

LUXCHEM

LUXCHEM CORPORATION BERHAD
Registration No. 199101014102 (224414-D)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 34TH ANNUAL GENERAL MEETING (“34TH AGM”)

Date : Thursday 21 May 2026
Time : 10.00 a.m.
Venue : Banyan, Casuarina, Dillenia & Eugenia Room, KLGCC Convention Centre (formerly known as Sime Darby Convention Centre), 1A, Jalan Bukit Kiara1, Bukit Kiara, 60000 Kuala Lumpur, Malaysia

1. REGISTRATION

The registration will start at **9.00 a.m.** on **Thursday, 21 May 2026** and will remain open until the conclusion of the 34th AGM or such time as may be determined by the Chairman of the meeting.

Please bring an **ORIGINAL** of the following identification papers (where applicable) and present it to the registration staff for verification:

- a. Identity card (NRIC) (Malaysian), or
- b. Police report (for loss of NRIC) / Temporary NRIC (Malaysian), or
- c. Passport (Foreigner).

Please take note that no person will be allowed to register on behalf of another person, even with the original identity card or passport of that other person.

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

Shareholders or proxy(ies) will also be given the identification wristbands for voting purpose. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

2. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositors as at **15 May 2026** shall be entitled to attend, speak and vote at the 34th AGM or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. POLL VOTING

The voting at the 34th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“**Bursa Securities**”). The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting. During the meeting, the Chairman will invite the Poll Administrator to brief you on the electronic voting process.

The Company has appointed Scrutineer Solutions Sdn. Bhd. as an Independent Scrutineer to verify the poll results. Upon completion of the voting session for the 34th AGM, the Scrutineer will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

4. APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

A shareholder who is unable to attend the 34th AGM on Thursday, 21 May 2026 may appoint proxy and indicate the voting instructions in the proxy form.

Only members whose names appear on the Record of Depositors as at Friday, 15 May 2026 shall be eligible to attend, speak and vote at the 34th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf. A member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy form.

- If you wish to participate in the 34th AGM yourself, please do not submit any proxy form for the 34th AGM. You will not be allowed to participate in the 34th AGM together with the proxy(ies) appointed by you.

- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 34th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner **not later than Tuesday, 19 May 2026 at 10.00 a.m.**

(i) **In hard copy form**

In the case of an appointment made in hard copy form, the proxy form must be deposited at the Share Registrar's office situated 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, at 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.

(ii) **By electronic means**

Alternatively, you may also submit your proxy appointment electronically via Vistra Share Registry and IPO (MY) portal ("**The Portal**"). Please do read and follow the procedures below on electronic submission of proxy form:-

Procedure	Action
<u>i. Steps for Individual Shareholders</u>	
Register as a User at The Portal	<ul style="list-style-type: none"> ▪ Visit the website at https://srmy.vistra.com. ▪ Click "Register" and select "Individual Holder" and complete the New User Registration Form. ▪ For guidance, you may refer to the tutorial guide available on the homepage. ▪ Once registration is completed, you will receive an email notification to verify your registered email address. ▪ After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. ▪ Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ul style="list-style-type: none"> ▪ After the release of the Notice of Meeting by the Company, login with your email address and password. ▪ Select the corporate event: "LUXCHEM 34TH AGM 2026". ▪ Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". ▪ Read and agree to the Terms and Conditions and confirm the Declaration. ▪ Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. ▪ Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST or ABSTAIN. ▪ Print the proxy form for your record.
<u>ii. Steps for Corporation or Institutional Shareholders</u>	
Register as a User at The Portal	<ul style="list-style-type: none"> ▪ 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. <p><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 the persons stated under "ENQUIRY" section in Note 8 below if you need clarifications on the user registration.</i></p>

Proceed with submission of proxy form	<ul style="list-style-type: none"> ▪ Login to https://srmy.vistra.com with your email address and password. ▪ Select the corporate event: “LUXCHEM 34TH AGM 2026”. ▪ Navigate to the icon “>” at the end of the corporate event. ▪ Read and agree to the Terms and Conditions and confirm the Declaration. ▪ Select the corporate holder’s name. ▪ Proceed to download the submission file. ▪ Prepare the file for the appointment of proxy(ies) by inserting the required data. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Confirm” to complete your submission. ▪ Print the confirmation report of your submission for your record.
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5. NO RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 34th AGM of the Company.

6. REFRESHMENT

Light refreshment will be provided.

7. ANNUAL REPORT 2026

The following documents are available at <https://luxchem.com.my/AGM.html>

- Annual Report 2025
- Share Buy-Back Statement
- Corporate Governance Report 2025
- Notice of 34th AGM, Proxy Form and Administrative Guide to the 34th AGM

In support of the Company’s sustainability commitments, we have printed only a limited copy of the Annual Report 2025. We strongly encourage our shareholders to access the Annual Report 2025 online. However, should you still require a hard copy of the Annual Report 2025, you may request one at <https://srmy.vistra.com> by selecting “Request for Annual Report/Circular” under the “Investor Services” or alternatively, request through telephone or e-mail to our Share Registrar via the contact details as set out in Note 8 below.

8. ENQUIRY

Should you require any assistance on the above, kindly contact our Share Registrar during office hours on Monday to Friday (except weekend and public holidays) from 8.30 a.m. to 5.30 p.m.:

Share Registrar - 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

- General Line** : +603-2783 9299
- Mr Hifzul Azad : +603-2783 9284
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