



## **YBS INTERNATIONAL BERHAD**

Registration No. 200201014380 (582043-K)

(Incorporated in Malaysia)

### **ADMINISTRATIVE GUIDE FOR THE TWENTY-THIRD (23<sup>RD</sup>) ANNUAL GENERAL MEETING (“AGM”)**

**Day & Date** : Friday, 29 August 2025  
**Time** : 11:00 am  
**Venue** : Sri Cengal 1, Level 1, Sunway Hotel, 11, Lebuhraya, Pusat Bandar  
Seberang Jaya, 13700 Prai, Pulau Pinang

#### **Record of Depositors for the 23<sup>rd</sup> AGM**

For the purpose of determining members' entitlement to attend, participate, speak and vote at the 23<sup>rd</sup> AGM, the Company will request its Record of Depositors (“**ROD**”) as at 22 August 2025. Only a member whose name appears in the ROD as at 22 August 2025 shall be entitled to attend, participate, speak and vote at the 23<sup>rd</sup> AGM or appoint a proxy or proxies to do so in his/her stead.

#### **BEFORE AGM DAY**

##### **Lodgement of Proxy Form**

- (1) The closing date and time for depositing your Proxy Form is **Wednesday, 27 August 2025 at 11.00 am**. The duly completed Proxy Form must be deposited at the office of Share Registrar, Mega Corporate Services Sdn. Bhd. at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia or email to mega-sharereg@megacorp.com.my.
- (2) In the event the member duly executes the Proxy Form but does not name any proxy, such member(s) shall be deemed to have appointed the Chairman of the meeting as his/her proxy, provided always that the rest of the Proxy Form, other than the particulars of the proxy have been duly completed by the member(s).

##### **Revocation of Proxy**

- (1) If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our 23<sup>rd</sup> AGM in person, please provide the notice of termination of a person's authority to act as proxy not less than forty-eight (48) hours before the time appointed for holding the meeting or any adjournment thereof. The notice of termination must be in writing and be deposited at the registered office of the Company at 170-09-01 Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang.

##### **Pre-registration of attendance**

- (1) To enable the Company to make the necessary arrangement for a more efficient administrative flow at the 23<sup>rd</sup> AGM, attendees who wish to attend the 23<sup>rd</sup> AGM in person are required to pre-register your attendance by 28 August 2025 at 11:00 am. All attendees shall provide the following pre-registration details by e-mail to agm@ybsinternational.com:
  - (a) Full name;
  - (b) NRIC / Passport No.;
  - (c) CDS Account No.;
  - (d) Contact No.; and
  - (e) Category of Attendees: Member/Proxy/Corporate Representative/Invitee

#### **ON AGM DAY**

##### **Registration to attend the AGM**

- (1) Registration will start at 10.00 am at Sri Cengal 1, Level 1, Sunway Hotel, 11, Lebuhraya, Pusat Bandar Seberang Jaya, 13700 Prai, Pulau Pinang and will close upon the conclusion of the 23<sup>rd</sup> AGM. The registration counters will only handle verification of identity and registration of attendance.
- (2) Please present your original NRIC (for Malaysians) or Passport (for non-Malaysians) during registration for verification purposes.
- (3) No individual will be allowed to register on behalf of another person even with original NRIC (for Malaysians) or Passport (for non-Malaysians) of the other individual being presented.
- (4) After verification and registration, you will receive a polling slip for casting of your vote.
- (5) Each member/proxy/corporate representative is responsible for safeguarding his/her polling slip.

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- (6) Please inform the registration counter immediately if your polling slip is lost.

**Voting at the AGM**

- (1) Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"), any resolution set out in the notice of the general meeting, or in any notice of resolution which may be properly moved and is intended to be moved at any general meeting is to be voted by poll.
- (2) The Company's Share Registrar, Mega Corporate Services Sdn. Bhd. has been appointed as the Poll Administrator to conduct the poll and Sharepolls Sdn. Bhd. has been appointed as the Independent Scrutineer to verify the poll results.
- (3) You can cast your vote upon registration before the start of the 23<sup>rd</sup> AGM, or alternatively, once the Chairman of the 23<sup>rd</sup> AGM announces the opening of voting during the 23<sup>rd</sup> AGM. The voting session will close when the Chairman of the 23<sup>rd</sup> AGM announces its conclusion.

**SUBMISSION OF QUESTIONS**

**Prior to the AGM**

- (1) Members, proxies and corporate representatives may submit questions before the 23<sup>rd</sup> AGM to [agm@ybsinternational.com](mailto:agm@ybsinternational.com) no later than **Wednesday, 27 August 2025 at 11.00 am**. The Board will endeavour to address all questions received prior to the 23<sup>rd</sup> AGM.

**During the AGM**

- (1) Members, proxies and corporate representatives will be able to ask questions in person during the 23<sup>rd</sup> AGM. The Chairman or the Board of Directors will endeavour to address all questions raised during the 23<sup>rd</sup> AGM.

**ANNUAL REPORT 2025**

- (1) The Annual Report 2025 is available at the Company's corporate website at [www.ybsinternational.com](http://www.ybsinternational.com) and Bursa Securities' website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcement.
- (2) You may request a hardcopy of the Annual Report 2025 by completing the Request Form (as enclosed) and submitting it to the Company.

**ENQUIRY**

- (1) If you have any enquiry prior to the 23<sup>rd</sup> AGM, please contact the following personnel during office hours on Monday to Friday from 8.30 am to 5.30 pm (except on public holidays):

Ms. Tan Mei Chen	YBS INTERNATIONAL BERHAD No. 978 (also known as PT830), Lorong Perindustrian Bukit Minyak 20, Taman Perindustrian Bukit Minyak, 14100 Simpang Ampat, Pulau Pinang. T: +604-508 8623   F: +604-588 2623   E: <a href="mailto:agm@ybsinternational.com">agm@ybsinternational.com</a>
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**OTHER INFORMATION**

**Recording or Photography of the AGM Proceedings is Prohibited**

- (1) Recording of photography of the 23<sup>rd</sup> AGM proceedings is strictly prohibited without prior permission from the Company.

**No Door Gift/Food Vouchers**

- (1) There will be no distribution of door gifts or food vouchers at the 23<sup>rd</sup> AGM.

**Personal Data Privacy:**

By submitting information for the pre-registration of attendance, the attendees 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, for the purpose of the 23<sup>rd</sup> AGM of the Company and any adjournment thereof.