



SPRITZER BHD

Registration No.199301010611(265348-V)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 31ST ANNUAL GENERAL MEETING (“AGM”)

Day and Date : Thursday, May 30, 2024
Time : 10.30 a.m.
Venue : Lot 898, Jalan Reservoir, Off Jalan Air Kuning, 34000 Taiping, Perak Darul Ridzuan, Malaysia

REGISTRATION

1. Registration will be at Lot 898, Jalan Reservoir, Off Jalan Air Kuning, 34000 Taiping, Perak Darul Ridzuan and will commence at **9.30 a.m.**
2. Please present your **ORIGINAL identity card (“IC”) or passport (for non-Malaysians)** during registration for verification purposes. **Photocopies of ICs or passports will not be accepted.** Please note that you are not allowed to register on behalf of another person even with the original identity card/passport of that person.
3. Whether you are attending the AGM as a shareholder, proxy(ies) and/or corporate representative(s), you will be registered once, and given only one wristband to enter the meeting room. Please note that the wristband is required to be worn when entering the meeting room.

HELP DESK

4. The registration counters will only handle verification of the identity and registration of the shareholder/proxy/corporate representative and his/her shareholdings. If you have other queries or need clarification relating to registration, please proceed to the Help Desk.
5. The Help Desk will also handle revocation of proxy appointments.

APPOINTMENT OF PROXY

6. In respect of deposited securities, only Members whose name appears on the Record of Depositors as at **May 24, 2024** shall be entitled to attend the AGM or appoint proxies to attend and/or vote on his behalf.
7. The instrument appointing a proxy shall be in writing under the hand of the Member or of his attorney duly authorised in writing or, if the Member is a corporation, either under Seal or under the hand of two (2) authorised officers, one of whom shall be a director, or of its attorney duly authorized in writing. A proxy may but need not be a Member of the Company. A proxy appointed to attend and vote at the meeting shall have the same rights as the Member to speak at the meeting.
8. Where a member entitled to vote on a resolution has appointed more than one (1) proxy, the proxies shall only be entitled to vote on poll provided that the Member specifies the proportion of his shareholdings to be represented by each proxy.
9. Where a Member is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it hold.
10. The instrument appointing a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Share Registrar not less than twenty-four (24) hours before the time appointed for holding the meeting at which the person named in the appointment proposes to vote.

Spritzer Bhd
Administrative Guide for the 31st Annual General Meeting (“AGM”)

VOTING PROCEDURE

11. Voting at the AGM will be conducted by poll. Tricor Investor and Issuing House Services Sdn Bhd is the Poll Administrator to conduct the polling process, and independent scrutineers will be appointed to verify the results of the poll.

PROCEDURE FOR ELECTRONIC LODGEMENT OF PROXY FORM

12. The procedures to submit your Proxy Form electronically via Tricor’s **TIIH Online** website are summarised below :

Procedure	Action
1. Steps for Individual Shareholders	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access the website : https://tiih.online. • Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to https://tiih.online using your user name (i.e. email address) and password from step 1(a) above. • Select the corporate event: “SPRITZER BHD 31ST AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Enter your CDS account number and indicate the number of shares for each proxy(ies) to vote on your behalf. • Enter the required particulars of your proxy(ies) or appoint the Chairman of the Meeting as your proxy. • Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print the Proxy Form for your record.

Spritzer Bhd
Administrative Guide for the 31st Annual General Meeting (“AGM”)

Procedure	Action
2. Steps for Corporate or Institutional Shareholders	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access the website : https://tiih.online. • Under the “e-Services”, the authorised or nominated representative of the corporate or institutional shareholder selects “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 1 to 2 working days. • Proceed to activate your account with the temporary password provided in the email and re-set your own password. <p><i>Note: The representative of a corporate 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 Share Registrar if you need clarification on the user registration.</i></p>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to https://tiih.online using your user name (i.e. email address) and password from step 2(a) above. • Select the corporate event: “SPRITZER BHD 31ST AGM - SUBMISSION OF PROXY FORM” • Read and agree to the Terms & 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 proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report for record.

ENQUIRIES

13. If you have any enquiry(ies) relating to the meeting, please contact the Share Registrar during office hours (9.00 am to 5.00 pm) from Monday to Friday (except Public Holiday) at:

Tricor Investor & Issuing House Services Sdn Bhd

Unit 32-01, Level 32, Tower A,
 Vertical Business Suite,
 Avenue 3, Bangsar South,
 No. 8, Jalan Kerinchi,
 59200 Kuala Lumpur,
 Malaysia.

General Line : +603-2783 9299
 Fax Number : +603-2783 9222
 Email : is.enquiry@my.tricorglobal.com