



PINTARAS JAYA BERHAD
Registration No. 198901012591 (189900-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE THIRTY-FOURTH (34TH) ANNUAL GENERAL MEETING (“AGM”) FOR SHAREHOLDERS OF PINTARAS JAYA BERHAD (“COMPANY”)

Date : 20 October 2023 (Friday)
Time : 10.00 a.m.
Venue : OWG, Inspire Ballroom
No. 10, Jalan Pelukis U1/46, Section U1,
Temasya Industrial Park, Glenmarie,
40150 Shah Alam, Selangor Darul Ehsan

(I) PRE-REGISTRATION TO ATTEND THE AGM

Members and/or proxy holders who wish to attend the Company’s AGM in person are required to pre-register to allow the Company to make the necessary arrangements in relation to the meeting, i.e. infrastructure, logistics and meeting venue to accommodate the meeting participants.

Please adhere to the following procedures to pre-register your attendance at the AGM via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> not later than Wednesday, 18 October 2023 at 10.00 a.m.:-

Step	Action
Note	Only a depositor whose name appears on the Record of Depositors as at 13 October 2023 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the AGM. If you have already signed up with Boardroom Smart Investor Portal, you may proceed to Step 2.
1	a) Access Boardroom Smart Investor Portal at https://investor.boardroomlimited.com b) Click <<Register>> to sign up as a user. c) Complete registration and upload a softcopy of MyKAD or Passport (front and back in JPG, PNG or PDF format). d) Please enter a valid email address and wait for Boardroom’s email verification. e) Your registration will be verified and approved within (1) one business day and an email notification will be provided.
2	a) Log in to https://investor.boardroomlimited.com b) At left-menu, click on <<PRE-REGISTRATION>> c) Look for “PINTARAS JAYA AGM”, click <<Register>> d) Read and agree to the terms and conditions, click <<Next>> e) Key in your CDS Account Number, click <<Submit>> f) You will receive notification from Boardroom that your request(s) has been received.
3	On the day of the AGM, please present your original MyKAD or Passport to the registration staff for verification against the pre-registration attendance list.

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(II) REGISTRATION

The registration counter will be opened at 8.30 a.m. on Friday, 20 October 2023 at OWG, Inspire Ballroom, No. 10, Jalan Pelukis U1/46, Section U1, Temasya Industrial Park, Glenmarie, 40150 Shah Alam, Selangor Darul Ehsan.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

Upon verification, Attendees are required to write their name and sign on the Attendance List placed on the registration table.

Attendees will also be given an identification wristband with personalised passcode for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

(III) ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholder whose name appears on the Record of Depositors as at 13 October 2023 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

(IV) APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the AGM on 20 October 2023 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form at the Registered Office at No. 8, Jalan Majistret U1/26, HICOM-Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan. Alternatively, you have the option of submitting the proxy form electronically via facsimile at 03-5569 1517 or via email at info@pintaras.com.my. Members are encouraged to appoint the Chairman as their proxy.

The last date and time for lodging the proxy form is on Wednesday, **18 October 2023 at 10.00 a.m.**

(V) VOTING PROCEDURES

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. All resolutions set out in the Notice of AGM will be put to vote by way of poll. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. SKY Corporate Services Sdn Bhd has been appointed as Scrutineers to verify the poll results.

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(VI) ENQUIRY

If you have any enquiries prior to the AGM, please contact us or our Share Registrar during office hours on Mondays to Fridays, from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

(a) Pintaras Jaya Berhad

[Registration No. 198901012591 (189900-H)]

Address : No. 8, Jalan Majistret U1/26,
HICOM-Glenmarie Industrial Park,
40150 Shah Alam, Selangor Darul Ehsan.
Tel No. : +603-5569 1516
Fax No. : +603-5569 1517
Email : info@pintaras.com.my

(b) Boardroom Share Registrars Sdn. Bhd.

[Registration No. 199601006647 (378993-D)]

Address : 11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya, Selangor Darul Ehsan.
Tel No. : +603-7890 4700
Fax No. : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com