



Registration No.: 202101025778 (1426078-V)  
(Incorporated in Malaysia)

## ADMINISTRATIVE GUIDE

### FOR THE FOURTH ANNUAL GENERAL MEETING (“4<sup>th</sup> AGM” and/or “AGM”) OF SYNERGY HOUSE BERHAD

**Day and Date** : Friday, 22 May 2026  
**Time** : 2:30p.m.  
**Venue of Meeting** : Lot 18.A & 18.B, Level 18, Top Glove Tower, No. 16, Persiaran Setia Dagang, Bandar Setia Alam, Seksyen U13, 40170 Shah Alam Selangor, Malaysia.

#### 1. CORPORATE MEMBERS

- a. 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. (“**Share Registrar**”) on or before the Annual General Meeting.
- b. Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than Friday, 22 May 2026 at 2.30 p.m. to attend and vote at the 4<sup>th</sup> AGM.

#### 2. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at 14 May 2026 shall be entitled to attend, speak and vote at the 4<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

#### 3. PROXY

The appointment of proxy may be made in hard copy form 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 4<sup>th</sup> AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:-

a. In hard copy form

In case of an appointment made in hard copy form, the Proxy Form must be deposited with the Company’s Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively its in the drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

b. By electronic means

The procedures to lodge your Proxy Form electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") are summarised below:

Procedure	Action
<b>1. Steps for Individual Members</b>	
(a) Register as a User at The Portal	<ul style="list-style-type: none"> <li>• Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>• Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>• For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>• Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>• After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>• Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i></p>
(b) 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>"SYNERGY HOUSE BERHAD 4TH AGM"</b>.</li> <li>• Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM".</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(s) and insert the required details of your proxy(s) or appoint 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 Proxy Form for your record.</li> </ul>
<b>2. Steps for Corporation or Institutional Members</b>	
(a) Register as a User at The Portal	<ul style="list-style-type: none"> <li>• Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>• Click "Register" and select "Representative or Corporate Holder" and complete the New User Registration Form.</li> <li>• Complete the registration form with your personal details.</li> <li>• Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>• After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>• Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>

Procedure	Action
<b>2. Steps for Corporation or Institutional Members</b>	
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>• Select the corporate event: <b>“SYNERGY HOUSE BERHAD 4TH AGM”</b>.</li> <li>• Navigate to the icon “&gt;” at the end of the corporate event.</li> <li>• Read and agree to the terms and conditions and confirm the Declaration.</li> <li>• Select the corporate holder’s name.</li> <li>• Proceed to download the submission file.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Confirm” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record</li> </ul>

#### 4. POLL VOTING

- a. The Voting at the 4<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the polling process.
- b. During the 4<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- c. Upon completion of the voting session for the 4<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

#### 5. ANNUAL REPORT 2025

- a. The Company’s Annual Report 2025 is available at the Company’s website at <https://www.synergyhouseberhad.com/>.
- b. Should you require a printed copy of the Annual Report 2025, please request at our Share Registrar’s portal at <https://srmy.vistra.com> by selecting “Request for Annual Report/Circular” under the “Investor Services” or kindly contact Tricor Investor & Issuing House Services Sdn Bhd. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

#### 6. REGISTRATION

- a. The registration will commence at 1.30 p.m. on Friday, 22 May 2026 and will remain open until the conclusion of the 4<sup>th</sup> AGM or such time as may be determined by the Chairman of the meeting.
- b. Please present your original National Registration Identity Card (“NRIC”) or passport (for non-Malaysian) to the registration staff for verification.
- c. Upon verification, you are required to write your name and sign the attendance list placed on the registration table. You will be given a voting slip for voting purposes.
- d. No person will be allowed to register on behalf of another person even with the original NRIC or passport of the other person.

## 7. RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the 4<sup>th</sup> AGM proceedings is allowed.

## 8. ENQUIRY

If you have any enquiries on the above, please contact our 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](mailto:is.enquiry@vistra.com)

#### ***Personal Data Policy***

*By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.*