



SIGNATURE INTERNATIONAL BERHAD
Registration No. 200601034359 (754118-K)
(Incorporated in Malaysia)

**19TH ANNUAL GENERAL MEETING (“AGM”)
ADMINISTRATIVE GUIDE**

Day & Date	:	Monday, 29 June 2026
Time	:	10.00 a.m.
Venue	:	Menara Chin Hin, Level 19, Stellarium, No. 1, Jalan Naga Emas, Sri Petaling, 57000 Kuala Lumpur, Malaysia

REGISTRATION

1. Registration will commence at 9.00 a.m. and will remain open until the conclusion of the 19th AGM or such time as may be determined by the Chairman of the meeting.
2. Shareholders or proxies are required to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that registration on behalf of another person is not permitted, even with that person’s original MyKAD or Passport.
3. Upon verification, shareholders or proxies will also be issued an identification wristband for voting purpose. No person will be allowed to enter the meeting hall without the identification wristband. No replacement wristband will be provided in the event it is lost or misplaced.

CORPORATE MEMBERS

1. Corporate members who wish to appoint corporate representative instead of a proxy must deposit their original or duly certified certificate of appointment of corporate representative with Tricor Investor & Issuing House Services Sdn. Bhd. (“TIIH”) on or before the 19th AGM.
2. Attorneys appointed by power of attorney are required to deposit their power of attorney with TIIH not later than Saturday, 27 June 2026 at 10.00 a.m. to attend and vote at the 19th AGM.

PROXY

The appointment of proxy may be made in hard copy form or by electronic means in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 19th AGM or at any adjournment thereof, otherwise the proxy form shall not be treated as valid:

In hard copy form

To be deposited with the Company’s Share Registrar 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, the drop-in box provided at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

By electronic means

Alternatively, you may also submit your proxy appointment electronically via the Vistra Share Registry and IPO (MY) portal (“the Portal”) at <https://srmy.vistra.com>. Please read and follow the procedures below on electronic submission of proxy form.

PROCEDURE FOR ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to submit your proxy form electronically via **the Portal** website are summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User at the Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder", then 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. Upon receiving the confirmation email, activate your account by creating a password. <p><i>If you are an existing user with the Portal or had registered with TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login to the Portal with your email address and password. 2. Select the corporate event: "SIGNATURE INTERNATIONAL BERHAD 19TH 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 of the meeting as your proxy. 7. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. 8. Print the proxy form for your record.
ii. <u>Steps for Corporation or Institutional Shareholders</u>	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 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 two (2) working days. A confirmation email will be sent once approved. 6. Upon receiving the confirmation email, activate your account by creating a password.

	<i>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.</i>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. Login to the Portal at https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "SIGNATURE INTERNATIONAL BERHAD 19TH 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.

If you wish to participate in the AGM, please do not submit any proxy form for the 19th AGM. You will not be allowed to participate in the 19th AGM together with the proxy(ies) appointed by you.

ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

Only a shareholder whose name appears in the ROD of the Company as at **22 June 2026** shall be entitled to attend, speak and vote at the 19th AGM or appoint proxies to attend and/or vote on his/her behalf.

NO DOOR GIFT / FOOD VOUCHER

No door gifts or food vouchers will be provided to shareholders/ proxies/ authorized representatives/ attorneys attending the 19th AGM.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the proceedings of the 19th AGM is allowed without the prior written consent of the Company.

ENQUIRY

If you have any enquiries on the above, please contact the Company's share registrar during office hours from 9.00 a.m. to 5.30 p.m., Mondays to Fridays (except public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd. Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia		Contact Details
	General Line	603-2783 9299
	Email	is.enquiry@vistra.com