



ELRIDGE ENERGY HOLDINGS BERHAD
[Registration No. 202401001446 (1547297-X)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

FIRST ANNUAL GENERAL MEETING ("1st AGM") OF ELRIDGE ENERGY HOLDINGS BERHAD ("Company")

Day and Date : Monday, 23 June 2025
Time : 10.00 a.m.
Venue : Menara AFA, 1, Jalan Batu Caves, 68100 Batu Caves, Selangor Darul Ehsan

PARKING

1. Free parking is provided near the entrance of the building and will be guided by the security guards stationed there.

REGISTRATION

1. Registration is from 8:30 a.m. and will end at a time as determined by the Chairman of the meeting before commencement of voting.
2. Registration will take place at the registration counter on the Ground Floor as you enter the building.
3. Kindly present your **original National Registration Identity Card ("NRIC") or Passport for verification** with the Registrar. **Photocopy of NRIC or Passport is not allowed.**
4. No individual will be allowed to register on behalf of another person, registration personnel will handle only verification of identity and registration of shareholders and/or proxy holders. If you have any enquiries on other matters, please refer to our staff who will be at hand to provide assistance.

ENTITLEMENT OF ATTENDANCE AND APPOINTMENT OF PROXY

1. Information for Shareholders/Proxies

- (a) This is a **physical** general meeting. Shareholders of the Company and/or proxies are invited to attend **in-person** only.
- (b) For the purpose of determining a member who shall be entitled to attend the forthcoming 1st AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. in accordance with Clause 18.7(b) of the Constitution of the Company and Section 34(1) of Securities Industry (Central Depositories) Act, 1991 ("**SICDA**") to issue a General Meeting Record of Depositors as at 17 June 2025. Only a depositor whose name appears on the Record of Depositors as at 17 June 2025 shall be entitled to attend the said meeting or appoint proxies to attend and/or speak and/or vote on his/her behalf.
- (c) A member entitled to attend and vote at the forthcoming 1st AGM is entitled to appoint a proxy/proxies to attend, participate, speak and vote instead of him. A proxy may but need not be a member of the Company and a member may appoint any person to be his proxy. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at a meeting of the Company shall have the same rights as the member to speak and vote at the meeting.
- (d) A member may, subject to paragraphs (e) and (f) below, appoint more than one (1) proxy to attend and vote at the forthcoming 1st AGM, to the extent permitted by the Companies Act 2016 ("**Act**"), SICDA, Listing Requirements and the Rules of Bursa Malaysia Depository Sdn. Bhd. Where a member appoints two (2) proxies to attend and vote at the forthcoming 1st AGM, such appointment shall be invalid unless the member specifies the proportion of his/her shareholding to be represented by each proxy.

- (e) Where a member of the Company is an authorised nominee as defined under the SICDA, it may appoint at least one (1) proxy but not more than two (2) proxies in respect of each securities account it holds to which shares in the Company standing to the credit of the said account.
- (f) Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account (“**omnibus account**”) as defined under SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
- (g) The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing or, in the event the appointer is a corporation, the instrument appointing a proxy must be either under the appointer’s Common Seal or under the hand of an officer or attorney duly authorised.
- (h) **Publication of Notice of 1st AGM on corporate website**

Pursuant to Section 320(2) of the Act, a copy of this Administrative Guide together with the Notice of 1st AGM and proxy form are available at the corporate website of the Company at https://elridgeenergyholdings.com/general_meeting.html.

(i) **Appointment of Proxy(ies)**

A member may obtain the proxy form for the forthcoming 1st AGM vide paragraph (h) above or the Annual Report (hard copy) or Annual Report (electronic copy) released to Bursa Securities.

The appointment of proxy(ies) may now be made either in hard copy form or by electronic form, and shall be deposited with the Company’s Share Registrar, i.e. Securities Services (Holdings) Sdn. Bhd., either at the designated office as stated below or vide facsimile or designated email address, not less than forty-eight (48) hours before the time appointed for holding the forthcoming 1st AGM or any adjournment thereof (i.e. **on or before Saturday, 21 June 2025 at 10:00 a.m.**):-

Mode of Submission	Designated address / Facsimile No. / Email address
(i) Hard copy form	Securities Services (Holdings) Sdn. Bhd. Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan
(ii) Electronic form	(A) Vide Facsimile (Fax No.: 03-2094 9940/ 03-2095 0292); or (B) Vide designated email address of Share Registrar: info@sshsb.com.my

2. Personal data privacy

By submitting a proxy form(s) to participate, speak and vote at the 1st AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 1st AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 1st AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “**Purposes**”), (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.

CORPORATE REPRESENTATIVE

Any corporate member who wishes to appoint a representative instead of a proxy to attend the forthcoming 1st AGM should present a valid instrument appointing a corporate representative which shall be in writing under the common seal of the corporation.

VOTING PROCEDURE

- (a) Pursuant to Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of 1st AGM will be put to vote by poll.
- (b) The Company has appointed Securities Services Sdn. Bhd. ("**SS**") as the Poll Administrator to manage the polling processes and Commercial Quest Sdn. Bhd. as the Independent Scrutineers to verify and validate the results of the poll of the 1st AGM.
- (c) The declaration of the poll results shall be announced at the end of the meeting.

ENQUIRY

If you have any enquiry relating to the registration for the 1st AGM, please contact the following persons from our Shares Registrar during office hours from Monday to Friday, 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m.:

Share Registrar:
Securities Services (Holdings) Sdn. Bhd.

Contact Person : Mr. Wong Piang Yoong / Puan Norhasliliwati Binti Abdullah Hashim / Cik Nur Suhaila Binti Che Ani
General Line : (603) 2084 9000
Fax Number : (603) 2094 9940/ (603) 2095 0292
Email : info@sshshb.com.my