

# Administrative Guide

## FOR THE FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING

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<b>Day and Date</b>	: <b>Friday, 18 December 2020</b>
<b>Time</b>	: <b>10.00 a.m. or immediately following the conclusion or adjournment of the Company's 45<sup>th</sup> Annual General Meeting, whichever is later</b>
<b>Broadcast Venue</b>	: <b>Board Room, Ipmuda Berhad, 9<sup>th</sup> Floor Maju Tower, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia</b>
<b>Virtual Meeting Platform</b>	: <b><u><a href="https://web.lumiagm.com">https://web.lumiagm.com</a></u></b>
<b>Mode of Communication</b>	: <b>1) Typed text in the Virtual Meeting Platform 2) E-mail questions to <u><a href="mailto:enquiries@ipmuda.com.my">enquiries@ipmuda.com.my</a></u> prior to the Meeting</b>

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### A. INTRODUCTION

1. Reference is made to the Notice of the Extraordinary General Meeting dated 26 November 2020.

### B. FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING (“EGM” OR “THE MEETING”)

1. In support of the Government of Malaysia's (“the Government”) ongoing efforts to contain the spread of the Coronavirus (“COVID-19”) and the Government's advice of social distancing and not having mass gatherings, Ipmuda Berhad (“**the Company**”) would like to leverage on technology advancement by conducting the EGM of the Company on a **fully virtual basis through electronic live streaming and online remote voting**.
2. The main and only venue of the virtual EGM as indicated above is strictly to serve as the Broadcast Venue where the Chairperson of the Meeting is physically present and no shareholders or proxies shall be physically present at the Broadcast Venue. The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the virtual EGM shall be in Malaysia and the Chairperson must be present at the Broadcast Venue of the EGM. The electronic means of conducting the EGM on a fully virtual basis will facilitate and enable all shareholders to participate fully in the Meeting proceedings without the need to be physically present at the Broadcast Venue, which is advantageous given the current circumstances relating to COVID-19 and best health practices.
3. The Company will be using its Share Registrar, Boardroom Share Registrars Sdn Bhd's (“**Boardroom**”) Lumi AGM solution which is available on the designated link at <https://web.lumiagm.com> or you may download the free **Lumi AGM** app from the Apple App Store or Google Play Store.
4. Shareholders are reminded to kindly check our website at <https://www.ipmuda.com.my> for the latest announcements or updates, if any, regarding the administration of the EGM.

### C. GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear in the General Meeting Record of Depositors on 11 December 2020 shall be entitled to virtually attend, participate, posing questions via text and vote at the EGM or appoint a proxy(ies) on his/her behalf.

### D. REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Shareholders are encouraged to go online, participate and vote at the EGM via remote participation. **Please follow the steps listed in Note F below on how to request for login ID and password.**
2. Please note that the remote participation and electronic voting are available to:
  - (i) Individual Members;
  - (ii) Corporate Shareholder;
  - (iii) Authorised Nominee; and
  - (iv) Exempt Authorised Nominee.

## E. APPOINTMENT OF PROXY

1. A shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead as per the notes to the Proxy Form. If you are not able to participate in the EGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.
2. The Proxy Form must be deposited at the Registered Office of the Company at 9<sup>th</sup> Floor, Maju Tower, 1001 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia, not less than forty-eight (48) hours before the time set for holding the Meeting or any adjournment thereof. Alternatively, the Proxy Form can be deposited at the office of Boardroom at **11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** either personally, by fax at (603) 7890 4670, by electronic mail to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or by sending it through the post not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof or the Proxy Form can be deposited electronically through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof. i.e. Wednesday, 16 December 2020 at 10.00 a.m.
3. Kindly follow the steps below to register online with Boardroom Smart Investor Online Portal and to lodge the Proxy Form electronically.

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

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website <https://www.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 ) or Passport in JPEG and PNG format ).
- d. Please enter a valid email address and wait for Boardroom's 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://www.boardroomlimited.my> using your user ID and password above.
- b. Go to “**E-PROXY LODGEMENT**” and browse the Meeting List for “**IPMUDA BERHAD VIRTUAL EXTRAORDINARY GENERAL MEETING** ” and click “**APPLY**”.
- c. Read the Terms & Conditions and confirm the 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(s) and enter the required particulars for your proxy(s).
- f. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- g. Review and confirm your proxy(s) appointment.
- h. Click submit.
- i. Download or print the eProxy form acknowledgement.

4. If you wish to participate in the EGM yourself, please do not submit any Proxy Form for the Meeting. **You will not be allowed to participate in the EGM together with the proxy(ies) appointed by you.**
5. If you have submitted your Proxy Form prior to the EGM and subsequently decide to participate in the EGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the commencement of the EGM. Your proxy(ies) on revocation would not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

## F. STEPS FOR REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. You will be able to view a live webcast of the Meeting proceedings, ask questions and submit your votes in real-time whilst the Meeting is in progress.
2. For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad, kindly follow the steps below on how to request for a login ID and password to participate in the EGM.

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

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website <https://www.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) or Passport in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

*[Note: The registration for remote access will be opened on 10 December 2020. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Wednesday, 16 December 2020 at 10.00 a.m.]*

#### For Individual Members

- Login to <https://www.boardroomlimited.my> using your user ID and password above.
- Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event “IPMUDA BERHAD VIRTUAL EXTRAORDINARY GENERAL MEETING”.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account number and thereafter submit your request

#### For Corporate Shareholders

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a softcopy of the Corporate Representative's MyKad / Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.

#### For Authorised Nominee and Exempt Authorised Nominee

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Proxy Form to submit the request.
- Please provide a softcopy of the Proxy Holder's MyKad / Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.

#### Thereafter:

- a. You will receive notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositories as at 11 December 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
- d. **Please note that the closing time to submit your request is Wednesday 16 December 2020 at 10.00 a.m. (48 hours before the commencement of the EGM).**

### **Step 3 – Login to Virtual Meeting Portal**

*[Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- a. The Virtual Meeting Portal will be open for login one (1) hour before the commencement of the Virtual EGM at **9.00 a.m. on 18 December 2020**.
- b. Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).
- c. The steps will also guide you on how to view the live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window will be disabled once the Chairman announces the closure of the Virtual EGM.
- e. You can then logout from the Virtual Meeting Portal.

## **G. PROCEDURE OF THE EGM**

1. The Login User Guide for participation, posing questions and voting at the EGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

## **H. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE EGM**

1. You will be able to view the Company's presentation or slides via the live webcast, where necessary.
2. The Chairman and the Board of Directors will endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the EGM, as well as the financial performance/prospects of the Company, to the extent where time permits.

***[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]***

- i) If you would like to view the live webcast, select the "Broadcast" icon.
- ii) If you would like to ask a question during the Meeting, select the "Messaging" icon.

To submit a question, type your question within the chat box at the bottom of the messaging screen and click on the ">" arrow button to submit. To return to the main screen, click on the "i" icon.

## **I. VOTING PROCEDURE AT THE EGM**

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**"). The Company has also appointed Boardroom Corporate Services Sdn Bhd as scrutineers to verify the poll results.
2. During the EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the EGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.

4. There are 3 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
  - Download the free **Lumi AGM** app from Apple App Store or Google Play Store prior to the EGM; OR
  - Use the QR Scanner Code provided to you in the email received after successful registration; OR
  - Go to the website with URL <https://web.lumiagm.com>.
5. You may proceed to cast your votes on each of the proposed resolutions to be tabled at the EGM 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. You are reminded to cast your votes before the poll is closed.
6. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.
  - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
  - To change your vote, simply select another voting direction.
  - If you wish to cancel your vote, please press “Cancel”.
7. The Scrutineers will verify the poll results upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.
8. **Even though the EGM and next Extraordinary General Meeting (“the next EGM”) use the same administrative procedure, they are deemed as separate meetings. Shareholders that have logged in for the EGM must logout and then re-login again with a separate meeting ID and login credentials to participate in the next EGM.**

#### **J. VOUCHERS / DOOR GIFT**

1. There will be NO vouchers or door gift for shareholders/proxies who participate in the EGM.

#### **K. ENQUIRY**

1. If you have any enquiries on online registration and proxy lodgement, or if you wish to request for technical assistance to participate in the Virtual EGM, please contact Boardroom during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Boardroom Share Registrars Sdn Bhd  
Tel No : +603-7890 4700 (Helpdesk)  
Fax No : +603-7890 4670  
Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

2. If you have any general enquiries on the EGM, please email your queries to [enquiries@ipmuda.com.my](mailto:enquiries@ipmuda.com.my).