ADMINISTRATIVE GUIDE

32nd Annual General Meeting ("AGM")

Day and Date	:	Friday, 28 August 2026
Time	:	10:00 a.m.
Venue	:	Aman Room, PE3, Plot 17, Hilir Sungai Keluang Tiga, Bayan Lepas Free Industrial Zone, Phase IV, 11900 Penang

REGISTRATION

1. Registration will commence at 9:00 a.m. and will end at the time as may be determined by the Chairman of the meeting.
2. Please present your original Identity Card (IC) or Passport to the registration staff for verification. Please make sure your IC is returned to you after registration.
3. Upon verification, you are required to write your name and sign on the attendance list.
4. You will be given a wristband with bar code ("Wristband") together with a keypad voting device upon registration for electronic voting ("e-voting") purposes.
5. Registration must be done in person. No person will be allowed to register on behalf of another person even with the original IC of that other person.
6. You may proceed to attend the meeting after registration.
7. The registration counter will handle only verification of identity, registration and revocation of proxy/proxies.

BUSINESS PRESENTATION

8. A business presentation will commence at 11:30 a.m. at the meeting venue.

PROXY

9. A member entitled to attend and vote in the meeting is allowed to appoint up to two (2) proxies. Please submit your Proxy Form in accordance with the notes and instructions as stated in the Proxy Form.
10. If you wish to attend the meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the meeting together with a proxy appointed by you.
11. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the registration counter to revoke the appointment of your proxy.
12. Please ensure that the original Proxy Form is deposited at the Company's Registered Office at Suite 18.05, MWE Plaza, No. 8, Lebuh Farquhar, 10200 George Town, Penang or email to info@sshsb.com.my not less than forty-eight (48) hours before the meeting time. No proof of despatch of Proxy Form will be entertained.

CORPORATE MEMBER

13. Any corporate member who wishes to appoint a representative instead of a proxy to attend the AGM should present the original certificate of appointment under the seal of the corporation to the registration staff on the AGM day for registration purpose.

ADMINISTRATIVE GUIDE (Cont'd)

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ENTITLEMENTS TO ATTEND, SPEAK AND VOTE

14. Only Depositor whose name appears on the Record of Depositors as at 19 August 2026 or the appointed proxy holder/representative shall be entitled to attend, speak and vote at the 32nd AGM.

SUBMISSION OF QUESTIONS BEFORE MEETING

15. You may email your questions to investorrelations@sam-malaysia.com prior to 32nd AGM by 19 August 2026.

VOTING PROCEDURE

16. The voting at the 32nd AGM will be conducted on a poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
17. The Company has appointed Securities Services (Holdings) Sdn. Bhd. as Poll Administrator to conduct the poll by way of e-voting and Commercial Quest Sdn Bhd as Independent Scrutineer to verify the poll results.
18. The presentation slides to guide the shareholders/proxy to cast the votes electronically will be available prior to the commencement of the poll.
19. The keypad voting device is not allowed to be brought out of the meeting hall and is required to be returned to the Company at the conclusion of the 32nd AGM. Shareholders/proxy holders who wish to leave the meeting hall during the meeting, are required to return the said device to the Company at the exit door of the meeting hall.

REFRESHMENT

20. Refreshments shall be served after the meeting, before the Business Presentation.

DOCUMENTS RELATING TO 32nd AGM

Please note that the following documents relating to 32nd AGM are available for download from the Company's website at https://www.sam-malaysia.com/ :

1. Annual Report 2026;
2. Notice of 32nd AGM;
3. Proxy Form;
4. Administrative Guide for the 32nd AGM;
5. Circular to Shareholders in relation to the proposed renewal of existing shareholders' mandate for recurrent related party transactions of a revenue or trading nature dated 30 July 2026.

ENQUIRY

For any enquiry prior to the 32nd AGM, please contact the following during office hours:

(a) SAM Engineering & Equipment (M) Bhd. (Tel: 04-643 6789)
(b) Securities Services (Holdings) Sdn. Bhd. (Tel: 04-263 1966)