

ADMINISTRATIVE NOTES

ADMINISTRATIVE NOTES FOR THE SIXTY-THIRD ANNUAL GENERAL MEETING ("63RD AGM") OF COMPUTER FORMS (MALAYSIA) BERHAD ("CFM" OR "THE COMPANY")

Date	:	Wednesday, 12 August 2026
Time	:	10:00 a.m. or at any adjournment thereof
Venue	:	Level 9, Tower 11, Avenue 5, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia

Registration on the day of AGM

1. Registration will commence at 9:00 a.m., on Wednesday, 12 August 2026 and will open until the conclusion of the 63rd AGM or such time may be determined by the Chairman of the meeting.
2. Please read the signage as to where you should register yourself for the meeting and join the queue accordingly.
3. Please present your original MyKad or Passport to the registration staff for verification. Please make sure your MyKad or Passport is returned to you after registration.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.
6. A voting gadget and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.

Entitlement to Participate and Appointment of Proxy

1. Only members whose names appear on the Record of Depositors on **4 August 2026** (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.
2. The instrument appointing a proxy shall be deposited in the following manner not less than 48 hours before the time for holding the AGM or any adjournment thereof:

(a) **By hard copy form**

In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Poll Administrator's office, ShareWorks Sdn. Bhd. at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

(b) **By electronic form**

The Proxy Form can be electronically lodged by email to ir@shareworks.com.my.

Revocation of Proxy

1. If you have submitted the Proxy Form and subsequently decide to change your proxy(ies) or revoke your appointment(s) to personally participate in the 63rd AGM, please write in to the Company's Poll Administrator at ir@shareworks.com.my no later than **Monday, 10 August 2026 at 10:00 a.m.**
2. Upon revocation, your proxy(ies) will not be allowed to participate in the 63rd AGM. Please advise your proxy(ies) accordingly.

ADMINISTRATIVE NOTES (CONT'D)

No Door Gifts/Food Vouchers

There will be no distribution of door gifts or food vouchers at the 63rd AGM.

Enquiries

For any enquiries, kindly contact the following during office hours (8:30 a.m. to 5:30 p.m.) on Monday to Friday (except public holidays):

ShareWorks Sdn. Bhd.

T: +603 6201 1120 | F: +603 6201 3121

Personal Data Privacy

By submitting the duly executed Proxy Form, the member and his/her proxy consent to the Company and/or its agents/ service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010 (as amended by the Personal Data Protection (Amendment) Act 2024), for the purpose of the 63rd AGM of the Company and any adjournment thereof.