



DATAPREP HOLDINGS BERHAD

Registration No.: 198901005754/183059-H
(Incorporated in Malaysia)

**ADMINISTRATIVE NOTES
FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

Date : **Tuesday, 25 March, 2025**
Time : **1400 hours**
Venue : **Green III, Sport Wing, Jalan Kelab Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan**

Eligibility to Attend Based on the Record of Depositors

Only shareholder whose name appears on the Record of Depositors as at Tuesday, 18 March 2025 is entitled to attend, participate and vote at the EGM or appoint proxy(ies) / corporate representative(s) to participate and vote on his / her behalf in respect of the number of shares registered in his/her name at that time.

Appointment of Proxy(ies)

A shareholder who is unable to attend the EGM on 25 March 2025 may appoint proxy and indicate the voting instructions in the Proxy Form. The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received not less than 48 hours before the time appointed for holding the EGM or at any adjournment thereof:

(i) In hard copy form

In the case of an appointment made in hard copy form, the duly completed Form of Proxy with the proxy's email address and mobile phone number, must be deposited with the Poll Administrator, Mega Corporate Services Sdn. Bhd. situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic means

The shareholder may deposit the Proxy Form, duly completed with the proxy's email address and mobile phone number, via email at egm-support.dataprep@megacorp.com.my. Please refer to the Administrative Guide for the EGM on the procedures for electronic lodgement of the Form of Proxy.

A proxy need not be a member of the Company. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

Registration Procedure

The registration counter will be opened at 12.30 p.m. on Tuesday, 25 March 2025 at outside of **Green III, Sport Wing, Jalan Kelab Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan.**

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration personnel for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

You will be given a wristband embedded with QR code (QR wristband). If you are attending the EGM as a shareholder as well as proxy, you will be registered once and will only be given one QR wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the QR wristband. There will be no replacement in the event that you lose/misplace the QR wristband.

Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the EGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as Poll Administrator and Sharepolls Sdn. Bhd. as Independent Scrutineers to verify and validate the poll results. For the voting procedure, please follow the instructions from the Poll Administrator.

Parking

There is ample parking space at the designated parking area in Tropicana Golf & Country Resort. Please follow the relevant signage to the car parks.

Refreshment

Due to Ramadhan month, there is no refreshment will be served, however, there is an infused water counter at the venue.

No vouchers/door gifts

There will be NO VOUCHER(S) OR ANY DOOR GIFT(S) for shareholders/proxies/invited guests who participate in the EGM.

Enquiry

If you have any enquiries on the above, please contact the following during office hours (Monday to Friday):

Mega Corporate Services Sdn. Bhd.

Email : egm-support.dataprep@megacorp.com.my
Tel : +60 (3) 2692 4271
Vinoosiny : +60 (3) 2692 4271 ext. 357
Sazali : +60 (3) 2692 4271 ext. 359