

ADMINISTRATIVE GUIDE FOR THE THIRTY-SIXTH ANNUAL GENERAL MEETING (“36th AGM”)

Day & Date	: Friday, 22 May 2026
Time	: 10.00 a.m.
Venue	: Zara Boutique Hotel, Harbour City, Jalan Pantai Baru, Sembulan, 88100 Kota Kinabalu, Sabah

REGISTRATION

- The registration counter starts at 9.00 a.m. on Friday, 22 May 2026 and will open until the conclusion of the 36th AGM or such time may be determined by the Chairman of the Meeting.
- Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) to the registration staff for verification purposes. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.
- Upon verification, shareholders or proxies will also be given the identification wristbands for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

CORPORATE MEMBERS

- Corporate members who wish to appoint corporate representatives instead of a proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn. Bhd. (“TIIH”) on or before the 36th AGM.
- Attorneys appointed by power of attorney are required to deposit their power of attorney with TIIH not later than Wednesday, 20 May 2026 at 10.00 a.m. to attend and vote at the 36th AGM.

PROXY

The appointment of proxy may be made in hard copy form or by electronic form in the following manner and must be received by the Company at least forty-eight (48) hours before the time appointed for holding the 36th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid:

In hardcopy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Company’s Share Registrar at Tricor Investor & Issuing House Services Sdn Bhd of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, in the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

In electronic form

You may also submit your proxy appointment electronically via the Company’s Share Registrar’s online platform, Vistra Share Registry and IPO (MY) portal at <https://srmy.vistra.com>. Please do read and follow the procedures below to submit proxy form electronically.

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ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Vistra Share Registry and IPO (MY) Portal (“The Portal”) are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click “Register” and select “Individual Holder” and complete the New User Registration Form. • For guidance, you may refer to the tutorial guide available on the homepage. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approved within one (1) working day. • A confirmation email will be sent once approved. <p><i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. • Select the corporate event: “FOCUS LUMBER BERHAD 36TH AGM” • Navigate to the 3 dots at the end of the corporate event and choose “SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST or ABSTAIN. • Print the proxy form for your record.
ii. Steps for corporation or institutional shareholders	
Register as a User at The Portal	<ul style="list-style-type: none"> • Visit the website at https://srmy.vistra.com. • Click “Register” and select “Representative of Corporate Holder” and complete the New User Registration Form. • Complete the registration form with your personal details. • Once registration is completed, you will receive an email notification to verify your registered email address. • After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. • Once you receive the confirmation, activate your account by creating your password. <p><i>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he or she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> • Login to https://srmy.vistra.com with your email address and password. • Select the corporate event: “FOCUS LUMBER BERHAD 36TH AGM” • Navigate to the icon “>” at the end of the corporate event. • Read and agree to the Terms and Conditions and confirm the Declaration. • Select the corporate holder’s name. • Proceed to download the submission file. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Confirm” to complete your submission. • Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 36th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **15 May 2026** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

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NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 36th AGM proceedings is allowed without prior written permission of the Company.

DOOR GIFT AND REFRESHMENT

There will be no distribution of door gift or e-voucher for the 36th AGM.

We thank you for your support to the Company.

ENQUIRY

If you have any enquiry prior to the 36th AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Tricor Investor & Issuing House Services Sdn. Bhd. Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	General Line	+603 2783 9299
	Low Cheng Chuan	Cheng.Chuan.Low@vistra.com +603 2783 9278
	Muhammad Ashraff Bin Mohd Khaizan	Muhammad.Ashraff@vistra.com +603 2783 9276
	E-mail:	is.enquiry@my.vistra.com