

➤ ADMINISTRATIVE GUIDE FOR THE CONDUCT OF 55TH ANNUAL GENERAL MEETING (“55TH AGM”)

Date & Time : Tuesday, 28 June 2022 at 4.30 p.m.
Venue : Level 33, Mercu Maybank
i-City, Selangor Golden Triangle
40000 Shah Alam, Selangor
Malaysia

Dear Shareholders of I-Berhad (the “Company”)

Pursuant to the Guidance Note on the Conduct of General Meetings for Listed Issuers by the Securities Commission Malaysia, please find the guidance below on the requirements and method of participating in the 55th AGM:

A. Public Health Precautions and Preventive Measures

- In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests/attendees could take all the necessary preventive measures and precautionary practices as issued by the Ministry of Health Malaysia when attending the 55th AGM.
- Members/proxies/corporate representatives who wish to attend the 55th AGM in person **ARE REQUIRED TO PRE-REGISTER** with the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, via TIIH Online website at <https://tiih.online> no later than Sunday, 26 June 2022 at 4.30 p.m. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM. You may refer to the Pre-Registration Procedure below.
- If you have been in contact with a COVID-19 affected person prior to the date of the 55th AGM or if you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhea or shortness of breath or any symptoms of the COVID-19, you are required to quarantine yourself or seek medical advice and may not be allowed to attend the 55th AGM. You are hereby strongly advised and encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the 55th AGM on your behalf.
- Any person showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.

For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the AGM as well as maintain social distancing throughout the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may have to change the arrangement of our 55th AGM at short notice. Kindly check the Company’s website at <http://www.i-bhd.com/> or announcements released to Bursa Malaysia from time to time for the latest updates on the status of the 55th AGM. The Company will continue to observe the directives and guidelines issued by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities and will take all relevant precautionary measures as advised.

B. Eligibility to Attend based on the Record of Depositors

Only a shareholder whose name appears on the Record of Depositor as at 21 June 2022 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

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C. PRE-REGISTRATION PROCEDURE

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 55th AGM are to follow the procedure as summarised below:

	Procedure	Action
BEFORE THE 55th AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the Pre-Registration for I-Berhad 55th AGM is available for registration at TIIH Online.
(b)	PRE-REGISTRATION to attend AGM	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Friday, 29 April 2022 up to 4.30 p.m. Sunday, 26 June 2022. Login with your user ID and password and select the corporate event: “(REGISTRATION) I-BERHAD 55TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your physical attendance. System will send an e-mail to notify you that your registration to attend the AGM physically is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 21 June 2022, the system will send you an e-mail after 26 June 2022 to approve or reject your registration for pre-registration to attend the 55th AGM.

D. Appointment of Proxy

A shareholder who is unable to attend the 55th AGM on 28 June 2022 may appoint proxy and indicate the voting instructions in the form of proxy. Please deposit the form of proxy with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

You may also submit the form of proxy electronically via TIIH Online website at <https://tiih.online>, not less than forty-eight (48) hours before the time appointed for holding the 55th AGM or any adjournment thereof, otherwise the form of proxy shall not be treated as valid. Please do read and follow the procedures below to submit form of proxy electronically.

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E. Electronic Lodgment of Form of Proxy

The procedures to lodge your form of proxy electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
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 user name (i.e. email address) and password. Select the corporate event: I-BERHAD 55TH AGM - “Submission of Form of Proxy”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder select “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar 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 TIIH Online at https://tiih.online Select the corporate exercise name: “I-BERHAD 55TH AGM - Submission of Form of Proxy” Agree to the Terms & Conditions and Declaration. Proceed to download the file format for “Submission of Form of Proxy” in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIIH Online, select corporate exercise name: “I-BERHAD 55TH AGM - Submission of Form of Proxy”. Proceed to upload the duly completed proxy appointment file. Select “Submit” to complete your submission. Print the confirmation report of your submission for your record.

The last date and time for lodging the form of proxy is **Sunday, 26 June 2022 at 4.30 p.m.**

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F. Registration on the day of the 55th AGM

Upon arrival at the lobby of Mercu Maybank, please follow the following procedures:-

Step 1: Scan your MySejahtera

Shareholders are required to scan their MySejahtera upon entering the building. Face mask is compulsory and shareholders are also encouraged to sanitise their hands.

Step 2: Download i-City SuperApp & sign up

Download the i-City SuperApp via Appstore for iOS and Playstore for Android. QR code will be generated after completing in-app registration.

Step 3: Register at Reception Counter

The shareholders are required to register their details to the Security at Level G reception counter. Present your QR code from the i-City SuperApp upon registration.

Step 4: Proceed to turnstile & designated lift

After the registration is completed, you may pass through the turnstile via facial recognition or QR code. The turnstile display will show the designated lift to Level 33.

Registration will start at 3.30 p.m. at Level 33 Mercu Maybank, i-City, Selangor Golden Triangle, 40000 Shah Alam, Selangor, Malaysia.

Original MyKad or passport is required to be presented during registration for verification.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband to enter the meeting. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting venue if you are wearing the identification wristband.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion. If you have any enquiry, please proceed to the Help Desk counter located near the registration area.

G. Enquiry

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	General Line:	603-2783 9299
	Contact person:	
	Ms. Wong Pang Yi	603-2783 9242
	Mr. Ang Wai Meng	603-2783 9281
	Fax Number:	603-2783 9222
	Email:	is.enquiry@my.tricorglobal.com