

EXSIM
HOSPITALITY
EXSIM HOSPITALITY BERHAD
Registration No. 198301000236 (95469-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FORTY-SECOND ANNUAL GENERAL MEETING (“42ND AGM”)

Day and Date : Thursday, 27 November 2025

Time : 10:00 a.m.

Main Venue : Ground Floor, Lobby 1, Crystal Plaza, No. 4, Jalan 51A/223, 46100 Petaling Jaya, Selangor Darul Ehsan, Malaysia

REGISTRATION ON THE DAY OF 42ND AGM

The registration counter will be opened at 8:30 a.m. on Thursday, 27 November 2025 at Ground Floor, Lobby 1, Crystal Plaza, No. 4, Jalan 51A/223, 46100 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration personnel for verification purposes. Kindly 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.

PARKING

Vehicles may be parked at the designated location at your convenience. Please be advised that the parking fees are to be borne by the individual parking the vehicle.

NO DOOR GIFT OR FOOD VOUCHERS

Please be informed that no door gift or food voucher will be provided to members/proxies at the Main Venue. Light refreshments will be provided.

MOBILE DEVICES

Please ensure that all mobile devices (i.e. phones/other sound emitting devices) are switched off or put in silent mode during the Meeting to ensure smooth and uninterrupted proceedings.

Photography and recording of the Meeting proceedings, whether vocal and/or audio-visual, are strictly prohibited.

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 20 November 2025 is entitled to attend, participate, speak and vote at the 42nd AGM or appoint proxy(ies) to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 42nd AGM on 27 November 2025 may appoint proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

If you wish to appoint proxy(ies) to participate in the 42nd AGM, the Proxy Form **must be completed and deposited** to the Share Registrar Office at S-4-04, The Gamuda Biz Suites, Jalan Anggerik Vanilla 31/99, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan not less than forty-eight (48) hours before convening the 42nd AGM, otherwise the Proxy Form shall be treated as invalid.

You may also submit the proxy appointment electronically (“**E-Proxy**”) via the Share Registrar website at <https://www.symphonycorporateservices.com.my> (Domain Registration No. D1C534619-MYNIC) (“**SYMPHONY Portal**”). For E-Proxy Lodgement, the individual shareholder is required **to register as a user** of the **SYMPHONY Portal (“the Registration”)**. The procedures for the Registration and the E-Proxy Lodgement are outlined in **Appendix I**.

The last date and time for lodging the Proxy Form is on **Tuesday, 25 November 2025 at 10:00 a.m.**

Kindly note that if you wish to attend the 42nd AGM in person, you are advised not to submit a Proxy Form. If you

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attend the meeting yourself, your appointed proxy will not be allowed to attend on your behalf.

REVOCATION OF PROXY

If you have submitted your Proxy Form either in hard copy or by electronic means prior to the 42nd AGM, and subsequently, you have decided to appoint another person or wish to participate in the 42nd AGM yourself, please write to **SYMPHONY Portal** at symphonycorporateservices@gmail.com to revoke your earlier appointed proxy(ies) at least forty-eight (48) hours before the 42nd AGM or proceed to the Help Desk counter on the 42nd AGM day to do your proxy(ies) revocation.

VOTING PROCEDURE

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 42nd AGM will be conducted by poll. The Company has appointed Symphony Corporate Services Sdn Bhd as Poll Administrator to conduct the poll voting and Propoll Solutions Sdn Bhd as Independent Scrutineers to verify and validate the poll results.

SUBMISSION OF QUESTIONS FOR THE 42ND AGM

1. Prior to the Meeting

Shareholders may submit questions in relation to the agenda items of the 42nd AGM at info@exsimgroup.com. Please submit your questions no later than 10:00 a.m. on Tuesday, 25 November 2025. The responses to these questions will be shared at the 42nd AGM.

2. During the Meeting

You may also speak or raise questions during the meeting.

HEALTH AND SAFETY MEASURES

1. All physical attendees at the Main Venue must be medically fit to attend the 42nd AGM. If you have symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19, you are advised not to attend the 42nd AGM physically or you are encouraged to keep your mask on during the Meeting.
2. The Company will take the necessary measures against any of the attendees who does not meet the foregoing health protocols.

PERSONAL BELONGINGS

Please take care of your personal belongings. The Company will not be held responsible for any missing personal belongings.

ENQUIRY

If you have any enquiries prior to the 42nd AGM, please contact our Share Registrar during office hours on Monday to Friday, from 9:00 a.m. to 5:00 p.m. (except public holidays), details are stated below:

SYMPHONY CORPORATE SERVICES SDN BHD

Address : S-4-04, The Gamuda Biz Suites, Jalan Anggerik Vanilla 31/99, Kota Kemuning, 40460 Shah Alam, Selangor Darul Ehsan, Malaysia
General Line : 016 – 439 7718
Fax Number : 03 – 5131 9134
Email : symphonycorporateservices@gmail.com
Website : <https://symphonycorporateservices.com.my>

PERSONAL DATA PRIVACY:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 42nd AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 42nd AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 42nd AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

E-Proxy Lodgement

Steps (applicable for individual shareholder ONLY)

1. Registration as a User of the SYMPHONY Portal

- Access the **SYMPHONY Portal** at <https://www.symphonycorporateservices.com.my>
- Click <Login/Register> followed by <Register New User> to register as a new user.
- Please complete your registration by filling up the information required and upload a clear copy of your MyKAD (both front and back) or passport.
- You are required to read and agree to the terms and conditions before clicking on <Submit> on the registration page.
- Please enter a valid email address in order for you to receive a verification email from **SYMPHONY Portal**.
- An email notification will be sent to you once your registration is verified and approved by **SYMPHONY Portal**.
- If you are an existing registered user of the **SYMPHONY Portal**, you do not need to register again.

2. E-Proxy Lodgement via SYMPHONY Portal

- An individual shareholder who has registered with **SYMPHONY Portal** will be able to lodge the E-Proxy Form by logging onto the **SYMPHONY Portal**.
- Login to the **SYMPHONY Portal** at <https://www.symphonycorporateservices.com.my> with your User ID and password.
- Click <E-Proxy Lodgement>, search for the EXSIM Hospitality Berhad 42nd Annual General Meeting and click <Choose>.
- Fill up the E-Proxy Form by inserting your CDS Account number, number of shares for each of your proxy(ies) and indicate your voting by selecting <For> or <Against>. If no specific direction is given, the proxy will vote or abstain from voting at his/her discretion.
- Kindly review and check your completed E-Proxy Form and agree to the terms and conditions before clicking on <Submit> for submission of the E-Proxy Form.