

ADMINISTRATIVE GUIDE

FOR THE TWENTY-FOURTH (24TH) ANNUAL GENERAL MEETING ("AGM")

Day & Date	:	Friday, 28 August 2026
Time	:	10.00 a.m.
Venue	:	Mertajam, Level 1, Holiday Inn & Suites Penang Prai, 1919, Menara Sentral, Jalan Juru Sentral, 14000 Bukit Mertajam, Pulau Pinang

REGISTRATION ON THE DAY OF AGM

- Registration will commence at 9 a.m. on 28 August 2026 and will remain open until the conclusion of the AGM or such time as may be determined by the Chairman of the Meeting.
- Please present your original National Registration Identity Card (NRIC) or Passport (for non-Malaysian shareholders) to the registration staff for verification.
- Upon successful verification, an identification wristband will be issued to you for voting purposes. No person will be permitted to enter the meeting hall without the identification wristband. No replacement will be issued for lost or misplaced wristbands.
- Registration must be done in person. No person is allowed to register on behalf of another shareholder, even with the original NRIC or Passport of that shareholder.
- The registration counter will handle verification of identity, registration, and revocation of proxy(ies).

GENERAL MEETING RECORD OF DEPOSITORS

- Only a member whose name appears on the Record of Depositors (ROD) as at 19 August 2026 shall be entitled to attend, speak and vote (collectively referred to as "**participate**") at the AGM or appoint proxy(ies) to participate on his/her/their behalf.

CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of proxy(ies), must deposit their original certificate of appointment of corporate representative to Mega Corporate Services Sdn. Bhd. ("**MCS**") before the AGM or bring the original certificate of appointment of corporate representative to the AGM.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with MCS not later than Wednesday, 26 August 2026 at 10 a.m. to attend and vote at the AGM.

PROXY

The appointment of proxy(ies) may be made in hard copy form or by electronic form in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned general meeting at which the person named in the appointment proposes to vote, otherwise the Proxy Form shall not be treated as valid:-

- In hard copy form
In case of an appointment made in hard copy form, the Proxy Form must be deposited at the Share Registrar's Office, MCS at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur or alternatively, the designated drop box at the building.
- By electronic form
The Proxy Form can be electronically lodged via the portal as summarised below or emailed to mega-sharereg@megacorp.com.my.

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ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your Proxy Form electronically via the portal website are summarised below:

Procedure	Action
Steps for Individual Shareholders	
Register as a User at the portal	1. Visit the website at https://www.equiti.my/ 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive a verification code to your email to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by logging in with your email address and password. <i>If you are an existing user with Equiti.my previously, you are not required to register again.</i>
Proceed with submission of Proxy Form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "YBS INTERNATIONAL BERHAD AGM" 3. Navigate to the "SUBMISSION OF E-PROXY FORM". 4. Indicate the Central Depository System ("CDS") account number (last 9 digit) and the total number of shares assigned to your proxy(ies) to vote on your behalf. 5. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 6. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 7. Read and agree to the Terms and Conditions and confirm the Declaration. 8. Download the Proxy Form for your record at "MY SUBMISSION"

Steps for Corporation or Institutional Shareholders	
Register as a User at the portal	1. Visit the website at https://www.equiti.my/ 2. Click "Register" and select "Nominee/Corporate" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive a verification code to your email to verify your registered email address. 5. After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by logging in with your email address and password. <i>Note: The representative of a corporation 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 MCS if you need clarifications on the user registration.</i>
Proceed with submission of Proxy Form	1. Login to https://www.equiti.my/ with your email address and password. 2. Select the corporate event: "YBS INTERNATIONAL BERHAD AGM" 3. Navigate to the "SUBMISSION OF E-PROXY FORM". 4. Indicate the CDS account number (last 9 digit) and the total number of shares assigned to your proxy(ies) to vote on your behalf. 5. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 6. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 7. Read and agree to the Terms and Conditions and confirm the Declaration. 8. Download the Proxy Form for your record at "MY SUBMISSION"

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POLL VOTING

- The voting at the AGM will be conducted by way of poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**"). The Company has appointed MCS as the Poll Administrator to conduct the polling process.
- Upon completion of the voting session for the AGM, the Independent Scrutineers will verify the poll results, after which the Chairman will declare whether the resolution has been duly passed.

NO RECORDING OR PHOTOGRAPHY

- Strictly NO recording and photography of the proceedings of the AGM is allowed.

SUBMISSION OF QUESTIONS

Prior to the AGM

- Members, proxies and corporate representatives may submit questions before the 24th AGM to agm@ybsinternational.com no later than **Wednesday, 26 August 2026** at 10.00 a.m.. The Board will endeavour to address all questions received prior to the 24th AGM.

During the AGM

- Members, proxies and corporate representatives will be able to ask questions in person during the 24th AGM. The Chairman or the Board of Directors will endeavour to address all questions raised during the 24th AGM.

ANNUAL REPORT 2026

- The Annual Report 2026 is available at the Company's corporate website at www.ybsinternational.com and Bursa Securities' website at www.bursamalaysia.com under Company Announcement.
- You may request a hardcopy of the Annual Report 2026 by completing the Request Form (as enclosed) and submitting it to the Company.

ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar during office hours on Monday to Friday from 9:00 a.m. to 6:00 p.m. (except on public holidays):

Mega Corporate Services Sdn Bhd

General Line : +603-26924271 / +603-26948984
E-mail Address : mega-sharereg@megacorp.com.my
Contact person : Vinoo : +60 (16) 969 9220
Hisham : +60 (12) 252 9136

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 24th AGM of the Company and any adjournment thereof.