

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting	: Extraordinary General Meeting (“ EGM ”) of KPJ Healthcare Berhad (the “ Company ”)
Day and Date	: Thursday, 26 June 2025
Time	: 12:30 p.m. or immediately after the conclusion of the Thirty-Second Annual General Meeting of the Company scheduled to be held at the same venue and on the same day at 10:00 a.m., whichever is later
Meeting Venue	: Level 8A, Menara KPJ, 238, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia

Eligibility to Participate and Appointment of Proxy

1. In respect of deposited securities, only a depositor whose name appears in the Record of Depositors as at 19 June 2025 shall be eligible to attend the EGM or appoint a proxy(ies) or corporate representative to attend and/or vote in his/her stead.
2. If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy. Please indicate your voting instructions clearly in the Proxy Form.
3. If you choose to attend the EGM in person, please do not submit any Proxy Form. You will not be allowed to participate in the EGM together with your appointed proxy.
4. The Proxy Form and/or documents relating to the appointment of a proxy or corporate representative must be deposited or submitted by either of the following means at least forty-eight (48) hours before the time appointed for holding the EGM i.e. not later than Tuesday, 24 June 2025 at 12:30 p.m.:

(a) In hard copy

The Proxy Form must be deposited at the office of the poll administrator of the Company 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, drop it into the Tricor Drop-in Box located at Unit G-2, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(b) By electronic means

The Proxy Form can be electronically lodged with the poll administrator of the Company via TIIH Online website at <https://tjih.online>. The steps for online submission are outlined below:

Procedure	Action
i. For Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Please access the TIIH Online website at https://tjih.online. • Register as a new user under the “e-Services” section. Please refer to the tutorial guide available on the TIIH Online website. • If you are already a user of TIIH Online, you are not required to register again.

Procedure	Action
i. For Individual Shareholders (Cont'd)	
Proceed with submission of the Proxy Form	<ul style="list-style-type: none"> Log in to TIIH Online website at https://tiih.online with your user ID and password. Select the corporate event: KPJ Healthcare Berhad EGM "Submission of Proxy Form". Read and agree to the "Terms and Conditions" and confirm the "Declaration". Enter your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and provide the required details of your proxy(ies) or appoint the Chairman of the meeting as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) may vote at their discretion. Review and confirm the appointment. Print the Proxy Form for your records.
ii. For Corporate or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Please access the TIIH Online website at https://tiih.online. For guidance, please refer to the tutorial guide available on the TIIH Online website. Under the "e-Services" section, select "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Activate your account using the temporary password provided in the email and reset 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 our poll administrator if you need clarifications on the user registration.</i></p>
Proceed with submission of the Proxy Form	<ul style="list-style-type: none"> Log in to TIIH Online website at https://tiih.online with your user ID and password. Select the corporate event: KPJ Healthcare Berhad EGM "Submission of Proxy Form". Read and agree to the "Terms and Conditions" and confirm the "Declaration". Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxy(ies) by inserting the required data. Proceed to upload the duly completed file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your records.

Submission of Questions for the EGM

- Members may submit questions relating to the agenda items for the EGM in advance of the meeting via **TIIH Online** website at <https://tiih.online>. Please select **"e-Services"** to log in and submit your questions electronically by no later than **Tuesday, 24 June 2025 at 12:30 p.m.** The Board of Directors will endeavor to address the questions during the EGM.

Voting by poll

6. Voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") to conduct the poll voting electronically ("**e-voting**") via the Tricor e-Vote application ("**Tricor e-Vote App**") and Scrutineer Solutions Sdn Bhd as the Independent Scrutineers to verify the poll results.

Results of the voting

7. The results of the e-voting will be announced during the EGM and subsequently via Bursa Securities at www.bursamalaysia.com.

Other Information

8. Registration
 - (i) Registration will commence at 8:00 a.m. and will conclude at such time as may be directed by the Chairman of the meeting.
 - (ii) Please produce your original MyKad or Passport at the registration counter for verification.
 - (iii) A wristband will be issued upon verification, which must be worn to enter the venue. No person will be allowed entry into the venue without wearing the wristband.
 - (iv) No replacement wristband shall be issued in the event of loss or misplacement.
 - (v) No person shall be allowed to register on behalf of another, even if in possession of the other person's original MyKad or Passport.
9. No recording or photography is permitted during the EGM without prior written approval from the Company.
10. Door gift(s):
 - (i) There will be no distribution of door gift(s) or voucher(s) for the EGM.

EGM Documents

11. The following documents are available on the Company's website at <https://kpj.listedcompany.com/egm.html>:
 - (i) Circular to shareholders dated 4 June 2025 in relation to Proposed Sale and Leaseback (as defined in the circular) and Proposed Lease Renewal (as defined in the circular).
 - (ii) Notice of EGM, Proxy Form and Administrative Guide for the EGM.
12. Shareholders are encouraged to access the electronic versions of the aforementioned documents. Should you require a printed copy of item (i), please contact our Share Registrar at suhaila.sabar@waqafannur.com.my.

Kindly include your name, NRIC No./Passport No./Registration No., CDS account number, mailing address and contact number when making the request.

Communication Guide

13. Shareholders are advised to regularly monitor the Company's website and official announcements for any updates or changes to the arrangements of the EGM.

Enquiries

14. Should you have any enquiries prior to the EGM, kindly contact the following individuals during office hours, Monday to Friday, from 9:00 a.m. to 5:30 p.m. (excluding 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.	General Line No.	+603-2783 9299
	Fax No.	+603-2783 9222
	Email	is.enquiry@vistra.com
	Mr. Mohamad Khairudin	+603-2783 7973 Mohamad.Khairudin@vistra.com
	Ms. Nurul, Ainee	+ 603-2783 9065 Nurul.Ainee@vistra.com