



CHOO BEE METAL INDUSTRIES BERHAD

Registration No. 197101000234 (10587-A)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR 2025 ANNUAL GENERAL MEETING ("AGM" OR "MEETING")

1. DETAILS OF 2025 AGM

Date	: Thursday, 19 June 2025
Time	: 11:00 a.m.
Venue	: Travelodge Ipoh, Jalan Raja Dihilir, 30350 Ipoh, Perak Darul Ridzuan, Malaysia

2. ENTITLEMENT TO PARTICIPATE IN THE AGM

Only members whose names appear on the Record of Depositors as at 10 June 2025 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and may but need not be a member of the Company.

3. LODGEMENT OF FORM OF 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 not less than forty-eight (48) hours before the time appointed for holding of the 2025 AGM or any adjournment Meeting thereof, otherwise, the Form of Proxy shall not be treated as valid:-

(a) In hard copy form

Please deposit your Form of Proxy at the Share Registrar of the Company, Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

(b) By electronic means via email

The Form of Proxy can be submitted to Boardroom via email at bsr.helpdesk@boardroomlimited.com. We do not acknowledge receipt of the form(s) of proxy.

(c) By electronic means through the Share Registrar's website

The procedures to lodge your Form of Proxy electronically via Boardroom Smart Investor Online Portal website are summarised below:



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Step 1 Register Online with Boardroom Smart Investor Portal (for first time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to Boardroom Smart Investor Portal website @ <https://investor.boardroomlimited.com>.
- c. Click **<<Register>>** to sign up for a BSIP account.
- d. Complete registration with all required information. Upload and attached your MyKAD front and back image or Passport in JPEG, PNG or PDF format. For corporate holder, kindly attach the authorisation letter as well. Click **<<Sign Up>>**.
- e. You will receive an e-mail from BSIP Online for e-mail address verification. Click on **<<Verify E-mail Address>>** from the e-mail received to proceed with the registration.
- f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **<<Request OTP Code>>** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **<<Enter>>** to complete the process.
- g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- h. An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

Step 2 eProxy Lodgement

For Individual / Corporate Shareholders

To appoint proxy

- (a) Click on **<<Submit eProxy Form>>**.
- (b) Select the company you would like to be represented (if more than one, for Corporate Shareholder).
- (c) Enter your CDS Account Number and number of securities held.
- (d) Select your proxy – either the Chairman of the meeting or individual named proxy(ies).
- (e) Read and accept the General Terms and Conditions by clicking **<<Next>>**.
- (f) Enter the required particulars of your proxy(ies).
- (g) Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click **<<Apply>>**.
- (j) Download or print the eProxy Form as acknowledgement.



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Note for Corporate Shareholder: If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select <<Edit Profile>> in order to add Company name.

For Corporate Shareholder (via email)

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.

For Authorised Nominee and Exempt Authorised Nominee

- (i) Via BSIP
 - (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
 - (b) Access BSIP website at <https://investor.boardroomlimited.com>.
 - (c) Login with your User ID (registered email address) and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to Step 1 above.]
 - (d) Select and click on <<Meeting Event>>.
 - (e) Go to "**CHOO BEE METAL INDUSTRIES BERHAD 2025 ANNUAL GENERAL MEETING**" and click <<Enter>>.
 - (f) Click on <<Submit eProxy Form>>.
 - (g) Select the company you would like to be represented (if more than one).
 - (h) Proceed to download the file format for <<Submission of Proxy Form>>.
 - (i) Prepare the file for the appointment of proxy(ies) by inserting the required data.
 - (j) Proceed to upload the duly completed Proxy Appointment file.
 - (k) Review and confirm your proxy(ies) appointment and click <<Submit>>.
 - (l) Download or print the eProxy form as acknowledgement.

Note: If you are the authorised representative for more than one (1) authorised nominee / exempt authorised nominee, kindly click the home button and select <<Edit Profile>> in order to add Company name.

(ii) Via email

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.

Note: Closing for proxy form submission is at 11.00 a.m. of 17 June 2025 (48 hours before the AGM).

If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.



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4. REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

5. REGISTRATION

- (a) The registration will commence at **9:00 a.m. on Thursday, 19 June 2025** and will remain open until the conclusion of the 2025 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) No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
- (d) Upon verification and registration:
 - (i) Please sign the Attendance List and an identification wristband will be provided at the registration counter.
 - (ii) If you are attending the AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - (iii) No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement if you lose/misplace the identification wristband.
- (e) After registration, please vacate the registration area immediately and proceed to the meeting hall.
- (f) The registration counter will only handle verification of identity and registration of attendance.
- (g) Helpdesk support is available for any other enquiries/assistance/revocation of proxy's appointment.

6. POLL VOTING

- (a) In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 2025 AGM will be conducted by poll. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
- (b) The Poll Administrator will be available to brief and/or guide all AGM attendees before commencement of and during the voting process.
- (c) Upon completion of the voting session for the 2025 AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration of whether the resolutions are duly passed.



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7. ANNUAL REPORT 2024

(a) The Company's Annual Report 2024, Corporate Governance Report, Statement of Share Buy-Back and Administrative Guide are available on the following websites:

- (i) <https://www.bursamalaysia.com>
- (ii) <https://www.choobee.com>

(b) Should you require a printed copy of the AR 2024, you may submit your request by completing the Requisition Form and returning the same to Boardroom. Alternatively, you may also send your request through the following channels:

- (i) By email to bsr.helpdesk@boardroomlimited.com; or
- (ii) By Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>

8. GIFT POLICY

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at this AGM.

9. RECORDING OR PHOTOGRAPHY

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

10. ENQUIRY

If you have any enquiries on the above, please contact our Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details are as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

Tel. No. : 603-7890 4700

Email : bsr.helpdesk@boardroomlimited.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.