

**NOTICE OF THE THIRTY SECOND (32<sup>nd</sup>) ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT THE THIRTY-SECOND (32<sup>ND</sup>) ANNUAL GENERAL MEETING OF ATA IMS BERHAD WILL BE CONDUCTED ON A FULLY VIRTUAL BASIS VIA REMOTE PARTICIPATION AND ELECTRONIC VOTING VIA ONLINE MEETING PLATFORM AT TIH ONLINE WEBSITE AT <https://tjih.online> ON THURSDAY, 23 SEPTEMBER 2021 AT 2:30 P.M. FOR THE FOLLOWING PURPOSES:**

**AGENDA**

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|    |  | <i>Please refer to Explanatory Note 8 (a) (i) Resolution 1</i> |
| 1. | To receive the Audited Financial Statements for the financial year ended 31 March 2021 and the Reports of the Directors and Auditors thereon.  |  |
| 2. | To approve the Directors' fees of RM300,000-00 for the financial year ending 31 March 2022.  |  |
| 3. | To re-elect the following Directors who are retiring in accordance with Clause 76(3) of the Company's Constitution:-<br>(i) Dato' Fong Chiu Wan<br>(ii) Datuk Balachandran a/l Govindasamy | Resolution 2<br>Resolution 3<br>Resolution 4<br>Resolution 5   |
| 4. | To approve the payment of a single tier final dividend of 3.35 sen per ordinary share in respect of the financial year ended 31 March 2021.  |  |
| 5. | To re-appoint Messrs KPMG PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.   |  |

**Special Business**  
To consider and if thought fit, to pass the following Ordinary Resolutions:

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| 6. | <b>AUTHORITY TO ISSUE AND ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT 2016</b><br>"THAT pursuant to Sections 75 and 76 of the Companies Act 2016, Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") ("Listing Requirements") and the approval of the relevant regulatory authorities, where such approval is required, the Directors of the Company be and are hereby authorised to issue and allot shares in the capital of the Company, grant rights to subscribe for shares in the Company, convert any securities into shares in the Company, or allot shares under an agreement or option or offer ("New Shares") from time to time, at such price, to such persons and for such purposes and upon such terms and conditions as the Directors may in their absolute discretion deem fit, provided that the aggregate number of such New Shares to be issued, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer, pursuant to this resolution, when aggregated with the total number of any such shares issued during the preceding 12 months does not exceed 20% of the total number of issued shares (excluding any treasury shares) of the Company for the time being ("Proposed 20% General Mandate"). | Resolution 6 |

THAT such approval on the Proposed 20% General Mandate shall continue to be in force until 31 December 2021.  
THAT with effect from 1 January 2022, the general mandate shall be reinstated from a 20% limit to a 10% limit pursuant to Paragraph 6.03 of the Listing Requirements provided that the aggregate number of such New Shares to be issued, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer by the Company from time to time, at such price, to such persons and for such purposes and upon such terms and conditions as the Directors may in their absolute discretion deem fit, pursuant to this resolution, when aggregated with the total number of any such shares issued during the preceding 12 months does not exceed 10% of the total number of issued shares (excluding any treasury shares) of the Company for the time being ("Proposed 10% General Mandate").

- THAT such approval on the Proposed 10% General Mandate shall continue to be in force until:
- the conclusion of the next Annual General Meeting of the Company held after the approval was given;
  - the expiration of the period within which the next Annual General Meeting of the Company is required to be held after the approval was given; or
  - revoked or varied by resolution passed by the shareholders of the Company in a general meeting,

whichever is the earlier  
(The Proposed 20% General Mandate and Proposed 10% General Mandate shall hereinafter refer to as "Proposed General Mandate").  
THAT the Directors of the Company be and are hereby also empowered to obtain the approval from Bursa Securities for the listing of and quotation for such New Shares on the Main Market of Bursa Securities.

THAT authority be and is hereby given to the Directors of the Company, to give effect to the Proposed General Mandate with full powers to assent to any conditions, modifications, variations and/or amendments as they may deem fit in the best interest of the Company and/or as may be imposed by the relevant authorities.  
AND FURTHER THAT the Directors of the Company, be and are hereby authorised to implement, finalise, complete and take all necessary steps and to do all acts (including execute such documents as may be required), deeds and things in relation to the Proposed General Mandate.

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| 7. | <b>PROPOSED RENEWAL OF AUTHORITY FOR SHARE BUY-BACK ("PROPOSED SHARE BUY-BACK")</b><br>"THAT subject always to the Companies Act 2016 ("the Act"), the Constitution of the Company, the Main Market Listing requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") ("Listing Requirements") and all other applicable laws, guidelines, rules and regulations, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such number of issued shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company provided that:<br>(a) the aggregate number of issued shares in the Company ("Shares") purchased ("Purchased Shares") and/or held as treasury shares pursuant to this ordinary resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at point of purchase; and<br>(b) the maximum fund to be allocated by the Company for the purpose of purchasing the shares shall not exceed the aggregate of the retained profits of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of the purchase.<br>("Proposed Share Buy-Back") | Resolution 7 |

AND THAT the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this Ordinary Resolution and will continue to be in force until:

- the conclusion of the next Annual General Meeting of the Company following at which time the authority shall lapse unless by ordinary resolution passed at the meeting; the authority is renewed, either unconditionally or subject to conditions;
- the expiration of the period within which the next Annual General Meeting of the Company is required by law to be held; or
- revoked or varied by ordinary resolution passed by the shareholders of the Company at a general meeting;

whichever occurs first, but shall not prejudice the completion of purchase(s) by the Company of its own Shares before the aforesaid expiry date and, in any event, in accordance with the Listing Requirements and any applicable law, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.  
AND THAT the Directors of the Company be and are hereby authorised, at their discretion, to deal with the Purchased Shares until all the Purchased Shares have been dealt with by the Directors in the following manner as may be permitted by the Act, Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities of the time being in force:

- To cancel all or part of the Purchased Shares;
- To retain all or part of the Purchased Shares as treasury shares as defined in Section 127 of the Act;
- To distribute all or part of the Treasury shares as dividends to the shareholders of the Company;
- To sell all or part of the treasury shares;
- To transfer all or part of the treasury shares for the purposes of or under the employees' share scheme established by the Company and/or its subsidiaries;
- To transfer all or part of the treasury shares as purchase consideration;
- To sell, transfer or otherwise use the shares for such other purposes as the Minister charged with the responsibility for companies may by order prescribe; and/or
- To deal with the treasury shares in any other manners as allowed by the Act, Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities of the time being in force.

AND THAT the Directors of the Company be and are authorised to take all such steps as are necessary or expedient [including without limitation, the opening and maintaining of central depository accounts] under Securities Industry (Central Depository) Act, 1991, and the entering into all other agreements, arrangements and guarantee with any party (other than the Company) to give effect to the Proposed Share Buy-Back with full powers to assent to any conditions, modifications, variations and/or amendments (if any) as may be imposed by the relevant authorities.

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| 8. | <b>PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE AND PROPOSED NEW SHAREHOLDER MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE WITH THE RELATED PARTIES AS DISCLOSED UNDER PARAGRAPH 4.3 OF THE CIRCULAR TO SHAREHOLDERS</b><br>"THAT approval be and is hereby given pursuant to Paragraph 10.09 and Practice Note 12 of the Bursa Malaysia Main Market Listing Requirements for the Company and its subsidiaries to enter into the category of Recurrent Related Party Transactions of a revenue or trading nature as set out in Paragraph 4.3 of the Circular to Shareholders dated 26 August 2021 with those Related Parties as set out in paragraph 4.2 which are necessary for their day-to-day operations, in the ordinary course of business made on an arm's length basis and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders; AND THAT the authority conferred by this Mandate shall commence immediately upon the passing of this Resolution and is subject to annual renewal. In this respect, the authority shall continue to be in force until:<br>i. the conclusion of the next Annual General Meeting of the Company at which time the authority will lapse unless the authority is renewed by a Resolution passed at that Annual General Meeting;<br>ii. the expiration of the period within which the next Annual General Meeting after that date is required to be held pursuant to Section 340 of the Companies Act 2016 (but shall not extend to such extension as may be allowed pursuant to Section 340 of the Companies Act 2016); or<br>iii. revoked or varied by resolution passed by the shareholders in a general meeting;<br>whichever is the earlier;" | Resolution 8 |

9. To transact any other ordinary business of which due notice shall have been given.  
**BY ORDER OF THE BOARD,**  
  
YONG MAY LI (f)  
(LS0000295) (SSM Practising Certificate No. 202008000285)  
WONG CHEE YIN (f)  
(MAICSA 7023530) (SSM Practising Certificate No. 202008001953)  
  
Company Secretaries  
Johor Bahru  
Dated: 26 August 2021

Notes:  
1. The 32<sup>nd</sup> AGM will be conducted on a fully virtual basis via online meeting platform at [tjih.online](https://tjih.online) provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") in Malaysia via its TIH Online website at <https://tjih.online>. Members are to participate, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, "Participate") remotely at this 32<sup>nd</sup> AGM via Remote Participation and Voting ("RPV") facilities provided by Tricor. According to the Revised Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 1 June 2021 and including any amendments that may be made from time to time, an online meeting platform located in Malaysia is recognised as the meeting venue and all meeting participants of a fully virtual general meeting are required to Participate in the meeting online. For this proposed AGM, the Company will use the RPV facilities provided by Tricor. The RPV facilities will be available to all members of the Company who are entitled to Participate in this 32<sup>nd</sup> AGM via RPV. A member entitled to Participate at this 32<sup>nd</sup> AGM via RPV is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to Participate in his/her place. A proxy may but need not be a member of the Company.  
2. A member of the Company who is entitled to Participate at the 32<sup>nd</sup> AGM of the Company may appoint not more than two (2) proxies to Participate instead of the member at the Annual General Meeting. If two (2) proxies are appointed, the entitlement of those proxies to vote on a show of hands shall be in accordance with the listing requirements of the stock exchange.  
3. Where a member of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote:  
(i) In hard copy form  
(ii) In the case of an appointment made in hard copy form, this proxy form must be deposited at the Share Registrar's Office, 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 Kerinci, 59200 Kuala Lumpur or alternatively, the Customer Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinci, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote.  
(iii) Online  
Where a member of an appointment made via online lodgement facility, please login to the link website at <https://tjih.online> and select "e-Service" to login. Please refer to the Administrative Guide on how to register to TIH Online and submit your Form of Proxy electronically.  
14. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Share Registrar's Office, 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 Kerinci, 59200 Kuala Lumpur or alternatively, the Customer Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinci, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notariately and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.  
15. Please ensure ALL the documents required in this proxy form are completed, signed and dated accordingly.  
16. Last date and time for lodging this proxy form is 2.30 p.m. on Tuesday, 21 September 2021.  
17. A corporate member who has appointed a representative, please deposit the ORIGINAL or duly certified certificate of appointment with the Share Registrar of the Company, 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 Kerinci, 59200 Kuala Lumpur or alternatively, the Customer Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinci, 59200 Kuala Lumpur. The certificate of appointment should be executed in the following manner:  
(i) If the corporate member has a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:  
(a) at least two (2) authorised officers, of whom one shall be a director; or  
(b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.  
18. Pursuant to Paragraph 8.29(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the resolutions set out in the Notice of AGM shall be put to vote by poll.  
Explanatory Note on Ordinary and Special Business:

- Ordinary Business**
  - Item 1 Agenda**  
This item is meant for discussion only as the provision of Section 340(1)(a) of the Companies Act 2016 does not require a formal approval of the shareholders for the Audited Financial Statements. Hence, this Agenda is not put forward for voting.
  - Ordinary Resolution No. 2 & 3**  
Dato' Fong Chiu Wan and Datuk Balachandran a/l Govindasamy are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at the 32<sup>nd</sup> AGM. The Board of Directors has through the Nominations Committee carried out the necessary assessment on the aforesaid Directors and concluded that they met the criteria as prescribed under Paragraph 2.20A of the Main Market Listing Requirements on the requirements on the integrity, competence and time commitment to effectively discharge their roles as Directors. The profiles of the Directors standing for re-election are provided on pages 13 to 14 of the Board of Directors' Profile in the 2021 Annual Report.

- Special Business**
  - Ordinary Resolution No. 6**  
**Authority to Issue and Allot Shares Pursuant to Sections 75 and 76 of the Companies Act 2016**  
The Proposed Resolution, if passed, will empower the Directors of the Company to issue and allot ordinary shares of the Company from time to time and to grant rights to subscribe for shares in the Company, convert any securities into shares in the Company, or allot shares under an agreement or option or offer ("New Shares") from time to time, at such price, to such persons and for such purposes and upon such terms and conditions as the Directors may in their absolute discretion deem fit, provided that the aggregate number of such New Shares to be issued, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer, pursuant to this resolution, when aggregated with the total number of any such shares issued during the preceding 12 months does not exceed 20% of the total number of issued shares (excluding any treasury shares) of the Company for the time being ("Proposed 20% General Mandate") up to 31 December 2021. With effect from 1 January 2022, the Proposed 20% General Mandate will be reinstated to a 10% limit ("Proposed 10% General Mandate") according to Paragraph 6.03 of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The authority for the Proposed 20% General Mandate shall continue to be in force until, unless revoked or varied by the Company in a general meeting, expire at the conclusion of the next Annual General Meeting ("AGM") or the expiration of the period within which the next AGM is required by law to be held, whichever is earlier.  
The Board of Directors of the Company is of the view that the Proposed 20% General Mandate is in the best interest of the Company and its shareholders as it will enable the Directors to take swift action in case of a need to issue and allot new Shares in the capital of the Company, grant rights to subscribe for shares in the Company, convert any securities into shares in the Company, or allot shares under an agreement or option or offer, or for such other purposes as the Minister charged with the responsibility for companies may by order prescribe, or for such other application as the Directors may deem fit in the best interest of the Company.  
The Company has not issued any shares under the mandate granted to the Directors at the last Annual General Meeting of the Company held on 23 September 2020 and which will lapse at the conclusion of the 32<sup>nd</sup> Annual General Meeting of the Company.
  - Ordinary Resolution No. 7**  
**Proposed Share Buy-Back**  
The Proposed Resolution, if passed, will enable the Company to purchase its own shares. The total number of shares purchased shall not exceed 10% of the total number of issued shares of the Company. This authority will, unless revoked or varied by the Company in a general meeting, expire at the conclusion of the next annual general meeting of the Company.  
The details of this Proposed Resolution are set out in Part B of the Statement to the Shareholders of the Company dated 26 August 2021 which is dispatched together with the Company's Annual report 2021.
  - Ordinary Resolution No. 8**  
**Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature**  
The Proposed Resolution, if passed, will authorise the Company and each of its subsidiary companies to enter into recurrent related party transactions of a revenue or trading nature in their ordinary course of business. This authority, unless revoked or varied by the shareholders of the Company at a general meeting, will expire at the conclusion of the next annual general meeting of the Company.

**CLOSURE OF BOOKS**  
To determine shareholders' entitlement to the dividend payment, if approved at the 32<sup>nd</sup> Annual General Meeting of the Company, the Share Transfer books and Register of Members will be closed on 13 October 2021.  
The dividend, if approved, will be paid on 20 October 2021 to shareholders whose names appear in the Register of Members and Record of Depositors at the close of business on 13 October 2021.  
A deposit of the dividend to the dividend only in respect of:  
(a) shares transferred into the depositor's securities account before 4:30 p.m. on 13 October 2021 in respect of ordinary transfers; and  
(b) shares bought on Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of Bursa Malaysia Securities Berhad.



## **ATA IMS BERHAD**

Registration No. 198901012846 (190155-M)  
(Incorporated in Malaysia)

### **INFORMATION GUIDE TO SHAREHOLDERS ON THE 32<sup>ND</sup> ANNUAL GENERAL MEETING**

Date : Thursday, 23 September 2021

Time : 2.30 p.m.

Online Meeting Platform : TIIH Online Website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn Bhd

#### **PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”)**

The Securities Commission Malaysia (“SC”) had, on 13 January 2021, announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures (“SOPs”) issued by the authorities during the Emergency Ordinance and various forms of Movement Control Order (“MCO”). The SC had, on 1 June 2021, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers (including any amendment(s) that may be made from time to time) (“SC Guidance Note”) which states that only fully virtual meetings will be allowed during MCO and Conditional MCO, subject to the requirements under the prevailing and applicable SOPs.

In line with the Government’s directive and SC Guidance Note above to curb the spread of COVID-19, ATA IMS Berhad (“ATAIMS” or “the Company”) will conduct its 32<sup>nd</sup> Annual General Meeting (“32<sup>nd</sup> AGM”) on a fully virtual basis through live streaming and online remote voting through the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its TIIH Online website at <https://tiih.online>.

The online meeting platform is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 and the Chairman of the meeting shall be present at the main venue of the 32<sup>nd</sup> AGM to chair the meeting.



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**REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Shareholders/proxies are able to attend virtually, speak (including posing questions to the Board via real time herein of typed texts) and vote (collectively, “participate”) remotely at the 32<sup>nd</sup> AGM using the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its **TIIH Online website** at <https://tiih.online>.

Shareholders who appoint proxies or attorney or authorized representative(s) to participate via RPV in the 32<sup>nd</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Tuesday, 21 September 2021 at 2.30 p.m.**

A Shareholder who has appointed a proxy or attorney or authorised representative to attend, participate and vote at this AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 32<sup>nd</sup> AGM will be conducted via RPV, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

**PROCEDURES FOR RPV**

Shareholders/proxies/corporate representatives/attorneys who wish to participate at the 32<sup>nd</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. “select Create Account by <b>Individual Holder</b>” Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• 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 remote participation is available for registration at TIIH Online.</li></ul>



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	<b>Procedure</b>	<b>Action</b>
(b)	Submit your Request to attend the 32 <sup>nd</sup> AGM remotely	<ul style="list-style-type: none"><li>• Registration is open from Thursday, 26 August 2021 until the day of the 32<sup>nd</sup> AGM on Thursday, 23 September 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 32<sup>nd</sup> AGM to ascertain their eligibility to practice the 32<sup>nd</sup> AGM using the RPV.</li><li>• To register for the RPV, visit the TIIH Online website and Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) ATAIMS 32<sup>nd</sup> AGM</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “Register for Remote Participation and Voting”</li><li>• Review your registration and proceed to register</li><li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the General Meeting Record of Depositors as at 15 September 2021, the system will send you an e-mail after 21 September 2021 to approve your registration for remote participation and the procedures to use the RPV will be detailed therein. In the event your registration is not approved, you will also be notified via email.</li></ul> <p><i>(Note: Please allow sufficient time required for the approval of new user of TIIH Online as well as the registration for RPV facilities in order that you can login to TIIH Online and participate in the 32<sup>nd</sup> AGM remotely).</i></p>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"><li>• To participate in the 32<sup>nd</sup> AGM, visit the TIIH Online website and Login with your user ID (ie email and password) for remote participation at the 32<sup>nd</sup> AGM at any time from <b>1.30 p.m.</b> i.e. 1 hour before the commencement of the AGM on <b>Thursday, 23 September 2021 at 2.30 p.m.</b></li></ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) ATAIMS 32<sup>ND</sup> AGM</b>” to engage in the proceedings of the 32<sup>nd</sup> AGM remotely.</li></ul>



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		<ul style="list-style-type: none"><li>If you have any question for the Chairman / Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 32<sup>nd</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul>
	<b>Procedure</b>	<b>Action</b>
(e)	Online Remote Voting	<ul style="list-style-type: none"><li>The voting session will commence from <b>2.30 p.m. on Thursday, 23 September 2021</b> until a time when the Chairman announces the completion of the voting session of the 32<sup>nd</sup> AGM.</li><li>To submit your vote, on the TIIH Online website, Select the corporate event: “<b>(REMOTE VOTING) ATAIMS 32<sup>nd</sup> AGM</b>” or if you are in the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button located below the query box.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select the CDS account that represents your shareholdings.</li><li>Indicate your votes for the resolutions that are tabled for voting.</li><li>Confirm and submit your votes.</li></ul>
(f)	End of remote participation	<ul style="list-style-type: none"><li>Upon the announcement by the Chairman on the closure of the 32<sup>nd</sup> AGM, the live streaming will end.</li></ul>

**Note to users of the RPV facilities:**

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live streaming is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.



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**APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY**

Shareholders who appoint proxy(ies) to participate via the RPV at the 32<sup>nd</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than Tuesday, 21 September 2021 at 2.30 p.m.

The appointment of a proxy may be made in hard copy form or electronically as below:

1. In hard copy form

The Form of Proxy must be deposited with Tricor’s office 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 Tricor’s Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

2. Electronically

The form of proxy can be electronically submitted via Tricor’s TIIH Online website at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Form of Proxy.

Please ensure ALL the particulars as required in the Form of Proxy are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Tricor’s office 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 Tricor’s Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than 21 September 2021 at 2.30 p.m. to participate via the RPV in the 32<sup>nd</sup> AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and / or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment at the Tricor’s office, or alternatively, at its Customer Service Centre at the above addresses not later than 21 September 2021 at 2.30 p.m. to participate via the RPV in the 32<sup>nd</sup> AGM.

Shareholders who have appointed proxy(ies) or corporate representative(s) or attorney(s) to participate in the 32<sup>nd</sup> AGM must request his / her proxy(ies) or corporate representative(s) or attorney(s) to register himself / herself / themselves for the RPV at TIIH Online website at <https://tiih.online>.

**PROCEDURES FOR ELECTRONIC SUBMISSION OF FORM OF PROXY**

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

	Procedure	Action
<b>i. Steps for individual Shareholders</b>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>



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b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email and password)</li><li>• Select the corporate event: <b>ATAIMS 32<sup>nd</sup> AGM “SUBMISSION OF PROXY FORM”</b>.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print proxy form for your record.</li></ul>
<b>ii. <u>Steps for corporation or institutional shareholders</u></b>		
a	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li><li>• Complete the registration form and upload the required documents.</li><li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <p>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.</p>
b	Proceed with submission of form of proxy	<ul style="list-style-type: none"><li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Select the corporate exercise name: <b>ATAIMS 32<sup>nd</sup> AGM “SUBMISSION OF PROXY FORM”</b>.</li><li>• Agree to the Terms &amp; Conditions and Declaration.</li><li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li><li>• Prepare the file for the appointment of proxies by inserting the required data.</li><li>• Submit the proxy appointment file.</li><li>• Login to TIIH Online, select corporate exercise name: <b>ATAIMS 32<sup>nd</sup> AGM “SUBMISSION OF PROXY FORM”</b>.</li><li>• Proceed to upload the duly completed proxy appointment file.</li><li>• Select “Submit” to complete your submission.</li><li>• Print the confirmation report of your submission for your record.</li></ul>



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**POLL VOTING**

The voting at the 32<sup>nd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 2.30 p.m. on Thursday, 23 September 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor's TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 32<sup>nd</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 32<sup>nd</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Tuesday, 21 September 2021 at 2.30 p.m.**. The Board will endeavour to answer the questions received at the AGM.

**NO DOOR GIFT/FOOD VOUCHER**

There will be **no distribution** of door gifts or food vouchers for the 32<sup>nd</sup> AGM since the meeting will be conducted on virtual basis.

ATA IMS Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

**ENQUIRY**

If you have any enquiries on the above, kindly 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**

General Line: 603-2783 9299

Fax Number : 603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)





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Contact persons :

- Ms. Lim Lay Kiow  
+603-2783 9232 ; email : Lay.Kiow.Lim@my.tricorglobal.com
- Puan Zakiah Wardi  
+603-2783 9287 ; email : Zakiah@my.tricorglobal.com
- Mr. Keith Lim  
+603-2783 9240 ; email : Keith.Lim@my.tricorglobal.com

**PERSONAL DATA PRIVACY**

By registering for the remote participation and electronic voting meeting and/or submitting an instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.