MALAYAN CEMENT BERHAD

[Company No. 195001000048 (1877-T)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SEVENTY-SIXTH ANNUAL GENERAL MEETING ("AGM" or the "Meeting")

Day & Date of AGM	:	**Thursday, 3 December 2026**
Time of AGM	:	**3.30 p.m.**
Venue	:	Mayang Sari Grand Ballroom, Lower Level 3, JW Marriott Hotel Kuala Lumpur, 183 Jalan Bukit Bintang, 55100 Kuala Lumpur
AGM Documents	:	The following documents can be viewed and downloaded from the Company's website at https://www.ytlcement.my/investor-relations/meetings -

(a) Annual Report 2026
(b) Sustainability Report 2026
(c) Notice of the AGM
(d) Form of Proxy
(e) Administrative Guide for the AGM
(f) Statement/Circular to Shareholders dated 30 October 2026

I. ENTITLEMENT TO PARTICIPATE AND VOTE

For the purpose of determining the shareholders who shall be entitled to attend the Meeting, Malayan Cement Berhad ("MCB") shall request Bursa Malaysia Depository Sdn Bhd, in accordance with Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 26 November 2026. Only a depositor whose name appears on the General Meeting Record of Depositors as at 26 November 2026 shall be entitled to attend the Meeting and appoint proxy to attend on his behalf.

II. REGISTRATION

1. Registration will be at **Bintang 1, Lower Level 3, JW Marriott Hotel Kuala Lumpur, 183 Jalan Bukit Bintang, 55100 Kuala Lumpur**.

2. Registration will start at 7.30 a.m. until the conclusion of the AGM or such other time as may be determined by the Chairman of the Meeting.

3. Please read the signage to ascertain where you should register yourself for the Meeting and join the queue accordingly.

4. Please present your original identity card ("IC") or passport (for foreigners) during registration for verification and ensure that you collect your IC or passport thereafter.

5. After verification and registration, you will be given an identification wristband with a passcode for the purposes of:

   (i) entry to the Meeting venue; and

   (ii) voting at the Meeting. Kindly refer to paragraph V on poll voting.

6. If you are attending the Meeting as a shareholder, proxy or corporate representative, you will be registered once and will only be given one (1) identification wristband. No replacement wristband will be provided if it is lost or misplaced.

7. No person will be allowed to register on behalf of another person even with the original IC or passport of that other person.

8. The registration counters will only handle verification of identities and registration. If you have other queries or need clarification relating to registration, please proceed to the Help Desk located at Bintang 1, Lower Level 3, JW Marriott Kuala Lumpur for assistance.

III. APPOINTMENT OF PROXY

The appointment of proxy may be made in hardcopy form or by electronic means as specified below and must be received by Vistra Investor & Issuing House Services Sdn Bhd *(formerly known as Tricor Investor & Issuing House Services Sdn Bhd)* ("Vistra") not less than 48 hours before the time appointed for holding the AGM i.e. no later than **Tuesday, 1 December 2026** at **3.30 p.m.**:

(a) In hardcopy form

The original Form of Proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified or office copy of that power or authority shall be deposited at the office of Vistra 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, at the drop box at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

OR

(b) Electronically via Vistra Share Registry and IPO (MY) Portal ("Vistra SRMY Portal")

The procedures for this are summarised below:

Procedure	**Action**
i. For Individual Shareholders	
Register as a user with Vistra SRMY Portal **(for first time registration only)** *Note:* *If you have already signed up with Vistra SRMY portal or TIIH Online portal previously, you are not required to register again. You may proceed to Step 2.*	• Visit the website at https://srmy.vistra.com. • Click "Register" and select "Individual Holder" and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password.
Proceed with submission of proxy form	• After the release of the Notice of the Meeting, log in with your email address and password. • Select the corporate event: "**MALAYAN CEMENT BERHAD 76TH AGM**". • Navigate to the 3 dots at the end of the corporate event and choose "**SUBMISSION OF PROXY FORM**".

Procedure	Action
i. For Individual Shareholders *(cont'd)*	
Proceed with submission of proxy form *(cont'd)*	• Read and agree to the Terms and Conditions and confirm the Declaration. • Indicate the total number of shares assigned to your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your vote. • Print the proxy form for your record.
ii. For Corporation or Institutional Shareholders	
Register as a user with Vistra SRMY Portal *Note:* *The representative of a corporation or institutional shareholder must register as a user in accordance with these steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Vistra if you need clarifications on the user registration.*	• Visit the website at https://srmy.vistra.com. • Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. • Complete the registration form with your personal details. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password.
Proceed with submission of proxy form	• Log in to https://srmy.vistra.com with your email address and password. • Select the corporate event: "**MALAYAN CEMENT BERHAD 76TH AGM**". • Navigate to the icon ">" at the end of the corporate event. • Read and agree to the Terms and Conditions and confirm the Declaration. • Select the corporate holder's name. • Proceed to download the submission file. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "**Confirm**" to complete your submission. • Print the confirmation report of your submission for your record.

IV. APPOINTMENT OF REPRESENTATIVES BY CORPORATE MEMBERS

For a corporate member who has appointed an authorised representative to attend and vote on its behalf, please deposit the **original certificate of appointment of corporate representative** with Vistra 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,

at the drop box at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia,

before the time appointed for holding the AGM or adjourned meeting.

V. POLL VOTING

In accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements, the resolutions set out in the Notice of AGM will be put to vote by poll.

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions once the Chairman of the Meeting announces the commencement of the voting session. Voting must be completed before the Chairman announces the closure of the voting session. Please cast your vote using your own smartphone or tablet. Scan the Meeting QR code displayed at the Meeting venue, followed by the passcode on your identification wristband.

Upon completion of the voting session at the AGM, the scrutineers will verify the poll results, followed by an announcement on whether the resolutions are duly passed.

VI. COFFEE AND TEA

Coffee and tea will be served at the foyer of Mayang Sari Grand Ballroom, Lower Level 3, JW Marriott Kuala Lumpur.

VII. PARKING

Complimentary parking is available to shareholders whose vehicles are parked at **JW Marriott Hotel Kuala Lumpur, The Starhill or Lot 10 Shopping Centre ONLY**.

The above parking facilities operate on a **car plate recognition cashless parking system with no physical parking ticket issued**. To be entitled to complimentary parking, shareholders are required to provide their **vehicle registration number** at the Parking Validation Counters located at **Lower Ground (Foyer)** and **Lower Level 3 (Bintang 2) of JW Marriott Hotel Kuala Lumpur**, for validation.

Please ensure that the vehicle registration number provided is complete and accurate to ensure successful exit from the car park.

Valet parking will be at your own cost.

VIII. MEAL VOUCHER (ONLY FOR SHAREHOLDERS HOLDING AT LEAST 1,000 SHARES OF MCB)

Each attendee is entitled to **one (1) meal voucher** only, regardless of the number of shareholders you represent as a proxy, or whether you are attending in a dual capacity as both a shareholder and a proxy. In the event a shareholder appoints more than one (1) proxy, the meal voucher will be issued only to the first proxy who has completed the registration.

As the meal voucher will be issued to you electronically, please scan the QR code provided herein to register your particulars, before the end of the Meeting.



IX. ANNUAL REPORT 2026 ("ANNUAL REPORT"), SUSTAINABILITY REPORT 2026 ("SUSTAINABILITY REPORT") AND STATEMENT/CIRCULAR TO SHAREHOLDERS DATED 30 OCTOBER 2026 ("CIRCULAR")

In line with our sustainability commitments, there will be **NO distribution** of printed copies of the Annual Report, Sustainability Report and Circular at the Meeting. We encourage you to refer to the electronic copies of the Annual Report, Sustainability Report and Circular available on the Company's website at https://www.ytlcement.my/investor-relations/meetings.

You may however, request a printed copy of the Annual Report, Sustainability Report and/or Circular via email to shares@ytl.com or contact us at +(603) - 2038 0888 (ext. 13321/13382).

X. MOBILE DEVICES / RECORDING OR PHOTOGRAPHY

Kindly switch your mobile phone to silent mode before entering the Meeting room.

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

XI. ENQUIRIES

If you have any enquiries on the above, please contact the following offices during office hours on Mondays to Fridays (except on public holidays):

Vistra Investor & Issuing House Services Sdn Bhd ***(formerly known as Tricor Investor & Issuing House Services Sdn Bhd)***
Tel. : +(603) - 2783 9299
Email : is.enquiry@vistra.com

YTL Corporation Berhad
Tel. : +(603) - 2038 0888 (ext. 13321/13382)
Fax : +(603) - 2038 0388
Email : shares@ytl.com