

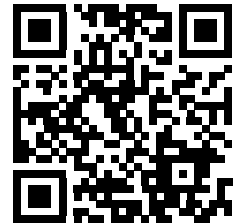
ADMINISTRATIVE GUIDE FOR THE 28TH ANNUAL GENERAL MEETING ("AGM")

Day & Date	Wednesday, 30 November 2022
Time	2.30 p.m.
Venue	4th Floor, Wisma Kobay, No. 42-B Jalan Rangoon, 10400 Georgetown, Penang, Malaysia.

AGM DOCUMENTS

In line with Kobay's commitment to a sustainable environmental, a digital version of the following documents in relation to the 28th AGM of the Company are available online. Please scan the QR Code or visit <https://www.kobaytech.com/2022/10/26/28th-agm-2022/> for the following documents :

- 1) Notice of the 28th AGM
- 2) Annual Report 2022
- 3) Circular to Shareholders in relation to :
 - Part A-Share Buy Back Statement in relation to Proposed Renewal of Existing Share Buy Back Authority;
 - Part B-Proposed New and Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (herein collectively referred to as "the Circular")
- 4) Form of Proxy
- 5) Administrative Guide
- 6) Request Form for printed copy of the Annual Report 2022/Circular to Shareholders



You may request for a printed copy of the AGM Documents, kindly complete the Request Form and forward it to the address therein stated.

ENTITLEMENT TO ATTEND AND VOTE

The AGM will be conducted on a physical meeting basis.

Only shareholders whose names appear on the Record of Depositors as at 21 November 2022 shall be entitled to participate or appoint proxy(ies) to attend and/or vote on his/her behalf.

APPOINTMENT OF PROXY

If you wish to appoint a proxy(ies) or the Chairman of the AGM meeting to attend and vote on your behalf at the 28th AGM, you may deposit your duly completed Proxy Form(s) at the Registered Office of Kobay at 3rd Floor, Wisma Kobay, No. 42-B Jalan Rangoon, 10400 Georgetown, Penang, Malaysia not less than 48 hours before the time fixed for holding the 28th AGM. Last day and time to lodge the Proxy Form(s) is 28 November 2022 at 2.30p.m.. Please refer to Proxy Form for the details.

REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the AGM by yourself, please write in to AGRITEUM Share Registration Services Sdn. Bhd. not less than forty-eight (48) hours before the time fixed for holding the AGM to revoke the earlier appointed proxy.

PRE-REGISTRATION OF ATTENDANCE

Pursuant to the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia ("SC"), in addition to the requirement under section 327 Companies Act 2016, a listed issuer should require shareholders to register ahead of the physical general meeting to allow listed issuer to make the necessary arrangements including in relation to logistics.

Attendees are encouraged to pre-register attendance of the 28th AGM by email and providing full name, NRIC number/ Passport number/Business Registration number, CDS Account Number, telephone number and category of attendees whether shareholder/proxy to our corporate office at cossec@kobaytech.com.

REGISTRATION

Registration will commence at 1.30 p.m and will end at the time as may be determined by the Chairman of the meeting.

Please present your original MyKad or passport to the registration staff for verification. Registration must be done in person. No person is allowed to register on behalf of another. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

COVID-19 SAFETY MEASURES

Shareholders or proxies who are feeling unwell or have been placed on quarantine orders or Home Surveillance Order notices or have been in physical contact with a person infected with COVID-19 or Person Under Investigation are advised to refrain from attending the 28th AGM in person.

Attendees are highly encourage to wear face mask throughout the AGM.

In the interest of health and safety of the attendees at the AGM, Kobay will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 28th AGM of the Company, in accordance with the prevailing guidelines and/or standard operating procedure ("SOP") issued by the Malaysian Government and other relevant authorities from time to time in order to minimise any risk to members and others attending the 28th AGM.

COMMUNICATION GUIDANCE

Attendees are also reminded to monitor the Company's website and announcements from time to time for any changes to the 28th AGM's arrangement.

MOBILE DEVICES

Please ensure that all mobile devices such as phones or sound emitting devices are switched off or put on silent mode during the 28th AGM to ensure smooth and uninterrupted proceedings.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 28th AGM proceedings is allowed without the prior written permission of the Company.

POLL VOTING

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"), all resolutions set out in the Notice of the AGM of the Company shall be put to vote by way of a poll. The Company has appointed *AGRITEUM* Share Registration Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of hand means and Value Creator Consultancy as Independent Scrutineers to verify the poll results.

Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the AGM and on Bursa Securities website at www.bursamalaysia.com.

PERSONAL BELONGINGS

Please take care of your personal belongings. Kobay will not be held responsible for any missing of personal belongings.

NO DOOR GIFT

There will be NO door gift to be provided for participating at the AGM.

ENQUIRY

If you have any enquiry relating to the AGM, please contact any of the following persons during office hours from 9:00 am to 5:00 pm on Monday to Friday:

Share Registrar	Investor Relations Department
AGRITEUM Share Registration Services Sdn. Bhd.	Kobay Technology Bhd.
Tel: +604 228 2321	Tel: +604 371 1338
Fax: +604 227 2391	Fax: +604 226 2163
Email: agriteumsrs@gmail.com	E-mail : cosec@kobaytech.com
Contact person: Ms HY Ng / Ms LP Chin	Contact person: Ms Chan Mun Shee/Ms Nancy Lim

PERSONAL DATA PRIVACY

By submitting the duly executed Proxy Form, the member and his/her proxy consent to the Company (and/or its agents/service providers) collecting, using and disclosing the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the AGM, and any adjournment thereof.