

## **ADMINISTRATIVE GUIDE**

### **ENTITLEMENT TO PARTICIPATE AND VOTE**

Only members whose names appear in the Record of Depositors and/or Register of Members as at 14 September 2020 will be entitled to participate and vote remotely at the 36<sup>th</sup> AGM or appoint a proxy/proxies to participate on his/her behalf.

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

Members are entitled to participate (including posing questions to the Board via real time submission of typed texts) and vote remotely at the 36<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its TIIH Online website at <https://tiih.online>.

**A member who has appointed a proxy or authorised representative to participate and vote at the 36<sup>th</sup> AGM via the RPV must request his/her proxy or authorised representative to register himself/herself for the RPV at TIIH Online website at <https://tiih.online>.**

As the 36<sup>th</sup> AGM is a fully virtual AGM, members who are unable to participate in the AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

### **PROCEDURES FOR RPV**

Members/proxies/corporate representatives who wish to participate in the 36<sup>th</sup> AGM remotely via RPV are to follow the requirements and procedures as summarised 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 website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please 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 email.</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>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"><li><b>Registration is open from Monday, 24 August 2020 until the day of 36<sup>th</sup> AGM on Tuesday, 22 September 2020.</b> Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) IJM 36<sup>th</sup> AGM</b>”.</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select “<b>Register for Remote Participation and Voting</b>”.</li><li>Review your registration and proceed to register.</li><li>Tricor 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 dated 14 September 2020, Tricor will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email.</li></ul> <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV to facilitate your login to TIIH Online and participate in the 36<sup>th</sup> AGM remotely).</i></p>

Procedure		Action
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 36<sup>th</sup> AGM at any time from <b>9.30 a.m.</b> i.e. 30 minutes before the commencement of the AGM on <b>Tuesday, 22 September 2020 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) IJM 36<sup>TH</sup> AGM</b>” to engage in the proceedings of the 36<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman and/or the Board, you may use the query box to transmit your question. The Chairman and/or the Board will endeavor to respond to questions submitted by remote participants during the 36<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Tuesday, 22 September 2020 until a time when the Chairman announces the end of the session. Select the corporate event: “<b>(REMOTE VOTING) IJM 36<sup>TH</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button 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 36<sup>th</sup> AGM, the live streaming will end.</li> </ul>

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

- Should your registration for RPV be approved, Tricor 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 broadcast 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 on the meeting day, kindly call Tricor's helpline 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.

**APPOINTMENT OF PROXY/PROXIES**

Members who wish to appoint proxy/proxies to participate in the 36<sup>th</sup> AGM via RPV may deposit the duly executed Form of Proxy in a hard copy form or by electronic means in the following manner **before 10.00 a.m. on 21 September 2020:-**

- In hard copy form  
submit to the Share Registrar of the Company, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; OR
- By electronic form  
lodge via TIIH Online website at <https://tiih.online> (applicable to individual members only) by following the procedures below:

Procedure	Action
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>
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 address) and password.</li> </ul>

Procedure	Action
	<ul style="list-style-type: none"> <li>• Select the corporate event: "Submission of Proxy Form".</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>

## APPOINTMENT OF CORPORATE REPRESENTATIVE

Corporate members who wish to appoint corporate representatives/representative are required to deposit their original certificate of appointment of corporate representative to Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **before 10.00 a.m. on 21 September 2020**.

## POLL VOTING

Members/proxies/corporate representatives can proceed to vote on the resolutions via TIIH Online website at <https://tiih.online> at any time from the commencement of the 36<sup>th</sup> AGM at 10.00 a.m. on 22 September 2020 but before the end of the voting session which will be announced by the Chairman of the meeting.

Please refer to item (e) under Procedures for RPV.

Upon completion of the voting session, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## PRE-MEETING SUBMISSION OF QUESTIONS

Members may submit questions to the Board in advance prior to the 36<sup>th</sup> AGM no later than **Monday, 21 September 2020 at 10.00 a.m.** via TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically OR email to [csa@ijm.com](mailto:csa@ijm.com). The Board will endeavor to answer the questions received at the AGM.

## NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 36<sup>th</sup> AGM.

## ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar of the Company during office hours from 9.00 a.m. to 5.30 p.m. (Monday to Friday, except public holiday):

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur		General Line:	+603-2783 9299
		Fax Number :	+603-2783 9222
		Email :	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
<b>Contact persons :</b>			
Pn. Azizah Kadir	Tel: +603 2783 9260	Email:	<a href="mailto:Azizah@my.tricorglobal.com">Azizah@my.tricorglobal.com</a>
Mr. Tee Yee Loon	Tel: +603 2783 9242	Email:	<a href="mailto:Yee.Loon.Tee@my.tricorglobal.com">Yee.Loon.Tee@my.tricorglobal.com</a>
Ms. Christine Cheng	Tel: +603 2783 9265	Email:	<a href="mailto:Christine.Cheng@my.tricorglobal.com">Christine.Cheng@my.tricorglobal.com</a>