

ADMINISTRATIVE GUIDE

FOR THE FIFTH ANNUAL GENERAL MEETING (“5TH AGM”)



Day and Date	Thursday, 25 June 2020
Time	10.00 a.m.
Broadcast Venue	Conference Room of Inta Bina Group Berhad 13, 15 & 17 (1st Floor), Jalan SS 15/8A, Subang Jaya, 47500 Petaling Jaya, Selangor Darul Ehsan

DIGITAL BALLOT FORM VOTING AT A FULLY VIRTUAL 5TH AGM

1. As **no shareholder should be physically present at the Broadcast Venue**, shareholders who wish to attend the 5th AGM of the Company will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://bit.ly/2zuY4uZ> (refer to para 11 for further details). After the registration is validated and accepted, shareholders will be sent an email with a link to grant access to the **Digital Ballot Form (“DBF”)**.
2. With the DBF, you may exercise your rights as a shareholder of the Company to participate (including to pose questions to the Board/Management of the Company) and vote during the 5th AGM, at the comfort of your home or from any location.
3. Shareholders may use the Questions’ Pane to submit questions in real time during the meeting via the Webinar solution. Kindly read through the *Webinar and Voting Guide* document, which will be sent together in the email with the DBF.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

4. The Company has requested Bursa Malaysia Depository Sdn Bhd to issue a General Meeting ROD as at 18 June 2020. Only a depositor/shareholder whose name appears on the ROD as at 18 June 2020 shall be entitled to attend the 5th AGM or to appoint proxy(ies) to attend and/or vote on his/her behalf.

PROXY/CORPORATE SHAREHOLDERS/NOMINEES ACCOUNTS

5. If a shareholder is not able to attend the Fully Virtual Meeting on 25 June 2020, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form or email the Proxy Form with the proxy’s **email address** and **mobile phone number** to the Poll Administrator via email at AGM-support.IBG@megacorp.com.my not later than **Tuesday, 23 June 2020 at 10.00 a.m.**
6. Alternatively, you may submit your Proxy Form to the Registered Office of the Company situated at 5-9A, The Boulevard Offices, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur. The Proxy Form must be received by the Company Secretary at the Registered Office no later than **Tuesday, 23 June 2020 at 10.00 a.m. in order for the Poll Administrator to process and send you the DBF to** participate and vote at the meeting.
7. A corporate shareholder who wishes to participate and vote remotely at the 5th AGM will be required to provide the following documents to the Registered Office stated at para 5. Alternatively, the shareholder may e-mail the same to AGM-support.IBG@megacorp.com.my. The documents must be received by no later than **Tuesday, 23 June 2020 at 10.00 a.m.** failing which the corporate representative will not be allowed to participate and vote at the AGM:
 - Certificate of appointment of its Corporate Representative under the seal of the corporation;
 - Corporate Representative’s NRIC Nos, e-mail address and hand-phone number.

The information provided must be complete before the request can be processed. Subject to the specified timeline, upon receipt and verification of such documents, the Corporate Representative will be sent an email providing a link to generate the DBF which will allow the Corporate Representative to participate at the AGM.

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8. A beneficiary who holds shares of the Company under a Nominee Company’s Central Depository System (CDS) account, and who wishes to participate in the AGM must request his/her Nominee Company to appoint him/her as a proxy. In this respect, the Nominee Company will be required to execute the proxy form to appoint the beneficiary as its proxy and the proxy form must be sent to the Registered Office stated in para 6 or e-mail the same to AGM-support.IBG@megacorp.com.my no later than **Tuesday, 23 June 2020 at 10.00 a.m.** failing which the appointment shall be considered as invalid and the beneficiary will not be allowed to participate at the AGM:

Subject to the specified timeline, upon receipt and successful verification of the proxy form, the proxy will be sent an email providing a link to generate the DBF which will allow the proxy to participate in the AGM.

9. A shareholder who has submitted proxy form appointing another person as his/her proxy may revoke the appointment if he/she should decide to personally participate at the AGM remotely. Should revocation is required, please contact Mega Corporate Services Sdn Bhd at telephone number +60 (3) 26924271 no later than **Tuesday, 23 June 2020 at 10.00 a.m.** to request for revocation. If any shareholder should need clarification on revocation of proxy, he/she can email to AGM-support.IBG@megacorp.com.my

POLL VOTING

10. The voting of the 5th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Mega Corporate Services Sdn. Bhd. 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 this AGM, e-voting will be carried out via your internet-enabled device (e.g. Computer/Mobile Phone). The guide to e-voting is available in the same email that is sent to the Shareholder/Proxy/Corporate Representative with the link on the DBF. Please read the instructions carefully and familiarize yourself with the steps needed to exercise your rights at the AGM.

11. Shareholders can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session at the 5th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.
12. The procedures for shareholders to register and to obtain the DBF are as follows:

- **Step 1**

Open this link <https://bit.ly/2zuY4uZ> and submit all details requested at least forty-eight (48) hours before the meeting day, i.e. no later than **10.00 a.m.** on **23 June 2020**. Only depositor/shareholder is allowed to register his/her details online. Kindly ensure that the details are accurate and match the details on the ROD or the proxy form. Any discrepancy in details may result in the depositor/shareholder on not receiving the DBF to access to online meeting and to vote.

- **Step 2**

A shareholder who has successfully registered himself/herself via the link in Step 1 will receive an email from the Poll Administrator, Mega Corporate Services Sdn. Bhd., who will email the DBF to the respective shareholder/proxy. If your registration is successful and you do not receive an email from the Poll Administrator within 24 hours, please contact the hotline of Mega Corporate Services Sdn. Bhd. at telephone number +60 (3) 26924271. Alternatively you may email to AGM-support.IBG@megacorp.com.my with your details.

13. The DBF will contain instructions on how the shareholder or his nominee can participate at the AGM and the access link to the AGM and to participate in voting. You are strongly urged to familiarize yourself with the steps necessary for you to participate and exercise your rights at the AGM. If you are unsure, please reach out to Mega Corporate Services Sdn. Bhd. at their hotline number +60 (3) 2692 4271. Alternatively you can email your queries, with full details of your particulars to AGM-support.IBG@megacorp.com.my