

# Administrative Details for the 25<sup>th</sup> Annual General Meeting

Top Glove Corporation Bhd (“**Top Glove**”) will conduct its 25<sup>th</sup> Annual General Meeting (“**AGM**”) on a virtual basis by way of live streaming and online remote voting via Remote Participation and Voting (“**RPV**”) facilities which are available on Securities Services ePortal, details as set out below:

<b>Day and Date</b>	: <b>Wednesday, 10 January 2024</b>
<b>Time</b>	: 10:30 a.m.
<b>Broadcast Venue</b>	: TG Grand Ballroom Level 9, Top Glove Tower, 16, Persiaran Setia Dagang, Setia Alam, Seksyen U13, 40170 Shah Alam, Selangor Darul Ehsan, Malaysia <b>(Members/Proxies/Corporate Representatives will not be allowed to be physically present at the Broadcast Venue)</b>
<b>Online Meeting Platform</b>	: Securities Services ePortal <a href="https://sshsb.net.my/">https://sshsb.net.my/</a>
<b>Modes of Communication</b>	: 1. Typed text in the Online Meeting Platform 2. Email your questions to <a href="mailto:topglovecosec@topglove.com.my">topglovecosec@topglove.com.my</a> prior to the AGM no later than 10:30 a.m. on Tuesday, 9 January 2024

## Remote Participation and Voting

- Only shareholders whose names appear on the General Meeting Record of Depositors as at 29 December 2023 shall be eligible to participate in the AGM or appoint proxy(ies) or corporate representative(s) to participate and/or vote on his/her behalf.
- Since the AGM will be conducted virtually, shareholders/proxies/corporate representatives will not be allowed to be physically present at the Broadcast Venue.
- Shareholders who wish to participate at the AGM are required to (i) register as a User of the Securities Services ePortal no later than 12:30 p.m. on Tuesday, 9 January 2024; AND (ii) register for remote participation via <https://sshsb.net.my/> no later than the ‘Questions and Answer’ session or when the Chairman announces that the AGM registration is closed during the AGM, whichever is the earlier. Please refer to the Securities Services ePortal User Guide in *Appendix I*.
- Securities Services ePortal allows individual and body corporate shareholders, through their appointed representatives to:
  - Submit proxy forms electronically;
  - Register for RPV at the meeting;
  - Attend and participate in the meeting via live streaming; and
  - Vote online on resolutions tabled at the meeting.
- Please note that no recording or photography of the AGM proceedings is allowed and must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained.

## Appointment of Proxy

- If a shareholder is unable to participate at the AGM via the RPV facilities, he/she may appoint more than one (1) proxy to participate, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
- If you wish to participate at the AGM yourself, please do not submit any proxy form. A shareholder will not be allowed to participate at the AGM if his/her proxy(ies) has/have been appointed to participate at the AGM unless he/she revokes the proxy appointment and registers for the AGM.
- The appointment of proxy may be made in a hardcopy form or by electronic means as follows:

### In Hardcopy Form

The proxy form shall be deposited at the Share Registrar’s office, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia, no later than **10:30 a.m. on Monday, 8 January 2024**.

### By Electronic Means

The proxy form shall be electronically lodged via Securities Services ePortal’s platform at <https://sshsb.net.my/> or by fax to +603 2094 9940 or by email to [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my) no later than **10:30 a.m. on Monday, 8 January 2024**. Please refer to the Securities Services ePortal User Guide in *Appendix I*.

- Appointed proxies need not register for remote participation but are required to register as the Users of the Securities Services ePortal no later than **12:30 p.m. on Friday, 5 January 2024**.



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- If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the AGM, please provide a notice of termination of proxy authority in writing to the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia or email to [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my) no later than **10:30 a.m. on Monday, 8 January 2024** to revoke the earlier appointed proxy.

For shareholders whose shares are traded on Singapore Exchange Securities Trading Limited, please refer to the instructions on the Voting Instruction Form A and Form B.

### Submission of Questions

- Shareholders that wish to post questions to the Chairman/Board/Management can email their questions to [topglovecosec@topglove.com.my](mailto:topglovecosec@topglove.com.my) no later than **10:30 a.m. on Tuesday, 9 January 2024**.
- Shareholders may also submit their questions to the Chairman/Board/Management via the real-time submission of typed texts through a text box within Securities Services ePortal's platform before the start or during the live streaming of the AGM.
- The Chairman/Board/Management will endeavour to respond to relevant questions during the AGM or by email after the AGM.

### Poll Voting

- The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting. Poll Administrators and Independent Scrutineers have been appointed to conduct the polling process and verify the results of the poll, respectively.
- Access to eVoting will be opened from the commencement of the AGM until the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to the Securities Services ePortal User Guide in *Appendix I*.

### Door Gift

- A door gift comprising RM60 worth of Top Glove products ("**AGM Gift Set**") will be given to shareholders/proxies/corporate representatives who had:
  - logged in to Securities Services ePortal on **10 January 2024; AND**
  - cast their vote during the AGM.
- An individual who is a shareholder or a proxy or a corporate representative is only entitled to **ONE** AGM Gift Set worth RM60. No additional AGM Gift Set will be given in the event that a shareholder is also an appointed proxy(ies)/corporate representative(s).
- The AGM Gift Set will be delivered to the Malaysia correspondence address of eligible shareholders/proxies/corporate representatives. No self-collection is allowed.

### Enquiries for AGM

- If you have any enquiries on Securities Services ePortal or proxy appointment prior to the AGM, please contact our Poll Administrator during office hours (Monday to Friday from 8:30 a.m. to 12:15 p.m. and 1:15 p.m. to 5:30 p.m., excluding public holidays) at +603 2084 9000 (General)

#### Poll Administrator: SS E Solutions Sdn. Bhd.

##### Contact Persons and Nos. :

- |                     |                  |
|---------------------|------------------|
| 1. Wong Piang Yoong | : +603 2084 9168 |
| 2. Nurhayati Ang    | : +603 2084 9162 |
| 3. Yuli Chew        | : +603 2084 9008 |
| 4. Rachel Ou        | : +603 2084 9161 |
| 5. Nur Syazana      | : +603 2084 9012 |
| 6. Jasmine Lim      | : +603 2084 9206 |

Email: [eservices@sshsb.com.my](mailto:eservices@sshsb.com.my)

- If you have any enquiries on Administrative Details prior to the AGM, please contact Top Glove Corporate Services Department during office hours (Monday to Friday from 8:30 a.m. to 6:00 p.m., excluding public holidays):

**Company** : Top Glove Corporation Bhd

**Contact Persons** : 1. Kassy Lim Keat See  
2. Sarah Heng Kawai

**Contact No.** : +6016 737 7113

**Email** : [topglovecosec@topglove.com.my](mailto:topglovecosec@topglove.com.my)



# Administrative Details for the 25<sup>th</sup> Annual General Meeting

## Securities Services ePortal User Guide

Appendix I

### Before the AGM

#### A) Sign up for a User Account at Securities Services ePortal

##### Step 1:

Visit <https://sshsb.net.my/> to sign up for a User Account (registration is free). Please click on 'SIGN UP' to begin. You will be prompted to fill in your details and also to upload a copy of your MyKad (front and back separately) or passport.

##### Step 2:

A notification email will be sent to you within one (1) working day. Please verify your User Account within seven (7) days of the notification email (Note: Your registered email address is your User ID).

##### Notes:

1. This is a **ONE-TIME Registration**. If you already have a User Account of Securities Services ePortal, you need not register again.
2. To register for the meeting under (B) below, please sign up for a User Account **no later than 12:30 p.m. on Tuesday, 9 January 2024**.

#### B) Registration for Remote Participation

#### MUST DO THIS STEP FOR SHAREHOLDER WHO WISHES TO PARTICIPATE AND VOTE AT OUR AGM

##### Step 1:

Log on to <https://sshsb.net.my/> with your registered User ID (email address) and password.

##### Step 2:

Look for "Top Glove Corporation Bhd" under Company Name and "25<sup>th</sup> AGM on 10 January 2024 at 10:30 a.m. : Registration for Remote Participation" under the Corporate Exercise/Event column and Click ">".

##### Step 3:

Select whether you are participating as

- (1) **Individual Shareholder**; or
- (2) **Corporate or Authorised Representative of a body corporate<sup>1</sup>**, and Click "Submit".

##### Notes:

1. All shareholders must register for remote participation at the meeting and are **highly encouraged to register as early as possible and before the AGM date and time** in order to ensure timely access to the meeting. Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors as at 29 December 2023.
2. If you wish to participate remotely at the AGM, please register no later than the 'Questions and Answer' session or when the Chairman announces that the meeting registration is closed during the AGM, whichever is earlier.
3. A copy of your eRegistration for remote participation can be accessed via "My Records".
4. Your registration will apply to all the **CDS account(s)** of each individual shareholder/body corporate shareholder that you represent. If you are both an individual shareholder and representative of the body corporate(s), you need to register as an individual and also as a representative for each body corporate.
5. As the meeting will be conducted on a virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, you may appoint the Chairman of the meeting as a proxy or your own proxy(ies) to represent you.

**For shareholder whose shares are traded on Singapore Exchange Securities Trading Limited, please also refer to the instructions on the Voting Instruction Form (Form A or Form B). The remote access User ID and password will be emailed to you once your eRegistration for remote participation has been approved.**



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### C) Submission of eProxy Form

**PLEASE DO NOT SUBMIT PROXY FORM IF YOU ARE REGISTERING TO PARTICIPATE IN THE MEETING**

#### Step 1:

Log on to <https://sshsb.net.my/> with your registered User ID (email address) and password.

#### Step 2:

Look for “**Top Glove Corporation Bhd**” under Company Name and “**25<sup>th</sup> AGM on 10 January 2024 at 10:30 a.m. : Submission of Proxy Form**” under Corporate Exercise/Event column and Click “>”.

#### Step 3:

Select whether you are submitting the proxy form as

- (1) **Individual Shareholder; or**  
(2) **Corporate or Authorised Representative of a body corporate<sup>1</sup>**

#### Step 4:

Enter your **CDS account number** or the body corporate's CDS account number.

#### Step 5:

Enter the information of your proxy(ies) and the proportion of securities (in %) to be represented by your proxy(ies).

#### Step 6:

Proceed to indicate how your votes are to be cast against each resolution.

#### Step 7:

Review and confirm your proxy form details before submission.

#### Notes:

1. Please submit your proxy form no later than **10:30 a.m. on Monday, 8 January 2024** if you wish to appoint proxy(ies) to participate on your behalf.
2. A copy of your submitted eProxy Form can be accessed via “My Records”.
3. You need to submit your eProxy Form for every CDS account(s) you have or represent.
4. **Appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the ePortal, they will need to sign up for a User Account under (A) above no later than 12:30 p.m. on Friday, 5 January 2024.**
5. Upon processing the proxy forms, remote participation access will be granted automatically to the proxy(ies) instead of the shareholder, provided the proxy(ies) must be a registered User(s) of the ePortal, failing which, the proxy(ies) will not be able to participate at the AGM.
6. Upon verification by the Poll Administrator with the General Meeting Record of Depositors as at 29 December 2023, you will receive an email advising you if you or your proxy is eligible to participate at the AGM.

**For shareholders whose shares are traded on Singapore Exchange Securities Trading Limited, please also refer to the instructions on the Voting Instruction Form (Form A or Form B).**

### On the AGM Day (Wednesday, 10 January 2024 @ 10:30 a.m.)

#### A) Joining the Live Stream Meeting

#### Step 1:

Log on to <https://sshsb.net.my/> with your registered User ID (email address) and password.

#### Step 2:

Look for “**Top Glove Corporation Bhd**” under Company Name and “**25<sup>th</sup> AGM on 10 January 2024 at 10:30 a.m. : Live Stream Meeting**” under the Corporate Exercise/Event column and click “>” to join the AGM.

#### Notes:

1. You can start to log in one (1) hour before the commencement of the AGM.
2. If you have any questions that you wish to raise, please use the text box to submit your question. The Chairman/Board will endeavour to respond to your question during the AGM.
3. The quality of the live streaming is dependent on the stability of the internet connection at the location of the User.



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### B) Remote Online Voting during the AGM

#### Step 1:

If you are logged on to the ePortal and already accessing the Live Stream Meeting, click on “**Proceed to Vote**” displayed below the Live Stream player to begin voting on the resolutions.

OR

If you are not logged on yet, log on to <https://sshsb.net.my/> with your registered User ID (email address) and password.

Look for “**Top Glove Corporation Bhd**” under Company Name and “**25<sup>th</sup> AGM on 10 January 2024 at 10:30 a.m. : Remote Voting**” under the Corporate Exercise/Event column and click “>” to remotely cast and submit your votes online for the resolutions tabled at the AGM.

#### Step 2:

Cast your votes by clicking on the radio buttons against each resolution, acknowledge the Terms and Conditions of Use and Privacy Policy, review your casted votes and submit the votes.

#### Step 3:

Upon casting your votes, you will be redirected back to the Live Stream. The message “Voted” will be displayed below the Live Stream.

#### Notes:

1. Access to eVoting will be opened on the aforementioned date and time.
2. Your votes cast will apply throughout **ALL** the CDS accounts you represent as an individual shareholder, corporate/ authorised representative and proxy.
3. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be cast, we will take the shareholder’s indicated votes in the proxy form.
4. Access to eVoting will be closed as directed by the Chairman. A copy of your submitted eVoting can be accessed via “My Records”.

### C) End of Remote Participation

The live streaming will end upon the announcement by the Chairman on the closure of the AGM.

<sup>1</sup> For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). Any document that is not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, have to be submitted to the Share Registrar’s office, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia for verification before the registration closing date and time.