

ADMINISTRATIVE GUIDE FOR THE 57TH ANNUAL GENERAL MEETING (“57TH AGM”)

Date & Time : Wednesday, 26 June 2024 at 10.00 a.m.
Venue : Ballroom, Level 2
DoubleTree by Hilton Shah Alam i-City
i-City Finance Avenue
40000 Shah Alam, Selangor
Malaysia

A. REGISTRATION

1. The registration will commence at 9.00 a.m.
2. Please provide your ORIGINAL identity card (for Malaysian) or passport (for non-Malaysian) to the registration staff for verification. Photocopy of identity card or passport will not be accepted.
3. No person will be allowed to register on behalf of another person even with the original identity card or passport of that other person.
4. You will be given a wristband upon registration. The wristband must be worn throughout the AGM. There will be no replacement in the event that you lose or misplace the wristband. No person(s) will be allowed to enter the Ballroom without the wristband.

B. DOOR GIFT

1. As a token of appreciation to the shareholders of I-Berhad, the Company will distribute door gift to the shareholders attending the AGM.
2. Please refer to the following guide for the redemption of the door gift:-

Before the AGM

(For non-subscribers only. If you are already an i-City SuperApp user, you may skip this step).

- (i) Scan to download i-City SuperApp

Download i-City SuperApp by scanning QR code below:-

iOS



Android



Huawei



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- (ii) Sign up / Register as i-City SuperApp user
 - (a) Click on “Sign up”
 - (b) Fill up e-mail and name, click “Next”
 - (c) Enter mobile no. and click “SMS me OTP”
 - (d) Enter OTP and click “Verify my mobile”
 - (e) Set your 6-digit PIN and click “Sign up My Account”
 - (f) Successful sign up. Click “OK”

During the AGM

- (i) Upon provision of the wristband at the registration counter, kindly proceed to the door gift redemption counter.
- (ii) Please log in to your i-City SuperApp.
- (iii) Please scan the QR code provided at the door gift redemption counter using the “Scan” function in your i-City SuperApp. To ensure that you have successfully redeemed the door gift, please click “Theme Park”, then click “My e-Tix”, and you will find the door gift.

C. ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a shareholder whose name appears on the Record of Depositors as at 19 June 2024 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

D. PRE-REGISTRATION PROCEDURE

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 57th AGM are to follow the procedure as summarised below:

Procedure	Action
BEFORE THE 57TH 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” by selecting “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 57th 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. Tuesday, 30 April 2024 up to 10.00 a.m. Monday, 24 June 2024. • Login with your user ID and password and select the corporate event: “(REGISTRATION) I-BERHAD 57TH 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 19 June 2024, the system will send you an e-mail on 24 June 2024 to approve or reject your registration for pre-registration to attend the 57th AGM.

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E. APPOINTMENT OF PROXY

A shareholder who is unable to attend the 57th AGM on 26 June 2024 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 57th AGM or any adjournment thereof, otherwise the form of proxy shall not be treated as valid. Please read and follow the procedures below to submit form of proxy electronically.

F. 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 username (i.e. email address) and password. • Select the corporate event: “I-BERHAD 57TH AGM - Submission of Proxy Form”. • 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(ies) 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(ies) 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 should 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>

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<p>Proceed with submission of form of proxy</p>	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “I-BERHAD 57TH AGM - Submission of Proxy Form”. • 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 57TH AGM - Submission of Proxy Form”. • 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.
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The last date and time for lodging the form of proxy is **Monday, 24 June 2024 at 10.00 a.m.**

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, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	General Line:	603-2783 9299
	Contact person:	
	Mr Ludwig Wong	603-2783 9244
	En. Harraz Iman	603-2783 9242
	Ms Vivien Khoh	603-2783 9250
Fax Number:	603-2783 9222	
Email:	is.enquiry@my.tricorglobal.com	