaysia at www.bursamalaysia.com.

NO RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 9th AGM is allowed.

ANNUAL REPORT 2023 AND OTHER DOCUMENTS

The Company's Annual Report 2023 and Circular are available under the 'Investor Relations' section on the Company's website at <https://hssgroup.listedcompany.com/home.html> and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.

You may request for a printed copy of the Annual Report 2023 and/or Circular at <https://tiih.online> by selecting "**Request for Annual Report/Circular**" under the "**Investor Services**". Nevertheless, we hope you would consider the environment before you decide to request for the printed copy.

ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

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Vertical Business Suite, Avenue 3,

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59200 Kuala Lumpur, Malaysia

General Line: +603-2783 9299

Fax Number: +603-2783 9222

Email: is.enquiry@my.tricorglobal.com