

**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL
12th ANNUAL GENERAL MEETING (“12th AGM”)**

Date	:	23 December 2020 (Wednesday)
Time	:	10.00 a.m
Broadcast Venue	:	Impiana KLCC Hotel, 13, Jalan Pinang 50450 Kuala Lumpur



MODE OF MEETING

Reference is made to the Notice of 12th AGM dated 30 October 2020.

In light of the COVID-19 outbreak and the continuation of CMCO as announced by the Senior Minister (National Security), as part of our safety measures, the 12th AGM of Impiana Hotels Berhad (“Company”) will be conducted on a **fully virtual basis instead** via live streaming and online voting from the Broadcast Venue. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (subsequently revised on 13 October 2020).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. No shareholders/proxies should be physically present at the Broadcast Venue on the day of the 12th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual 12th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES

As **no shareholder/proxies should be physically present** at the Broadcast Venue, shareholders/proxies who wish to participate the 12th AGM will have to register online and attend remotely. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate at the 12th AGM online:

1. Open this link <https://vps.megacorp.com.my/1fdJmi> or scan the QR code above and submit all the details requested at least twenty four (24) hours before the time of the 12th AGM.
2. Only shareholders are allowed to register their details online. Shareholders can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.

3. Alternatively, you may deposit your Form of Proxy at the office of Poll Administrator, Mega Corporate Services Sdn Bhd ("MegaCorp") at Level 15-2, Bangunan Faber Imperial Court, Jln Sultan Ismail, 50250 Kuala Lumpur or email AGM-support.impiana@megacorp.com.my not less than forty-eight (48) hours before the time for holding the 12th AGM or at any adjournment thereof.
4. For corporate shareholder / nominee account holder, please follow Step 3 above.
5. The Poll Administrator will e-mail a copy of your DBF to you to participate and vote at the meeting once they have verified your details.
6. Registered shareholders/proxies would receive 2 emails:
 - i. Webinar session link (to join the virtual meeting)
 - ii. DBF (for remote voting purposes)

POLL VOTING

The voting will be conducted by poll in accordance with Paragraph 8.31A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed MegaCorp as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of the 12th AGM, e-voting will be carried out via your digital devices (e.g., Computer/Mobile Phone/Tablets). The DBF itself is self-explanatory. Please carefully read the instructions on the e-mail from Webinar Master to familiarise yourself with the steps needed to exercise your rights at the 12th AGM.

Shareholders/proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the 12th AGM, the Scrutineers will verify the poll results after which the Chairman of the AGM will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE AGM

The date of Record of Depositors for the 12th AGM is 14 December 2020. As such, only members whose names appear in the Record of Depositors as at 14 December 2020 shall be eligible to attend, participate, speak and vote at the 12th AGM.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the AGM of the Company.

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following persons during office hours:

Poll Administrator

Mega Corporate Services Sdn. Bhd.

Mr. Alfred Devan John or Encik Norhisham Abdul Hamid

Telephone No. : (03) 2692 4271 / 26948984

Facsimile No. : (03) 2732 5388

E-mail : AGM-support.impiana@megacorp.com.my

No. of shares held		
CDS Account No.		
No. of shares to be represented by each proxy	Proxy 1	Proxy 2

I/We _____ of _____
_____ being a member/members
of **IMPIANA HOTELS BERHAD**, hereby appoint:

FULL NAME (IN BLOCK)	NRIC/PASSPORT NO.	PROPORTION OF SHAREHOLDINGS	
		NO. OF SHARES	%
E-MAIL ADDRESS	MOBILE NO.		

(the next name should be completed where it is desired to appoint two proxies)

FULL NAME (IN BLOCK)	NRIC/PASSPORT NO.	PROPORTION OF SHAREHOLDINGS	
		NO. OF SHARES	%
E-MAIL ADDRESS	MOBILE NO.		

OR

the CHAIRMAN OF THE MEETING, as *my/our proxy, to vote for *me/us and on *my/our behalf at the 12th Annual General Meeting of the Company to be held at Impiana KLCC Hotel, 13, Jalan Pinang, 50450 Kuala Lumpur on Wednesday, 23 December 2020 at 10.00 a.m. and, at every adjournment thereof *for/against the resolutions to be proposed thereat.

Please indicate with a cross (X) in the space whether you wish your votes to be cast for or against the resolution. In the absence of such specific directions, your proxy will vote or abstain as he thinks fit.

		For	Against
RESOLUTION 1	To approve the payment of Directors' Fees for the financial period from 1 January 2019 until 30 June 2020		
RESOLUTION 2	To approve the payment of total Directors' Benefit up to an amount of RM70,000 for the period from the conclusion of the 12th AGM of the Company scheduled on 23December 2020 until the date of the 13th AGM of the Company		
RESOLUTION 3	To re-elect Pn Dyana Sofya binti Mohd Daud who retires in accordance with Article 28.1 of the Company's Constitution		
RESOLUTION 4	To re-appoint Messrs Moore Stephens Associates PLT as Auditors of the Company and to authorise the Directors to fix their remuneration		
RESOLUTION 5	Authority under Sections 75 and 76 of the Companies Act 2016 for the Directors to allot and issue shares		
RESOLUTION 6	Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature		

Dated this _____ day of _____ 2020

Signature(s)/Common Seal of Member

NOTES: -

- In respect of deposited securities, only members whose names appear in the Record of Depositors on 14 December 2020 (General Meeting Record of Depositors) shall be eligible to attend the 12th AGM.



2. A member shall not be entitled to appoint more than two (2) proxies to attend and vote at the same meeting and where two (2) proxies are appointed, a member shall specify the proportion of his holdings to be represented by each proxy, failing which the appointment shall be invalid provided that where a member of the Company is an authorised nominee as defined in accordance with the provisions of the Securities Industry (Central Depositories) Act 1991, it may appoint at least one proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
3. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at the 12th AGM shall have the same rights as the member to participate, speak and vote at the meeting
4. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the resolutions set out in the Notice of 12th AGM will be put to vote by poll. Poll Administrator and Independent Scrutineers will be appointed respectively to conduct the polling and to verify the results of the poll.
5. The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly appointed under a power of attorney or if such appointer is a corporation, either under its common seal or under the hand of an officer or attorney duly appointed under a Power of Attorney.
6. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“Omnibus Account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each Omnibus Account it holds.
7. The instrument appointing a proxy shall be deposited at the office of the Poll Administrator office, Mega Corporate Services Sdn Bhd, Level 15-2, Bangunan Faber Imperial Court, Jln Sultan Ismail, 50250 Kuala Lumpur or email to agm-support.Impiana@megacorp.com.my not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof.

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AFFIX
STAMP

**THE POLL ADMINISTRATOR
IMPIANA HOTELS BERHAD 200601021085 (740838-A)
C/O MEGA CORPORATE SERVICES SDN BHD
Level 15-2, Bangunan Faber Imperial Court
Jln Sultan Ismail
50250 Kuala Lumpur**

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Fold This Flap For Sealing
