

ADMINISTRATIVE GUIDE

FOR THE SHAREHOLDERS ON SIXTH ANNUAL GENERAL MEETING



6th AGM **Friday, 25 June 2021 at**
Date & Time **3.00 p.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



MODE OF MEETING

In view of the Coronavirus Disease (COVID-19) pandemic and as part of our safety measures, the Sixth Annual General Meeting (“6th AGM”) of INTA BINA GROUP BERHAD (“**INTA BINA**” or “**The Company**”) will be conducted on a fully virtual basis through remote participation and electronic voting from the Broadcast Venue (“**Online Meeting**”). This is in line with the Guidance Notes on the Conduct of General Meetings for the Listed Issuers issued by the Securities Commission Malaysia revised on 5th March 2021.

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. Shareholders will not be allowed to physically present at the Online Meeting in person at the Broadcast Venue on the day of the meeting.

ANNUAL REPORT 2020/CIRCULAR TO MEMBERS

As part of our ‘Go Green’ initiative to help protect the environment for current and future generations, we encourage your support by going paperless and access the digital copy of our Annual Report 2020/Circular to Members for your reading or download from our Company’s website at: <http://intabina.com/investor-relations/reports/>

NO VOUCHERS/DOOR GIFTS

There will be NO VOUCHERS or door gift(s) for shareholders/proxies who participate in the Online Meeting.

DIGITAL BALLOT FORM (“DBF”)

No shareholders should be physically present at the Broadcast Venue. Shareholders who wish to participate the Online Meeting will therefore have to do so remotely. Pre-registration of attendance is required via the link <https://vps.megacorp.com.my/5xjqgo> and submit all the details requested at least forty-eight hours (48) hours before the time of the Online Meeting. After registration is validated and accepted, shareholders will be sent an email with a link to grant access to the DBF.

1. As a member/proxy, you can register online to participate in the 6th AGM. 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 Online Meeting.
2. Members 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 duly completed Proxy Form in hardcopy at the office of the Poll Administrator, **Mega Corporate Services Sdn. Bhd.** situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email at:
AGM-support.IBG@megacorp.com.my not less than forty-eight (48) hours before the time of holding the 6th AGM.
4. For corporate shareholders or Nominee Accounts, please send Proxy Form by email to AGM-support.IBG@megacorp.com.my as per item (4) above.

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5. The Poll Administrator, Mega Corporate Services Sdn Bhd, will email a copy of your DBF to you once they have verified your details.
6. Registered shareholders OR proxies would receive 2 emails:
 - a. Webinar session link (to join the virtual meeting)
 - i. Email from **Webinar Master**
 - a. *To join the Virtual Meeting Session*
 - b. DBF – for remote voting purposes.
 - b. Email from AGM-support.IBG@megacorp.com.my

POLL VOTING

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 Mega Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.

For the purpose of this AGM, e-voting will be carried out via your digital devices (e.g., Computer/Mobile Phone/Tablets). The DBF itself is self-explanatory.

Shareholders or 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 6th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE AGM

The date of Record of Depositors for the AGM is 21 June 2021. As such, only members whose name appears in the Record of Depositors of INTA BINA as at 21 June 2021 shall be entitled to attend, participate, speak and vote at the Online Meeting.

NO REFRESHMENTS AND NO DOOR GIFTS

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

ENQUIRY

If you have any general queries prior to the AGM, please contact the Poll Administrator during office hours (Monday to Friday):

Mega Corporate Services Sdn Bhd

Level 15-2, Bangunan Faber Imperial Court

Jalan Sultan Ismail

50250 Kuala Lumpur

Tel No : +60 (3) 2692 4271 / 2694 8984

Email : AGM-support.IBG@megacorp.com.my

Person in Charge:

- Mr. Alfred John
- Ms. Vinoo