

# ADMINISTRATIVE GUIDE FOR THIRTEENTH ANNUAL GENERAL MEETING ("13TH AGM") OF SALUTICA BERHAD ("THE COMPANY")

|              |   |                                                                                      |
|--------------|---|--------------------------------------------------------------------------------------|
| Day and Date | : | Monday, 24 November 2025                                                             |
| Time         | : | 10.30 a.m.                                                                           |
| Venue        | : | No. 3, Jalan Zarib 6, Kawasan Perindustrian Zarib, 31500 Lahat, Ipoh Perak, Malaysia |

## DEAR SHAREHOLDERS OF SALUTICA BERHAD (THE "COMPANY")

### Individual Members

If the shareholder is not able to attend the 13<sup>th</sup> AGM on 24 November 2025, he/she can appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

### Corporate Members

Corporate members who wish to appoint corporate representatives, instead of a proxy, to attend and vote at the 13<sup>th</sup> AGM must deposit the original or duly certified copy of the appointment of corporate representative with the Company's Share Register no later than Saturday, 22 November 2025 at 10.30 a.m.

Attorneys appointed by power of attorney must deposit the original power of attorney with the Company's Share Registrar no later than Saturday, 22 November 2025 at 10.30 a.m. in order to attend and vote at the 13<sup>th</sup> AGM.

### Eligibility to Attend Based on the Record of Depositors

Only shareholders whose names appear on the Record of Depositors as of 17 November 2025 shall be entitled to attend the 13<sup>th</sup> AGM or appoint proxy(ies) to attend and/or vote on their behalf.

### Appointment of Proxy

A shareholder who is unable to attend the 13<sup>th</sup> AGM on 24 November 2025 may appoint a proxy and indicate the voting instructions on the form of proxy. Please deposit the completed form of proxy with the Company's Share Register, Tricor Investors & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No.8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Alternatively, you may also submit the form of proxy electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") at <https://srmy.vistra.com>, not less than forty-eight (48) hours before the time appointed for the 13<sup>th</sup> AGM or any adjournment thereof. Failure to do so will result in the form of proxy not being treated as valid. Please read and follow the procedures outlined below to submit form of proxy electronically.

# ADMINISTRATIVE GUIDE (CONT'D)

## Electronic Lodgement of Form of Proxy

The steps for submitting your Form of Proxy electronically via The Portal are summarised below:-

| Procedure                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>i. Steps for Individual Shareholders</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Register as a User at The Portal                               | <ul style="list-style-type: none"> <li>Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i></p>                                                                                                                                                                                                 |
| Proceed with submission of form of proxy                       | <ul style="list-style-type: none"> <li>After the Company releases the Notice of Meeting, log in using your email address and password.</li> <li>Select the corporate event: "<b>SALUTICA BERHAD 13TH AGM</b>".</li> <li>Navigate to the 3 dots at the end of the corporate event and choose "<b>SUBMISSION OF PROXY FORM</b>".</li> <li>Read and agree to the Terms &amp; Conditions and then confirm the Declaration.</li> <li>Indicate the total number of shares assigned your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Print the form of proxy for your records.</li> </ul>                                                                                                                                                                                                                              |
| <b>ii. Steps for corporation or institutional shareholders</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Register as a User at The Portal                               | <ul style="list-style-type: none"> <li>Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><b>Note:</b> The representative of a corporation or institutional shareholder must first register as a user following the steps outlined above before subscribing to the corporate holder electronic proxy submission. If you need any clarification regarding the user registration process, please contact our Share Register.</p> |

## ADMINISTRATIVE GUIDE (CONT'D)

| Procedure                                                        | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ii. Steps for corporation or institutional shareholders (Cont'd) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Proceed with submission of form of proxy                         | <ul style="list-style-type: none"> <li>Log in to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>Select the corporate event: "<b>SALUTICA BERHAD 13TH AGM</b>".</li> <li>Navigate to the icon "&gt;" at the end of the corporate event.</li> <li>Read and agree to the Terms &amp; Conditions and then confirm the Declaration.</li> <li>Select the corporate holder's name.</li> <li>Proceed to download the submission file.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "<b>Confirm</b>" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul> |

The last date and time for lodging the Form of Proxy is Saturday, 22 November 2025 at 10.30 a.m.

### Registration On The day of the 13<sup>th</sup> AGM

Registration will begin at 9.30 a.m. at No. 3, Jalan Zarib 6, Kawasan Perindustrian Zarib, 31500 Lahat, Ipoh Perak, Malaysia.

Please ensure that you present your original MyKad or passport during registration for verification.

After verification of your MyKad or passport and signing the attendance list, you will be issued an identification wristband for entry into the meeting room. Note that there will be no replacements for wristbands in the event they are lost or misplaced.

You must wear the identification wristband to enter the meeting hall. Without it, entry will be prohibited.

Please be advised that you are not permitted to register on behalf of another person, even if you have their original MyKad or passport.

To avoid congestion, kindly vacate the registration area immediately after completing your registration. If you have any inquiries, please visit the Help Desk counter located near the registration area.

### Enquiry

If you have any enquiries on the above, please contact the following persons during office hours on Monday to Friday from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

| Tricor Investor & Issuing House Services Sdn Bhd                                                                                | General Line:       | +603-2783 9299 |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|
| Unit 32-01, Level 32, Tower A<br>Vertical Business Suite, Avenue 3<br>Bangsar Southm, No. 8 Jalan Kerinch<br>59200 Kuala Lumpur | Contact person:     |                |
|                                                                                                                                 | En. Ali Iqram Haziq | +603-2783 9145 |
|                                                                                                                                 | En. Muhammad Harraz | +603-2783 9242 |
|                                                                                                                                 | Ms. Vivien Khoh     | +603-2783 9250 |