



IOI GROUP

IOI CORPORATION BERHAD
Company Registration No. 196901000607 (9027-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

for the 52nd AGM of IOI Corporation Berhad (the “Company”)

Date	: Tuesday, 26 October 2021 or any adjournment thereof
Time	: 10:00 am
Meeting Platform	: https://meeting.boardroomlimited.my/ (Domain Registration No. with MYNIC-D6A357657)
Mode of Communication	: (1) Typed texts in the Meeting Platform during live streaming of the 52 nd AGM (2) Email questions to ioicosec@ioigroup.com prior to the 52 nd AGM

1. Mode of Meeting

The 52nd AGM of the Company will be broadcast from IOI Resort City, Putrajaya, Malaysia (“Meeting Venue”) and held virtually through live streaming and online remote voting via Remote Participation and Electronic Voting facilities which are available on Boardroom Share Registrars Sdn Bhd’s website at <https://meeting.boardroomlimited.my/>.

The Meeting Venue of the 52nd AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 (the “Act”) which requires the Chairman of the meeting to be present at the main venue of the meeting. The notification of the Meeting Venue is merely to inform shareholders where the electronic AGM production and streaming would be broadcast from. Shareholders will not be admitted to the Meeting Venue as this is solely meant to facilitate the conduct of the virtual AGM, which will be live-streamed.

This is also in line with Practices 12.1 and 13.3 of the Malaysian Code on Corporate Governance where boards are encouraged to have effective, transparent and regular communication with shareholders, including leveraging technology to promote shareholder participation. The Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission on 18 April 2020 (as revised on 16 July 2021) (“SC Guidance”) encourages companies to continue leveraging technology to conduct their general meetings during Emergency Movement Control Order period and respective phases under the National Recovery Plan, where safe distancing requirements remain. Ensuring the safety of the Company’s shareholders, employees and other stakeholders remains the Company’s top priority.

The Board of Directors will keep the arrangements for the 52nd AGM under review and may make further changes to allow certain physical key personnel attendance only if the Malaysian Government’s restrictions and SC Guidance permit this at the time of the 52nd AGM.

2. Gift Policy

No gift/voucher will be given to shareholders/proxies who participate in the 52nd AGM.

3. Shareholders Entitled to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as at **20 October 2021** shall be eligible to participate and vote at the 52nd AGM or appoint proxy to participate and vote on his or her behalf.

4. Lodgement of Proxy Form

If you are unable to attend the 52nd AGM, you are encouraged to appoint a proxy or the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form in accordance with the notes and instructions printed therein.

Please ensure that the original proxy form is deposited at the office of our Administration and Polling Agent, Boardroom Share Registrars Sdn Bhd (“Boardroom”) at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e. latest by Sunday, **24 October 2021** at **10:00 am**.

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Alternatively, the proxy form may be lodged electronically through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e. latest by Sunday, **24 October 2021 at 10:00 am** in accordance with the steps below:

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

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)

- (a) Access Boardroom's website at <https://investor.boardroomlimited.com>.
- (b) Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- (c) Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or your Passport.
- (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. If you are unable to register, please contact Boardroom for assistance.

Step 2 – e-proxy Lodgement

- (a) Login to <https://investor.boardroomlimited.com> using your user ID (i.e. email address) and password.
- (b) Go to "CORPORATE MEETING" and browse the Meeting List for "**IOI CORPORATION BERHAD 52ND VIRTUAL AGM**" and click "APPLY".
- (c) Read the terms & conditions and confirm 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(ies) and enter the required particulars of your proxy(ies).
- (f) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote.
- (g) Review and confirm your proxy(ies) appointment.
- (h) Click submit.
- (i) Download or print the e-Proxy form acknowledgement.

If you wish to participate in the meeting yourself, please do not submit any proxy form for the meeting. You will not be allowed to participate in the meeting together with a proxy appointed by you.

If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 52nd AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

5. Corporate Shareholders

Corporate shareholders who require their corporate representative to participate and vote at the 52nd AGM must deposit their certificate of appointment of corporate representative to Boardroom not later than 10:00 am on 24 October 2021.

6. Voting Procedure

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all ordinary resolutions set out in the Notice of the 52nd AGM will be put to vote by way of poll.

During the 52nd AGM, the Chairman will invite the poll administrator to brief on the e-Voting housekeeping rules. The voting session will commence 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.

For the purpose of this 52nd AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.



7. Remote Participation and Electronic Voting ("RPEV")

All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the 52nd AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.

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Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities:

Procedure	Actions
Prior to 52nd AGM Date	
1 Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2)</p> <ol style="list-style-type: none"> Access Boardroom's website at https://investor.boardroomlimited.com. Click <<Login>> and click <<Register>> to sign up as a user. Complete registration and upload softcopy of your MyKad/Identification Card (front and back) or your Passport. Please enter a valid email address and wait for Boardroom's email verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided. If you are unable to register, please contact Boardroom for assistance.
2 Submit request for Remote Participation User ID and Password	<p>(Note: Registration for RPEV will open from 27 September 2021. You are required to register to ascertain your eligibility to participate the 52nd AGM by using RPEV. Shareholders are encouraged to register at least 48 hours before the commencement of the meeting to avoid any delay in the registration.</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password. Select "CORPORATE MEETING" from main menu and select IOI CORPORATION BERHAD VIRTUAL 52ND AGM. Read and agree to the terms & conditions. Enter your CDS account number and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or proxy form (as the case may be) to submit the request. Please provide a copy of corporate representative's or proxy holder's MyKad/ Identification Card (front and back) or Passport as well as his/her email address.
3 Email Notification	<ol style="list-style-type: none"> You will receive notification from Boardroom that your request has been received and is being verified. Upon system verification against the Record of Depositors as at 20 October 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. Please note that one (1) user ID and password can only log on to one (1) device at a time.
Prior to 52nd AGM Date	
4 Login to Meeting Platform	<ol style="list-style-type: none"> The Meeting Platform will be open for login one (1) hour before the commencement of the 52nd AGM. The Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> Scan the QR Code provided in the user login guide; Navigate to the website at https://meeting.boardroomlimited.my/ Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.
5 Participation	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</p> <ol style="list-style-type: none"> If you would like to view the live webcast, select the broadcast icon.  If you would like to ask a question during the 52nd AGM, select the messaging icon.  Type your message within the chat box and click the send button once completed.

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Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 52nd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.

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| 6 | Voting | (a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.
(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
(c) To change your vote, simply select another voting direction.
(d) If you wish to cancel your vote, please press "Cancel". |
| 7 | End of Participation | (a) Upon the announcement by the Chairman on the closure of the 52 nd AGM, the live webcast will end
(b) You can now logout from the Meeting Platform. |
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8. No Recording or Photography

No recording or photography of the live streaming of the 52nd AGM proceedings is allowed without the prior written permission of the Company.

9. Submission of Questions

We welcome questions and views from shareholders on the 52nd AGM resolutions and Annual Report 2021 to be raised at the 52nd AGM. You can email your question(s) to ioicosec@ioigroup.com and we will endeavour to provide responses to the queries during the 52nd AGM session. However, if not all answers could be provided during the meeting, the responses will be provided in the Company's website.

10. Enquiry

If you have any enquiries prior to the 52nd AGM or wish to request for assistance relating to the electronic lodgement of proxy form or the participation in the virtual AGM, please contact Boardroom during office hours (8:30 am to 5:30 pm) on Monday to Friday, details as follows:

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

General Line : +603-7890 4700 (Helpdesk)

Fax : +603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com

For enquiries on the administrative details of the 52nd AGM, please contact the following persons during office hours (9:00 am to 5:30 pm) on Monday to Friday:

- Ms Yong Aiminn (+603-8947 6672)
- Ms Winnie Goh (+603-8947 6610)

Fax : +603-8947 8909

Email : ioicosec@ioigroup.com