KEIN HING INTERNATIONAL BERHAD [200301013636 (616056-T)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 23RD ANNUAL GENERAL MEETING ("23RD AGM")

Date	:	Thursday, 15 October 2026
Time	:	10.00 a.m.
Broadcast Venue	:	Rafflesia Ballroom, Palm Garden Hotel, IOI Resort City, 62502 Putrajaya, Malaysia

REGISTRATION FOR THE 23RD AGM

1. Registration will start at 8.30 a.m. on the day of the 23rd AGM up to the time of the commencement of the 23rd AGM at 10.00 a.m.

2. Please produce your ORIGINAL Identity Card ("IC") or Passport (for foreign shareholder) during registration for verification. Only original IC or Passport is valid for registration.

3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original IC or Passport of that other shareholder/proxy. Please make sure you collect your IC or Passport after the registration.

4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.

5. After registration and signing on the Attendance List, please vacate the registration area.

6. The registration counter will only handle verification of shareholdings and registration. For other clarification or query, you may proceed to the Help Desk.

HELP DESK

The Help Desk will address all clarifications and inquiries regarding the Meeting.

APPOINTMENT OF PROXY OR ATTORNEY OR BY AUTHORISED REPRESENTATIVE

1. Only members whose names appear on the Record of Depositors as at 8 October 2026 shall be eligible to attend, speak and vote at the 23rd AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

2. In view that the 23rd AGM will be conducted physically, members may appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the Form of Proxy.

3. If you wish to participate in the 23rd AGM yourself, please do not submit any Form of Proxy for the 23rd AGM. Your proxy appointed by you will not be allowed to participate in the 23rd AGM together with you. Only one (1) of you will be allowed to attend and vote at the meeting.

4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney/authorised representative for the 23rd AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than forty-eight (48) hours before the time set for the 23rd AGM or not later than Tuesday, 13 October 2026 at 10.00 a.m.:

(i) Hard Copy Lodgement of Proxy Form

In the case of an appointment made in hard copy form (by hand/post), the proxy form shall be deposited at the Registered Office of the Company at Lot 1863, Jalan Kolej, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia.

(ii) Electronic Lodgement of Proxy Form

All members can have the option to submit proxy forms electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") and the procedures are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.*
Proceed with submission of proxy form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "**KEIN HING INTERNATIONAL BERHAD 23RD AGM**". 3. Navigate to the 3 dots at the end of the corporate event and choose "**SUBMISSION OF PROXY FORM**". 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.

ii. Steps for Corporation or Institutional Shareholders	
Register as a User at The Portal	• 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 approval 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. *Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.*
Proceed with submission of proxy form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "**KEIN HING INTERNATIONAL BERHAD 23RD AGM**". 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder's name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select "**Confirm**" to complete your submission. 10. Print the confirmation report of your submission for your record.

VOTING AT MEETING

1. In accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"), the voting at the 23rd AGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically (e-voting) via Tricor e-Vote application and an Independent Scrutineer to conduct the polling process and verify the results of the poll.

2. During the 23rd AGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.

3. Upon completion of the voting session for the 23rd AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are carried.

RESULTS OF THE VOTING

The motions proposed at the AGM and the results of the voting will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

ANNUAL REPORT

1. The Annual Report is available on the Company's website at https://www.keinhing.com/Investor Relations.html and Bursa Securities' website at www.bursamalaysia.com under Company's announcements.

2. You may request for a printed copy of the Annual Report at https://srmy.vistra.com by selecting "*Request for Annual Report*" under the "*Investor Services*".

3. Kindly consider the environment before you decide to request for the printed copy of the Annual Report. Environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 23rd AGM.

NO SMOKING POLICY

A no smoking policy is maintained in the Meeting hall. Your co-operation is much appreciated.

REFRESHMENT

A packed meal will be provided for those who attend the meeting physically.

NO DOOR GIFTS

No door gifts will be distributed to Shareholders/Proxies/Corporate Representatives attending the 23rd AGM.

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
Contact person	:	Mr Low Cheng Chuan +603-2783 9278 (cheng.chuan.low@vistra.com)

IMPORTANT NOTE:
The Board reserves the right and may at its discretion make any changes to the above arrangements in the event of any unforeseen circumstances.