

K-ONE TECHNOLOGY BERHAD
[Registration No.: 200101004001 (539757-K)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE
TWENTY-FOURTH ANNUAL GENERAL MEETING (“24th AGM” or “the Meeting”)

Day and Date : Wednesday, 28 May 2025
Time : 9.00 a.m.
Venue : Ballroom V, Main Wing, Tropicana Golf & Country Resort, Jalan Kelab Tropicana, 47410 Petaling Jaya, Selangor, Malaysia

Entitlement to Participate in the 24th AGM

Only members whose names appear on the Record of Depositors as of 21 May 2025 (General Meeting Record of Depositors) are eligible to participate in the Meeting or appoint proxy(ies) to participate on their behalf.

Form of Proxy

Members unable to attend the 24th AGM are encouraged to appoint proxy(ies) or the Chairman of the Meeting as their proxy(ies). Voting instructions should be indicated in the Form of Proxy, in accordance with the notes and instructions provided therein.

Please deposit the original Form of Proxy at the Company's Share Registrar's office, Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia, or submit it electronically through the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com>. The timeline for both physical and electronic submission is, 9.00 a.m. on Tuesday, 27 May 2025, twenty-four (24) hours prior to the Meeting or any adjournment.

Please find the steps below for eProxy lodgement:

Step 1 – Online Registration through BSIP for Individual and Corporate Shareholders

For first-time registration only

[Note: If you have previously registered with BSIP, you may proceed to Step 2 – Submit eProxy Form.]

- a) Access the BSIP website at <https://investor.boardroomlimited.com>.
- b) Click **“Register”** to sign up for a BSIP account.
- c) Select “Account Type” and choose either **“Sign Up As Shareholder”** or **“Sign Up As Corporate Holder”**.
- d) Complete the registration and upload softcopy of your MyKad (front and back) or passport or authorisation letter (for Corporate Shareholder) in JPEG, PNG or PDF format.
- e) Enter a valid mobile number, email address and password.
- f) Click **“Sign Up”**.
- g) You will receive an email from BSIP Online for e-mail address verification. Click **“Verify E-mail Address”** to proceed with the registration.
- h) Upon successful verification of your email address, you will be redirected to BSIP for mobile number verification. Click **“Request OTP Code”**. An OTP code will be sent to your registered mobile number. Enter the OTP code on BSIP Online and click **“Enter”** to complete the process.
- i) You will receive an email within one (1) business day confirming the approval of your BSIP account. Once approved, you can login to BSIP at <https://investor.boardroomlimited.com> using the email address and password you provided during registration to continue with the next step.

Step 2 – Submit eProxy Form

Individual and Corporate Shareholders: Submit Proxy Form Electronically

- a) Log in to BSIP at <https://investor.boardroomlimited.com> with your User ID (registered email address) and password.
- b) Select **“K-ONE TECHNOLOGY BERHAD 24th ANNUAL GENERAL MEETING”** from the list of Meeting Event(s) and click **“Enter”**.
- c) For Corporate Shareholder: Select the company you wish to represent (if representing more than one).
- d) Go to **“Proxy”** and click **“Submit eProxy Form”**.
- e) Enter your CDS account number and the number of shares held.
- f) Select your proxy(ies): either the Chairman of the Meeting or other named proxy(ies).
- g) Read and accept the General Terms & Conditions by clicking **“Next”**.
- h) Enter the particulars of your proxy(ies).
- i) Indicate your voting instructions by selecting either **“FOR”**, **“AGAINST”** or **“ABSTAIN”**. If you wish to have your proxy(ies) to act upon his/her discretion, please select **“DISCRETIONARY”**.
- j) Review and confirm your proxy(ies) appointment. Click **“Submit”**.
- k) Download or print the eProxy Form acknowledgement.

Step 2 – Submit eProxy Form (cont'd)

Authorised Nominees and Exempt Authorised Nominees: Confirm Proxy(ies) Appointment

- a) Log in to BSIP at <https://investor.boardroomlimited.com>.
- b) Select **"K-ONE TECHNOLOGY BERHAD 24th ANNUAL GENERAL MEETING"** from the list of Meeting Event(s) and click **"Enter"**.
- c) Select the company you are representing in your capacity as nominee.
- d) Go to **"Proxy"** and click **"Submit eProxy Form"**.
- e) Click **"Download Excel Template"**.
- f) Enter the required information in the excel file for the appointment of proxy(ies) for each CDS account.
- g) Upload the duly completed excel file.
- h) Review and confirm your proxy(ies) appointment. Click **"Submit"**.
- i) Download or print the eProxy Form acknowledgement.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees: Using the Physical Form of Proxy As An Alternative Method

- a) Alternatively, you may complete the Form of Proxy (located on last page of the K-One Annual Report 2024) and email it to either bsr.helpdesk@boardroomlimited.com or khairul.igram@boardroomlimited.com
- b) Please email a copy of the Corporate Representative's Certificate of Appointment or Proxy Holder's MyKad (front and back) or passport in JPEG, PNG or PDF format, in the same email.

Revocation of eProxy

- a) Select **"K-ONE TECHNOLOGY BERHAD 24th ANNUAL GENERAL MEETING"** from the list of Meeting Event(s) and click **"Enter"**.
- b) Go to **"Proxy"** and click **"Submit Another eProxy Form"**.
- c) Select **"Submitted eProxy Form List"** and click **"View"** to review previously submitted eProxy Form and ensure the correct form has been selected.
- d) Click **"Cancel/Revoke"** at the bottom of the eProxy Form and click **"Proceed"** to confirm.

Note: For revocation of physical or email-submitted Form of Proxy, please write to bsr.helpdesk@boardroomlimited.com or khairul.igram@boardroomlimited.com.

Registration

Registration will begin at 8.00 a.m. on 28 May 2025, at the entrance of the designated meeting room of Ballroom V, Main Wing, Tropicana Golf & Country Resort. We encourage you to arrive early, as the meeting will begin precisely at 9:00 a.m.

To ensure a smooth registration process, please follow the signage to the correct registration counter. At the registration counter, kindly present your original National Registration Identity Card (NRIC) or Passport (for foreigners) for verification. Please ensure that your original NRIC or Passport is returned to you immediately after verification. To comply with verification procedures, no person will be permitted to register on behalf of another using the other person's NRIC or Passport.

Following verification, attendees are required to write their names and sign the Attendance List at the registration table. Upon successful registration, shareholders/proxy(ies) will each be provided with an identification wristband, which must be worn for entry into the meeting hall. No person will be admitted to the meeting hall without this identification wristband, and replacement will not be provided for lost or misplaced wristbands.

Poll Administration and Scrutiny

All resolutions set out in the Notice of the 24th AGM will be put to vote by poll pursuant to Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process and USearch Corporate Services Sdn. Bhd. has been appointed as the Independent Scrutineers to verify the poll results.

Others

1. Parking
Parking is free of charge.
2. Refreshment and Vouchers
Refreshment will be served. However, following Company practice, food or gift vouchers will not be distributed during the 24th AGM.
3. No Recording or Photography
Recording or photography of the meeting proceedings is prohibited without the Company's prior written permission.
4. Seating
Participants are requested to be seated at least five minutes before the scheduled commencement of the Meeting.

Enquiry

If you have any enquiries before the 24th AGM, please contact Boardroom Share Registrars Sdn. Bhd. during office hours, Monday to Friday (8.30 a.m. to 5.30 p.m.).

Boardroom Share Registrars Sdn. Bhd.

11th Floor, Menara Symphony

No. 5, Jalan Prof. Khoo Kay

Kim Seksyen 13

46200 Petaling Jaya

Selangor, Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the Meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the shareholder 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 applicable laws, listing rules, regulations and/or guidelines. The shareholder agrees to indemnify the Company against any penalties, liabilities, claims, demands, losses, and damages arising from the shareholder's breach of warranty.