

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN that the Twenty Ninth (“29th”) Annual General Meeting (“AGM”) of the Company will be held at 7-Lounge, Level 2, Olive Tree Hotel Penang, 76, Jalan Mahsuri, Bandar Sunway Tunas, 11950 Bayan Lepas, Penang, Malaysia, on 27th day, November 2026 at 1:00 p.m. to transact the following business: -

As Ordinary Business:

- | | | |
|-----|--|---|
| 1. | To receive and adopt the Financial Statements for the year ended 30 June 2026 and the Reports of Directors and Auditors thereon. | (Please refer to Explanatory Note (B)(1)) |
| 2. | To re-elect the following Directors who are due to retire in accordance with Clause 88 of the Company’s Constitution and being eligible, had offered themselves for re-election: - | |
| 2.1 | Mr Sin Kheng Lee | Ordinary Resolution 1 |
| 2.2 | Mr Sin Ching San | Ordinary Resolution 2 |
| 2.3 | Ms Chou Lee Sin | Ordinary Resolution 3 |
| 2.4 | Ms Sin Siew Huey | Ordinary Resolution 4 |
| 2.5 | Ms Sin Tze Yi | Ordinary Resolution 5 |
| 2.6 | Mr Ng Swee Weng | Ordinary Resolution 6 |
| 2.7 | Puan Amnah Apasra Emir Binti Moehamad Izat Emir | Ordinary Resolution 7 |
| 2.8 | Ir Yeoh Yen Shiong | Ordinary Resolution 8 |
| 3. | To approve Directors’ Fees of RM280,000.00 for the year ended 30 June 2026. | Ordinary Resolution 9 |
| 4. | To approve the payment of Directors’ benefits amounting to RM3,241.20 for the financial year ended 30 June 2026. | Ordinary Resolution 10 |
| 5. | To approve the payment of Directors’ benefits up to an aggregate amount of RM40,000.00 for the financial year ending 30 June 2027. | Ordinary Resolution 11 |
| 6. | To re-appoint Messrs KPMG PLT as auditors of the Company to hold office until the conclusion of the next AGM and to authorise the directors to fix their remuneration. | Ordinary Resolution 12 |

As Special Business

To consider and if thought fit, to pass the following Resolutions with or without modification: -

- | | | |
|----|---|------------------------|
| 7. | Authority to allot and issue shares by Directors pursuant to sections 75 and 76 of the Companies Act 2016 | Ordinary Resolution 13 |
|----|---|------------------------|

“THAT pursuant to Sections 75 and 76 of the Companies Act 2016 (“the Act”) and subject always to the provisions of the Constitution of the Company and the approvals from the relevant governmental/regulatory authorities, the Board of Directors of the Company be and is hereby authorised to issue and allot from time to time such number of ordinary shares of the Company upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, PROVIDED ALWAYS THAT the aggregate number of ordinary shares to be issued pursuant to this resolution does not exceed ten per centum (10%) of the issued share capital of the Company for the time being.

THAT the Directors are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on the Bursa Malaysia Securities Berhad (“Bursa Securities”) AND THAT such authority shall continue to be in force until the conclusion of the next AGM of the Company or the expiration of the period within which the next AGM is required by law to be held or revoked/varied by resolution passed by the shareholders in general meeting whichever is the earlier.

Notice of Annual General Meeting (Cont'd)

As Special Business (continued)

To consider and if thought fit, to pass the following Resolutions with or without modification: - (continued)

7. Authority to allot and issue shares by Directors pursuant to sections 75 and 76 of the Companies Act 2016 (continued) Ordinary Resolution 13

THAT pursuant to Section 85 of the Act, read together with Clause 56 of the Constitution of the Company, approval be and is hereby given to waive the statutory pre-emptive rights of the existing shareholders of the Company to be offered new shares of the Company ranking equally to the existing issued shares arising from any issuance of such new shares in the Company pursuant to Sections 75 and 76 of the Act AND THAT the Board of Directors of the Company is exempted from the obligation to offer such new shares first to the existing shareholders of the Company.

AND THAT the new shares to be issued shall, upon issuance and allotment, rank equally in all respects with the existing shares of the Company, save and except that they shall not be entitled to any dividends, rights, allotments and/or any other forms of distribution that which may be declared, made or paid before the date of allotment of such new shares."

8. Proposed New Authority To SKB Shutters Corporation Berhad ("SKB") to purchase its own ordinary shares of up to ten percent (10%) in the entire issued and paid-up share capital of the Company at any point in time ("Proposed New Share Buy-Back Authority") Ordinary Resolution 14

"THAT subject to the Companies Act, 2016 ("the Act"), provisions of the Company's Constitution, Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and all other applicable laws, guidelines, rules and regulations, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such amount of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the best interest of the Company provided that:-

- (a) the aggregate number of Shares in the Company which may be purchased and/or held by the Company shall not exceed ten percent (10%) of the issued and paid-up share capital of the Company at any point in time;
- (b) the maximum funds to be allocated by the Company for the purpose of purchasing the Shares shall not exceed the aggregate of retained profits of the Company from time to time; and
- (c) the authority conferred by this resolution will commence after passing of this ordinary resolution and will continue to be in force until:
 - (i) the conclusion of the next Annual General Meeting ("AGM") of the Company following the general meeting at which the ordinary resolution is passed at which time the authority will lapse unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions;
 - (ii) the expiry of the period within which the next AGM of the Company is required by law to be held; or
 - (iii) revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting,

whichever occurs first; and

Notice of Annual General Meeting (Cont'd)

As Special Business (continued)

To consider and if thought fit, to pass the following Resolutions with or without modification: - (continued)

7. Authority to allot and issue shares by Directors pursuant to sections 75 and 76 of the Companies Act 2016 (continued) Ordinary Resolution 13

- (d) upon completion of the purchase(s) of the Shares by the Company, the Directors of the Company be and are hereby authorized to cancel all the Shares so purchased, retain the Shares so purchased as treasury shares for distribution as dividends to the shareholders of the Company and/or resale through Bursa Securities in accordance with the relevant rules of Bursa Securities, or to retain part of the Shares so purchased as treasury shares and cancel the remainder in any other manner as prescribed by the Act, rules, regulations and orders made pursuant to the Act and the requirements of Bursa Securities and any other relevant authorities for the time being in force;

AND THAT the Directors of the Company be and are hereby authorized to sign and execute all documents, and do all acts and things as may be required for or in connection with and to give effect to, and to implement the Proposed Share Buy-Back with full power to do all such acts as they may consider necessary or expedient so as to give full effect to the same with further power to assent to any condition, modification, variation and/or amendment as may be required or imposed by the relevant authorities."

9. To transact any other business of which due notice shall have been given.

By Order of the Board

Chin Lee Phing
(MAICSA 7057836)
(SSM PC No.: 202008000049)
Company Secretary

Penang, 28 October 2026

Notes:

(A) Appointment of Proxy: -

1. A Member may appoint up to two (2) proxies to attend on the same occasion. A proxy may but need not be a Member of the Company. If a Member appoints two (2) proxies, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
2. Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depository) Act, 1991 ("SICDA"), it may appoint at least one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
3. Where a Member of the Company is an exempt authorised nominee which hold ordinary shares in the Company for multiple beneficial owner in one (1) securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorized nominee may appoint in respect of each omnibus account its holds.

An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA.

4. The instrument appointing a proxy must be deposited physically or by electronic means in the following manner, not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof:
 - a) In hard copy form (*applicable to individual and corporate member*)
The proxy form in writing under the hand of the appointor or his attorney duly authorised in writing shall be deposited at the Company's Share Registrar Office at Plantation Agencies Sdn. Berhad, 3rd Floor, No. 2 Lebuhr Pantai, 10300 George Town, Pulau Pinang.

Notice of Annual General Meeting (Cont'd)

Notes: (continued)

(A) Appointment of Proxy: - (continued)

4. The instrument appointing a proxy must be deposited physically or by electronic means in the following manner, not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof: (continued)

b) By electronic means (*only applicable to individual*)

The proxy form in writing under the hand of the appointor or his attorney duly authorised in writing can be electronically lodged with the Company at sharereg@plantationagencies.com.my.

c) Through (*only applicable to individual*)

E-proxy form can be submitted at <https://pasb-online.digerati.com.my>. Scan the QR code beside to access the online platform.



5. If the appointor is a corporate member, the instrument appointing a proxy shall be in writing, either under Seal or under the hand of an officer or attorney duly authorised. For a corporate member who has appointed an authorised representative, please deposit the **ORIGINAL** certificate of appointment of authorised representative with the Company's Share Registrar Office at Plantation Agencies Sdn. Berhad, 3rd Floor, No. 2 Lebuhr Pantai, 10300 George Town, Pulau Pinang. The certificate of appointment of authorised representative should be executed in the following manner: -

(i) If the corporate member has a common seal, the certificate of appointment of authorised representative should be executed under seal in accordance with the constitution of the corporate member.

(ii) If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by: -

(a) at least two (2) authorised officers, of whom one shall be a director; or

(b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

6. Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

7. For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please bring the ORIGINAL certificate of appointment executed in the manner as stated in the proxy form if it has not been lodged at the office of the Company's Share Registrar.

8. Pursuant to Paragraph 8.29A of Bursa Malaysia Securities Berhad ("Bursa Securities") Main Market Listing Requirements ("MMLR"), all resolutions set out in the Notice of the 29th AGM will be put to vote on a poll.

9. For purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company pursuant to Clause 68 of the Company's Constitution and Paragraph 7.16(2) of the MMLR of Bursa Securities, a Record of Depositors ("ROD") as at 20 November 2026. Only Depositor whose name appears on such ROD or the appointed proxy holder/representative shall be entitled to attend, speak and vote at the AGM.

10. Shareholders are advised to check the Company's website and announcements from time to time for any changes to the administration of the 29th AGM.

(B) Explanatory Notes on Ordinary Business: -

1. The audited financial statements are laid in accordance with Section 340(1)(a) of the Act for discussion only under Agenda 1. They do not require shareholders' approval and hence, will not be put for voting.

2. Resolutions 1, 2, 3, 4, 5, 6, 7 and 8 – Re-election of Directors

Clause 88 of the Company's Constitution states that all Directors shall retire from office every year, but shall be eligible for re-election.

Mr Sin Kheng Lee, Mr Sin Ching San, Ms Chou Lee Sin, Ms Sin Siew Huey, Ms Sin Tze Yi, Mr Ng Swee Weng, Puan Amnah Apasra Emir Binti Moehamad Izat Emi and Ir Yeoh Yen Shiong who retire in accordance with Clause 88 of the Company's Constitution, being eligible, have offered themselves for re-election.

Notice of Annual General Meeting (Cont'd)

Notes: (continued)

(B) Explanatory Notes on Ordinary Business: - (continued)

2. Resolutions 1, 2, 3, 4, 5, 6, 7 and 8 – Re-election of Directors (continued)

In determining the eligibility of the Directors to stand for re-election at the forthcoming AGM, the Nominating Committee ("NC") has assessed, reviewed the evaluation results, independence declarations and eligibility of all eight (8) Directors due for retirement under the Company's Constitution, and recommended their re-election to the Board for shareholders' approval (the Nominating Committee members abstained from deliberation on their own re-election) based on the following considerations: -

- (i) satisfactory performance and have met Board's expectation in discharging their duties and responsibilities;
- (ii) level of independence demonstrated by the independent director; and
- (iii) their ability to act in the best interest of the Company in decision-making.

The Board approved the NC's recommendation for the re-election of the retiring Directors pursuant to Clause 88 of the Company's Constitution at the forthcoming AGM of the Company. The retiring Directors had abstained from deliberation as well as decision on their own eligibility to stand for re-election at the relevant Board meeting.

3. Resolution 9 – Proposed payment of Directors' Fee

Section 230(1) of the Act provides amongst others, that the fees of the Directors and any benefits payable to the Directors of a listed company shall be approved at a general meeting. Pursuant thereto, shareholders' approval is sought for the payment of fees to Directors in respect of the year ended 30 June 2026.

The fees payable to each Director pursuant to Section 230(1)(b) of the Act have been reviewed by the Board of Directors of the Company, all of whom have recognised that the fees payable are in the best interest of the Company.

4. Ordinary Resolutions 10 and 11 - Payment of Directors' benefits

The proposed Ordinary Resolution 10 reflects the actual amount reimbursed for the financial year ended 30 June 2026. The proposed Ordinary Resolution 11 is to facilitate payment of Directors' benefits for the financial year ending 30 June 2027, on the assumption that all Directors will hold office until the end of the financial year. Payment of the Directors' benefits will be made to the respective Directors as and when incurred if the proposed Ordinary Resolution 11 is passed by the shareholders at the AGM. In the event the Directors' benefits proposed is insufficient (e.g. due to an enlarged Board size), approval will be sought at the next Annual General Meeting for additional benefits to meet the shortfall.

5. Resolution 12 – Re-appointment of Auditors

The Audit Committee ("AC") undertook an annual assessment of the suitability and independence of the external auditors, KPMG PLT ("KPMG"). In its assessment, the AC considered several factors with reference to Paragraph 15.21 of the Listing Requirements. The AC also took into account the openness in communication and interaction with the lead audit engagement partner and engagement team through discussions at the private meetings, which demonstrated their independence, objectivity and professionalism.

The AC was satisfied with the suitability of KPMG based on the quality of audit, performance, competency and sufficiency of resources the external audit team provided to the Group. The AC was also satisfied in its review that the provisions of non-audit services by KPMG to the Company for the FY2026 did not in any way impair their objectivity and independence as external auditors of SKB.

The Board had, at its meeting held on 28 August 2026, approved the Audit Committee's recommendation that shareholders' approval be sought at the 29th AGM on the re-appointment of KPMG as the auditors of the Company, as set out under Resolution 12.

Notice of Annual General Meeting (Cont'd)

Notes: (continued)

(C) Explanatory Notes to Special Business: -

1. Resolution 13 – Authority to allot and issue shares by Directors pursuant to sections 75 and 76 of the Act

The proposed Ordinary Resolution 13 is for the purpose of granting a renewed general mandate (“General Mandate”) which was approved at the 28th AGM held on 24 November 2025 and which will lapse at the conclusion of the 29th AGM. It is also to approve the disapplication of statutory pre-emption rights under the Section 85 of the Act, to allot new shares (or to grant rights over shares) without first offering them to existing shareholders in proportion to their holdings pursuant to the general mandate.

As at the date of this Notice, no new ordinary shares in the Company were issued pursuant to the General Mandate granted to the Directors at the last AGM.

This General Mandate is sought to avoid any delays and costs involved with the convening of a general meeting. The General Mandate, unless revoked or varied by the Company in general meeting, will expire at the conclusion of the next AGM of the Company.

The renewal of this General Mandate will provide flexibility to the Company for any possible fund-raising activities, including but not limited to further placing of shares, for purpose of funding future investment project(s) and/or working capital and/or acquisition(s) and/or for such strategic reasons or such other purposes as the Directors consider would be in the best interest of the Company.

(C) Explanatory Notes to Special Business: - (continued)

1. Resolution 13 – Authority to allot and issue shares by Directors pursuant to sections 75 and 76 of the Act (continued)

At this juncture, there is no decision to issue new shares but the Directors consider it desirable to have the flexibility permitted to respond to market developments and to enable allotments to take place to finance business opportunities without making a pre-emptive offer to existing shareholders. If there should be a decision to issue new shares after the General Mandate is obtained, the Company will make announcement in respect thereof.

2. Ordinary Resolution 14 – Proposed New Share Buy-Back Authority

The proposed Resolution 14, if passed, will give the Directors of the Company authority to purchase its own shares up to ten per centum (10%) of the total number of issued shares of the Company. In order to avoid any delay and costs involved in convening a general meeting, it is thus appropriate to seek shareholders’ approval. This authority, unless revoked or varied by the shareholders of the Company in general meeting, will expire at the conclusion of the next AGM.

The Board notes that the substantial shareholder and its Person(s) Acting in Concert (PACs) hold more than 50% of the voting shares, and as such, any increase in their percentage holding resulting from the Proposed Share Buy-Back Authority will not give rise to any obligation to undertake a Mandatory General Offer.

- (D) **The Annual Report 2026 and Corporate Governance Report 2026 are available for download at www.skb-shutters.com**

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “Purposes”), (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.

Statement Accompanying Notice Of Annual General Meeting

(Pursuant to Paragraph 8.27(2) of the Listing Requirements of Bursa Securities)

No individual is standing for election as a Director at the forthcoming 29th AGM of the Company.

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PROXY FORM

No. of shares held	CDS account no.

I/We..... (Tel.....)
 (Full name as per NRIC and NRIC No./Company No. in BLOCK LETTERS)

of..... (Email address:.....)
 (Full address in BLOCK LETTERS)

being a member/members of **SKB Shuttters Corporation Berhad**, hereby appoint

Proxy	Full Name and Address (in Block Letters)	NRIC/ Passport No.	Email Address & Tel. No.	No. of Shares	% of shareholding
1					

***and/or (*delete if not applicable)**

2					
Total					

or failing him/her, the Chairman of the meeting as my/our proxy, to vote for me/us and on my/our behalf at the Twenty Ninth Annual General Meeting of the Company to be held at 7-Lounge, Level 2, Olive Tree Hotel Penang, 76, Jalan Mahsuri, Bandar Sunway Tunas, 11950 Bayan Lepas, Penang, Malaysia on 27th day, November 2026 at 1:00 p.m. and at any adjournments thereof.

No.	Ordinary Resolutions	For	Against
1	To re-elect Mr Sin Kheng Lee as a director of the Company		
2	To re-elect Mr Sin Ching San as a director of the Company		
3	To re-elect Ms Chou Lee Sin as a director of the Company		
4	To re-elect Ms Sin Siew Huey as a director of the Company		
5	To re-elect Ms Sin Tze Yi as a director of the Company		
6	To re-elect Mr Ng Swee Weng as a director of the Company		
7	To re-elect Puan Amnah Apasra Emir Binti Moehammad Izat Emir		
8	To re-elect Ir Yeoh Yen Shiong		
9	To approve Directors' Fees of RM280,000.00 for the year ended 30 June 2026		
10	To approve Directors' benefits amounting to RM3,241.20 for the financial year ended 30 June 2026.		
11	To approve Directors' benefits up to an aggregate amount of RM40,000.00 for the financial year ending 30 June 2027.		
12	To re-appoint Messrs KPMG PLT as auditors of the Company		
13	Authority to Issue Shares Pursuant to Sections 75 and 76 of the Act		
14	Proposed New Share Buy-Back Authority		

(Please indicate with "X" how you wish your vote to be cast. If no specific direction as to voting is given, the proxy will vote or abstain at his discretion).

Signed this day of 2026.

.....
 Signature(s)/ Common Seal of Shareholder(s)

Notes:

- A Member may appoint up to two (2) proxies to attend on the same occasion. A proxy may but need not be a Member of the Company. If a Member appoints two (2) proxies, the appointments shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- Where a member of the Company is an authorised nominee as defined under the SICDA, it may appoint at least one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
- Where a Member of the Company is an exempt authorised nominee which hold ordinary shares in the Company for multiple beneficial owner in one (1) securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorized nominee may appoint in respect of each omnibus account its holds.
 An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA.
- The instrument appointing a proxy must be deposited physically or by electronic means in the following manner, not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof:
 - In hard copy form (applicable to individual and corporate member)
 The proxy form in writing under the hand of the appointor or his attorney duly authorised in writing shall be deposited at the Company's Share Registrar Office at Plantation Agencies Sdn. Berhad, 3rd Floor, No. 2 Lebuhr Pantai, 10300 George Town, Pulau Pinang.
 - By electronic means (only applicable to individual)
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 - Through online platform (only applicable to individual)
 E-proxy form can be submitted at <https://pasb-online.digerati.com.my>. Scan the QR code beside to access the online platform.



5. If the appointor is a corporate member, the instrument appointing a proxy shall be in writing, either under Seal or under the hand of an officer or attorney duly authorised. For a corporate member who has appointed an authorised representative, please deposit the ORIGINAL certificate of appointment of authorised representative with the Company's Share Registrar Office at Plantation Agencies Sdn. Berhad, 3rd Floor, No. 2 Lebu Pantai, 10300 George Town, Pulau Pinang. The certificate of appointment of authorised representative should be executed in the following manner: -
 - (i) If the corporate member has a common seal, the certificate of appointment of authorised representative should be executed under seal in accordance with the constitution of the corporate member.
 - (ii) If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by: -
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
6. Please ensure ALL the particulars as required in this proxy form are completed, signed and dated accordingly.
7. For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please bring the ORIGINAL certificate of appointment executed in the manner as stated in the proxy form if it has not been lodged at the office of the Company's Share Registrar earlier.
8. Pursuant to Paragraph 8.29A of Bursa Malaysia Securities Berhad ("Bursa Securities") Main Market Listing Requirements ("MMLR"), all resolutions set out in the Notice of the 29th AGM will be put to vote on a poll.
9. For purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company pursuant to Clause 68 of the Company's Constitution and Paragraph 7.16(2) of the MMLR of Bursa Securities, a ROD as at 20 November 2026. Only Depositor whose name appears on such ROD or the appointed proxy holder/representative shall be entitled to attend, speak and vote at the AGM.
10. Shareholders are advised to check the Company's website and announcements from time to time for any changes to the administration of the 29th AGM.

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To,

The Share Registrar
SKB SHUTTERS CORPORATION BERHAD
Registration No.: 199701014865 (430362-U)
Plantation Agencies Sdn. Berhad,
3rd Floor, No. 2 Lebu Pantai,
10300 George Town, Pulau Pinang

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Administrative Guide

For The Twenty Ninth Annual General Meeting (“29th AGM”)

Day & Date : Friday, 27 November 2026
Time : 1:00 p.m.
Venue : 7-Lounge, Level 2, Olive Tree Hotel Penang, 76, Jalan Mahsuri, Bandar Sunway Tunas, 11950 Bayan Lepas, Penang, Malaysia

Registration on the day of the 29th AGM

Registration will commence at **12.00 p.m.** and will end at the time directed by the Chairman of the meeting.

Please produce an ORIGINAL of the following identification papers (where applicable) and present it to the registration staff for verification:

- (i) Identity card (NRIC) (Malaysian); or
- (ii) Police report (for loss of NRIC) / Temporary NRIC (Malaysian); or
- (iii) Passport (Foreigner).

Registration must be done in person. Nobody is allowed to register on behalf of another person even with the original identification papers of that other person.

Upon verification of your identification papers and signing of attendance list, you will be given a poll slip for each of the CDS account(s) that registered in your name and/or which you are appointed as a proxy for voting purposes before entering the meeting room. There will be no replacement should you lost or destroy the poll slip(s).

Please vacate the registration area immediately after registration to prevent congestion.

Members entitled to participate in the 29th AGM

Only a depositor whose name appears on the Record of Depositors as at 20 November 2026 shall be entitled to participate or appoint a proxy to participate, speak and/or vote on his/her behalf.

Appointment of Proxy or Corporate Representative

A member shall not be entitled to appoint more than two (2) proxies to participate the same meeting. Where a member appoints two (2) proxies, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.

The instrument appointing a proxy must be deposited physically or by electronic means in the following manner, not less than 48 hours before the time appointed for holding the AGM or any adjournment thereof:

- a) In hard copy form (*applicable to individual and corporate member*)
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Administrative Guide (cont'd)

For The Twenty Ninth Annual General Meeting ("29th AGM")

If the appointor is a corporate member, the instrument appointing a proxy shall be in writing, either under Seal or under the hand of an officer or attorney duly authorised. For a corporate member who has appointed an authorised representative, please deposit the **ORIGINAL** certificate of appointment of authorised representative with the Company's Share Registrar Office at Plantation Agencies Sdn. Berhad, 3rd Floor, No. 2 Lebuhr Pantai, 10300 George Town, Pulau Pinang. The certificate of appointment of authorised representative should be executed in the following manner: -

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- (ii) If the corporate member does not have a common seal, the certificate of appointment of authorised representative should be affixed with the rubber stamp of the corporate member (if any) and executed by: -
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

Revocation of Proxy

The lodging of the Proxy Form shall not preclude you from participating in the 29th AGM should you subsequently wish to do so. If you have submitted your Proxy Form and subsequently decide to appoint another proxy(ies) or you wish to participate in the 29th AGM, please write in to sharereg@plantationagencies.com.my to revoke the earlier appointed proxy 48 hours before the date and time fixed for the 29th AGM or any adjournment thereof.

Poll voting

The resolutions to be tabled at the 29th AGM will be voted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Upon completion of the voting session, the scrutineers will verify the poll results after which the Chairman will announce the results of the resolution.

Digital Copies of 29th AGM Documents

As part of the Company's dedicated commitment to sustainable practices, we would appreciate your support by joining us to promote "Act Green" initiative to achieve environmentally responsible and paperless. We encourage you to refer to the digital version which can be viewed and downloaded from the Company's website at www.skb-shutters.com and on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com :

- (a) Annual Report 2026
- (b) Circular to Shareholders dated 28 October 2026
- (c) Corporate Governance Report
- (d) Notice of 29th AGM, Proxy Form and Administrative Guide of the 29th AGM
- (e) Request Form



Scan the QR code beside to access the investor relations

Should you require a printed copy of the Annual Report and/or the Circular to Shareholders, please complete the Request Form and send the Request Form to the Share Registrar, Plantation Agencies Sdn. Berhad. Alternatively, you may also make your request through fax or email to the fax number/email address given below.

No Door Gifts/Vouchers

There will be no distribution of door gifts/vouchers to members/proxies/corporate representatives who participate in the 29th AGM.

No Recording or Photography

Please note that recording or photography of the 29th AGM proceedings is strictly prohibited without prior written permission of the Company.

Administrative Guide (cont'd)
For The Twenty Ninth Annual General Meeting ("29th AGM")

Share Registrar Enquiry

If you have any enquiry regarding share, proxy related matters and online platform, please contact our Share Registrar:

Plantation Agencies Sdn. Berhad

- Tel. No. : +604-2625333
- Fax No. : +604-2622018
- Email : sharereg@plantationagencies.com.my
- Contact person : Mr YW Tai

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

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**NOTIFICATION TO SHAREHOLDERS
- TWENTY-NINTH ANNUAL GENERAL MEETING (“29TH AGM”)**

Dear Valued Shareholders of SKB Shutters Corporation Berhad (“the Company”)

We are pleased to invite you to the 29th AGM of the Company, which will be held at 7-Lounge, Level 2, Olive Tree Hotel Penang, 76, Jalan Mahsuri, Bandar Sunway Tunas, 11950 Bayan Lepas, Penang, Malaysia, on 27th day, November 2026 at 1:00 p.m.

To support our environmental sustainability goals, we have published the following documents on our website at www.skb-shutters.com and Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com: -

(a)	Annual Report 2026		Scan the QR code beside to access the investor relations
(b)	Circular to Shareholders dated 28 October 2026		
(c)	Corporate Governance Report		
(d)	Notice of 29 th AGM, Proxy Form and Administrative Guide of the 29 th AGM		
(e)	Request Form		

Should you require a printed copy of the Annual Report and/or the Circular to Shareholders, please complete the Request Form and send the Request Form to the Share Registrar, Plantation Agencies Sdn. Berhad. Alternatively, you may also make your request through fax or email to the fax number/email address given below. We will send a printed copy of the Annual Report 2026 and/or Circular to you by ordinary post as soon as reasonably practicable from the date of receipt of your request.

If you wish to appoint a proxy to attend and vote on your behalf at the 29th AGM, please refer to the Administrative Guide for further information on submission of proxy form.

Should you require any assistance, kindly contact our Share Registrar during office hours as follows: -

- Tel. No. : +604-2625333
- Fax No. : +604-2622018
- Email : sharereg@plantationagencies.com.my
- Contact person : Mr YW Tai

We thank you for your continued support to the Company.

Yours faithfully,
for and on behalf of
SKB Shutters Corporation Berhad

Sin Kheng Lee
Executive Chairman

28 October 2026

REQUEST FORM

Please send me a printed hard copy of:

☐ Annual Report 2026

☐ Share Buy-Back Circular

Particulars of Shareholder

Name	:		Mailing Address	:	
NRIC/ Passport/ Company No.	:				
CDS Account No.	:		Telephone No.	:	

Signature of Shareholder

Date:

**PDPA Notice: By signing above, I consent to the processing of my personal data for mailing and communication purposes.*

1st fold here (Fold Downward)

Then fold here (Fold Upward)

Stamp

To,

The Share Registrar of
SKB SHUTTERS CORPORATION BERHAD
Registration No.: 199701014865 (430362-U)
Plantation Agencies Sdn. Berhad,
3rd Floor, No. 2 Lebuhr Pantai,
10300 George Town, Pulau Pinang