



*Be with ME*

## Melati Ehsan Holdings Berhad

Company Registration No. 200401034784 (673293-X)

# ADMINISTRATIVE GUIDE

## IN RESPECT OF THE TWENTY FIRST ANNUAL GENERAL MEETING ("21<sup>ST</sup> AGM")

|              |   |   |
|--------------|---|---|
| <b>DATE</b>  | : | Thursday, 26 February 2026  |
| <b>TIME</b>  | : | 10.00 a.m.  |
| <b>VENUE</b> | : | Dewan Berjaya, Bukit Kiara Equestrian & Country Resort,<br>Jalan Bukit Kiara, Off Jalan Damansara,<br>60000 Kuala Lumpur. |

1. The Company welcomes all members whose names appear on the Record of Depositors of the Company as at 19 February 2026, to attend the 21<sup>st</sup> AGM in person, or to appoint proxy(ies) to attend, speak and vote at on their behalf.

### Lodgement of Proxy Form

2. Should you plan to attend the 21<sup>st</sup> AGM personally, there is no need to submit a Proxy Form.
3. If you are unable to attend the meeting in person and wish to appoint proxy(ies) to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein. Alternatively, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing proxy(ies) must be deposited at the Registered Office of the Company at No. 5, Jalan Titiwangsa, 53200 Kuala Lumpur, Malaysia not less than twenty-four (24) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, not later than **Wednesday, 25 February 2026 at 10.00 a.m.**

### No Door Gifts

5. There will no distribution of door gifts for the participation of the 21<sup>st</sup> AGM.

### No Recording and Photography

6. Unauthorised recording and photography are strictly prohibited at the 21<sup>st</sup> AGM.

### Enquiry

7. If you have any enquiry or require any assistance before or during the 21<sup>st</sup> AGM, please contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):-

### SYNERGY PROFESSIONALS GROUP SDN BHD

Registration No. 202301003202 (1497121-V)

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Amcorp Trade Centre, 18, Persiaran Barat,  
46050 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.

Mobile/WhatsApp : 017-622 9303  
Email : [synergyprofgroup@gmail.com](mailto:synergyprofgroup@gmail.com)  
Contact Person : Meeting Administrator