Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.

a. Access website https://boardroomlimited.my.
b. Click <<Login>> and click <<Register>> to sign up as a user.
c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG format only) or Passport (in JPG/PNG format only).
d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.
e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – eProxy Lodgement

a. Login to https://boardroomlimited.my using your user ID and password above.
b. Go to "eProxy Lodgement" and browse the Meeting List for "KFIMA 48th Virtual AGM". Click "Apply".
c. Read the terms & conditions and confirm Declaration.
d. Enter the CDS account number and the total number of securities held.
e. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
f. Indicate your voting instructions – For, Against or Abstain, otherwise your proxy will decide your vote.
g. Review and confirm your proxy appointment.
h. Click submit.
i. Download or print the eProxy form acknowledgement.

3.4 If you wish to participate in the 48th Virtual AGM yourself, please do not submit any proxy form for the 48th Virtual AGM. You will not be allowed to participate in the 48th Virtual AGM together with a proxy appointed by you.

3.5 If you have submitted your proxy form prior to the 48th Virtual AGM and subsequently, decide to participate in the 48th Virtual AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) 48 hours before the 48th Virtual AGM. Your proxy(ies) on revocation would not be allowed to participate in the 48th Virtual AGM. In such event, you should advise your proxy(ies) accordingly.

4. **Corporate Shareholder**

4.1 Corporate shareholders who require their corporate representative to participate and vote at the 48th Virtual AGM must deposit their proxy form or certificate of appointment of corporate representative to the Boardroom Share Registrars' office not less than 48 hours before the time of holding the 48th Virtual AGM. Alternatively, the proxy form or certificate of appointment of corporate representative may also be send to Boardroom Share Registrars via email at BSR.Helpdesk@boardroomlimited.com.

5. **Voting Procedures**

5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Listing Requirements.

5.2 The Company has appointed Boardroom Share Registrars as the Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

5.3 During the 48th Virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

5.4 For the purpose of the 48th Virtual AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.

5.5 The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

6. **Remote Participation and Electronic Voting**

6.1 Please note that all members including **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominee** shall use the RPEV facilities to participate and vote remotely at the 48th Virtual AGM.

6.2 If you wish to participate in the 48th Virtual AGM, you will be able to view a live webcast of the 48th Virtual AGM, ask questions and submit your votes in real time whilst the 48th Virtual AGM is in progress.

6.3 Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities: