WONG ENGINEERING CORPORATION BERHAD
Registration No. 199601037606 (409959-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING ("28th AGM")

Meeting Date	:	Tuesday, 25 March 2025
Time	:	10.00 a.m.
Venue	:	Auditorium Room, Level 1, Lot 204, Jalan Bukit Belimbing 26/38, Off Persiaran Tengku Ampuan, Lion Industrial Park Seksyen 26, 40400 Shah Alam, Selangor, Malaysia.

CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. ("**TIIH**") on or before the 28th AGM.

- Attorneys appointed by power of attorney are required to deposit their power of attorney with TIIH not later than **Sunday, 23 March 2025** at **10.00 a.m.** to attend and vote at the 28th AGM.

GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- Only a depositor whose name appears on the ROD as at **17 March 2025** shall be entitled to attend, participate, speak and vote at the 28th AGM or appoint proxies to attend and/or vote on his/her behalf.

REGISTRATION ON THE DAY OF THE 28th AGM

- Registration will commence at 9.00 a.m. on Tuesday, 25 March 2025 and will remain open until the conclusion of the 28th AGM or such time as may be determined by the Chairman of the meeting.

- Please present your original National Registration Identity Card ("**NRIC**") or Passport (for non-Malaysian) to the registration staff for verification.

- Upon verification, an identification wristband for voting purposes will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

- Registration must be done in person. No person is allowed to register on behalf of another even with the original NRIC or Passport of the other person.

- The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

PROXY

- The appointment of proxy may be made in hard copy or by electronic form in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 28th AGM or any adjournment thereof, otherwise the Proxy Form shall NOT be treated as valid:-

  In hard copy

  In case of an appointment made in hard copy, the Proxy Form must be deposited with the Company's Registered Office at 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang.

  In electronic form

- You may also submit the Proxy Form electronically via **TIIH Online** website at https://tiih.online. 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**
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	• Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services Login". Select the "**Sign Up**" button and followed by "**Create Account by Individual Holder**". Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	• Login to TIIH Online with your username (i.e. email address) and password. • Select the corporate event: "**WONG ENGINEERING CORPORATION BERHAD 28th 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(s) 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 will decide on your vote. • Review and confirm your proxy(s) appointment. • Print the Proxy Form for your record.

Procedure	Action
ii. <u>Steps for Corporation or Institutional Shareholders</u>	
Register as a User with TIIH Online	• Access TIIH Online at https://tiih.online • Under e-Services Login, 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 email and re-set your own password. Note: The representative of a corporate 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.
Proceed with submission of form of proxy	• Login to TIIH Online at https://tiih.online • Select the corporate event: **"WONG ENGINEERING CORPORATION BERHAD 28th 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 proxies by inserting the required data. • Login to TIIH Online, select corporate event: **"WONG ENGINEERING CORPORATION BERHAD 28th AGM – SUBMISSION OF PROXY FORM"**. • 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.

POLL VOTING

- The voting at the 28th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed TIIH as a Poll Administrator to conduct the poll by way of electronic voting (e-voting).

- Upon completion of the voting session for the 28th AGM, the Scrutineers will verify the poll results followed by the Chairman's announcement and declaration whether the resolutions are duly passed.

ANNUAL REPORT 2024

- The Company's Annual Report 2024 is available at the Company's website at https://www.wec.com.my/ and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.

- You may request for a printed copy of the Annual Report 2024 at https://tiih.online by selecting "Request for Annual Report / Circular" under the "Investor Services".

- Kindly consider the environment before you decide to request for the printed copy of the Annual Report 2024. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

COMMUNICATION GUIDANCE

- Shareholders are advised to check the Company's website at https://www.wec.com.my/ and announcements from time to time for any changes to the administration of the 28th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

NO RECORDING OR PHOTOGRAPHY

- Strictly **NO** recording or photography of the proceedings of the 28th AGM is allowed.

NO DOOR GIFT OR FOOD VOUCHER

- There will be **no distribution** of door gift or food voucher at the 28th AGM.

NO REFRESHMENTS

- There will be **no refreshments** at the 28th AGM.

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.

General Line	: +603 2783 9299
Email	: is.enquiry@vistra.com
Contact Person	: Zulhafri Bin Abdul Rahman
	+603 2783 9289 (zulhafri@vistra.com)
	: Zaqwan Syahmi Bin Sarman
	+603 2783 9283 (zaqwan.syahmi@vistra.com)