



**WESTPORTS HOLDINGS BERHAD**  
Registration No. 199301008024 (262761-A)  
(Incorporated in Malaysia)

**ADMINISTRATIVE DETAILS FOR THE THIRTY SECOND ANNUAL GENERAL MEETING (32<sup>ND</sup> AGM) OF WESTPORTS HOLDINGS BHD TO BE HELD AT DEWAN TAN SRI GNANALINGAM, WESTPORTS, JALAN PELABUHAN BARAT, 42920 PULAU INDAH, SELANGOR DARUL EHSAN, MALAYSIA ON THURSDAY, 8 MAY 2025 AT 2.00 P.M.**

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#### **REGISTRATION**

1. Registration will start at 12:00 p.m. and will remain open until the conclusion of the annual general meeting ("**AGM**") or such time as may be determined by the Chairman of the meeting.
2. Please produce your original MyKad/Identification Card or Passport (for foreigners) during registration. Only original MyKad/ Identification Card or Passport will be accepted for the purpose of identity verification. Please ensure that you collect your MyKad/Identification Card or passport thereafter.
3. No person will be allowed to register on behalf of another person with the original MyKad/ Identification Card or Passport of that other person.
4. Upon verification and registration:
  - a. please sign the Attendance List and an identification wristband will be provided at the registration counter;
  - b. if you are attending the AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - c. no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
5. After registration, please vacate the registration area immediately and proceed to the meeting hall.
6. The registration counter will only handle verification of identity and registration of attendance.
7. Help desk support is available for any other enquiries/assistance/revocation of proxy's appointment.

#### **DOOR GIFT**

There will be NO VOUCHER(S) or any door gift(s) for shareholders/proxies participating in the AGM.

#### **PARKING**

Parking is free.

#### **LODGEMENT OF PROXY FORM**

1. If you are unable to attend the AGM in-person and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf. The instrument appointing proxy(ies) may be made in the following manner:
  - a) In hardcopy form  
To deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 6 May 2025 at 2.00 p.m. Any alteration to the Form of Proxy must be initialled.



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b) By electronic means (following the steps below)

- i. Logging in to <https://investor.boardroomlimited.com>.
- ii. Select **WESTPORTS HOLDINGS BERHAD (32ND ANNUAL GENERAL MEETING)** from the list of Meeting Event(s) and click "Enter".
- iii. Click "Submit eProxy Form".
- iv. For Corporate Shareholder, select the company you would like to represent (if more than one) *(Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders)*
- v. Enter your CDS account no. and number of shares held. Read and accept the General Terms and Conditions by clicking "Next"
- vi. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary".
- vii. Review and confirm your proxy/proxies appointment and click "Next".
- viii. Download or print the eProxy form as acknowledgement.

eProxy Form to be lodged not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 6 May 2025 at 2.00 p.m.

**2. If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.**

#### **REVOCATION OF PROXY**

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via electronic means (as the case may be) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM or proceed to the Help desk counter on the AGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

#### **SUBMISSION OF PRE-AGM QUESTION(S)**

1. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2024 commencing from Friday, 4 April 2025 and in any event no later than 2.00 p.m., Tuesday, 6 May 2025 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom, and select "SUBMIT QUESTION" to pose questions.
2. The Board will endeavour to respond to Pre-AGM Meeting Questions and questions raised on the day of the 32<sup>nd</sup> AGM.

#### **HEALTH AND SAFETY MEASURES**

1. Attendees are highly encouraged to wear a face mask during the AGM despite the use of face mask indoor is now optional.
2. A shareholder/proxy who has symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19 is advised not to attend the AGM.



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**DIGITAL COPIES OF AGM DOCUMENTS**

As part of our commitment to environmentally sustainable practices by reducing paper usage, the following documents can be accessed from our website at <https://www.westportsholdings.com/annual-general-meetings/>

1. Annual Report 2024
2. Notice of the 32<sup>nd</sup> AGM and Proxy Form
3. Sustainability Report 2024
4. Corporate Governance Report 2024
5. Circular to Shareholders



**VOTING AT MEETING**

1. Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting and will appoint an Independent Scrutineer to verify the poll results.
2. Kindly proceed to the nearest polling kiosk at the meeting venue to cast your vote once the Chairman declares the poll open.

**ENQUIRY**

For enquiries and administrative details relating to the meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:

Boardroom Share Registrars Sdn. Bhd.  
Address : 11th Floor, Menara Symphony  
No. 5 Jalan Professor Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan Malaysia  
General Line : 603-7890 4700 (Helpdesk)  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

**PERSONAL DATA POLICY**

By registering for the meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data by Westports (or its agents) for the following purposes:

1. for registration;
2. communicate with the shareholders and proxy holders who participate at the AGM;



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3. respond to shareholders' and proxy holders' enquiries;
4. for internal record keeping;
5. publication of your personal information in any minutes, website, newsletter, brochure or any other materials which may be published internally or externally;
6. for processing and administration by the Company (or its agents); and
7. comply with any laws, listing rules, regulations and/or guidelines.

The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.