



# Administrative GUIDE

## for the 55th Annual General Meeting (“AGM”) [“55th AGM”] of IOI Corporation Berhad (the “Company”)

Date	: Tuesday, 5 November 2024 or any adjournment thereof
Time	: 10:00 am (Malaysia time)
Meeting Venue	: Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhr IRC, IOI Resort City, 62502 Putrajaya, Malaysia
Meeting Mode	: Hybrid AGM ( <b>Physical and Virtual</b> )
Meeting Platform	: <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a> (Domain Registration No. D6A475992)
Mode of Communication	: (1) In person at the physical Meeting Venue (2) Real-time submission of textual or verbal questions via ConveneAGM Meeting Platform at <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a> during live streaming of the 55th AGM (3) Early submission of textual questions via ConveneAGM Meeting Platform at <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a> <b>or</b> email to <a href="mailto:ioicosec@ioigroup.com">ioicosec@ioigroup.com</a> prior to the 55th AGM

### 1. Mode of Meeting

The 55th AGM of the Company will be in hybrid format and be held:

- physically at Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhr IRC, IOI Resort City, 62502 Putrajaya, Malaysia (**Physical Meeting**); and
- by way of electronic means through live audio-visual webcast and live audio-only stream (the “Live Webcast”) and online remote voting (collectively, the “Remote Participation and Electronic Voting” or “RPEV”) facilities available at <https://conveneagm.my/ioicorpagm2024> (the “ConveneAGM Meeting Platform”) [**Virtual Meeting**].

The hybrid format of the 55th AGM serves to facilitate more effective interaction between the Company’s Board of Directors, management personnel and shareholders.

### 2. Eligibility of Shareholders to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as at **18 October 2024** shall be eligible to participate and vote at the 55th AGM or to appoint proxy(ies) to participate and vote on his or her behalf.

### 3. Pre-registration for attendance at 55th AGM

All shareholders, proxies and corporate representatives who wish to attend the 55th AGM are required to **pre-register** at ConveneAGM Meeting Platform (<https://conveneagm.my/ioicorpagm2024>) and **confirm your mode of attendance** (either physical attendance **or** virtual attendance). If no physical attendance is indicated, the Company will automatically process your registration for RPEV facilities instead. This is to enable the Company to ascertain your eligibility for participation and to facilitate the necessary preparations for the 55th AGM.

The pre-registration period shall be open on **Monday, 7 October 2024 at 10:00 am** and the closing date and time for the pre-registration shall be as follows:

Mode of Attendance	Closing Date and Time for Pre-Registration
Physical	<b>Sunday, 3 November 2024 at 10:00 am</b>
Virtual	such time before the voting session ends at the 55th AGM on Tuesday, 5 November 2024

Please refer to the next page for registration procedures at ConveneAGM Meeting Platform. Alternatively, you may refer to the **AGM User Guide** available at Convene’s website (<https://www.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf>).

## ADMINISTRATIVE GUIDE FOR THE 55TH AGM OF THE COMPANY

### (a) Registration for Shareholders and/or Corporate Shareholders

	Virtual Meeting	Physical Meeting
Pre-Meeting day: Shareholders’ and/or corporate shareholders’ registration to attend AGM	<ul style="list-style-type: none"> <li>Go to <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a></li> <li>Select “<b>Register as Shareholder</b>”.</li> <li>Fill out the form with the required information and ensure that “<b>No, I/we will attend the meeting virtually.</b>” is selected.</li> <li>Click “<b>Submit Registration</b>”.</li> <li>A confirmation will be displayed after successful registration.</li> <li>Check your email for the next step.</li> <li>Retrieve the email from AGM@Convene.</li> <li>Select “<b>Verify Your Email</b>”.</li> <li>After the email verification, you will be redirected to create your own personalised password.</li> <li>Upon system verification against the Record of Depositors as at 18 October 2024, you will receive an email from AGM@Convene &lt;<a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a>&gt; approving or rejecting your registration.</li> </ul> <p><b>PLEASE NOTE:</b></p> <p><i>Should you decide to attend the AGM physically after successful registration, kindly inform us at <a href="mailto:support_conveneAGM@kpmg.com.my">support_conveneAGM@kpmg.com.my</a> to switch your registration from virtual attendance to physical attendance before the cut-off time at 10:00 am on 3 November 2024.</i></p>	<ul style="list-style-type: none"> <li>Go to <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a></li> <li>Select “<b>Register as Shareholder</b>”.</li> <li>Fill out the form with the required information and ensure that “<b>Yes, I/we will attend the meeting in person.</b>” is selected.</li> <li>Click “<b>Submit Registration</b>”.</li> <li>A confirmation will be displayed after successful registration.</li> <li>Check your email for the next step.</li> <li>Retrieve the email from AGM@Convene.</li> <li>Select “<b>Verify Your Email</b>”.</li> <li>After the email verification, you will be redirected to create your own personalised password.</li> <li>Upon system verification against the Record of Depositories as at 18 October 2024, you will receive an email from AGM@Convene &lt;<a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a>&gt; approving or rejecting your registration.</li> </ul> <p><b>PLEASE NOTE:</b></p> <p><i>Should you no longer wish to attend the AGM physically, kindly inform us at <a href="mailto:support_conveneAGM@kpmg.com.my">support_conveneAGM@kpmg.com.my</a> to switch your registration from physical attendance to virtual attendance before the cut-off time at 10:00 am on 3 November 2024.</i></p>
Meeting day: Shareholders’ and/or corporate shareholders’ participation in AGM	<ul style="list-style-type: none"> <li>Login to <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a></li> <li>Click to start Live Webcast.</li> <li>Proceed to submit questions and/or vote when permissible.</li> </ul>	<ul style="list-style-type: none"> <li>Please produce your original MyKad (for Malaysians) or Passport (for foreigners) for verification purpose at the registration counter on the AGM day.</li> <li>Kindly note that your attendance at the AGM is only confirmed after verification.</li> </ul>

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### (b) Registration for Proxy Holders

	Virtual Meeting	Physical Meeting
Pre-Meeting day: Proxy holders' registration to attend AGM	<ul style="list-style-type: none"> <li>As Proxy, you will receive email from AGM@Convene &lt;agmaccounts@conveneagm.com&gt; once you are appointed by your shareholder.</li> <li>Retrieve the email from AGM@Convene.</li> <li>Select “<b>Verify Your Email</b>”.</li> <li>Select “<b>No, I/we will attend the meeting virtually</b>” and click “<b>Submit</b>”.</li> <li>In the event that the shareholder that appointed you cannot be authenticated against the Record of Depositors as at 18 October 2024, your registration will be invalid.</li> </ul> <p><b>PLEASE NOTE:</b></p> <p><i>Should you decide to attend the AGM physically after successful registration, kindly inform us at <a href="mailto:support_conveneAGM@kpmg.com.my">support_conveneAGM@kpmg.com.my</a> to switch your registration from virtual attendance to physical attendance before the cut-off time at 10:00 am on 3 November 2024.</i></p>	<ul style="list-style-type: none"> <li>As Proxy, you will receive email from AGM@Convene &lt;agmaccounts@conveneagm.com&gt; once you are appointed by your shareholder.</li> <li>Retrieve the email from AGM@Convene.</li> <li>Select “<b>Verify Your Email</b>”.</li> <li>Select “<b>Yes, I/we will attend the meeting in person</b>” and click “<b>Submit</b>”.</li> <li>In the event that the shareholder that appointed you cannot be authenticated against the Record of Depositors as at 18 October 2024, your registration will be invalid.</li> </ul> <p><b>PLEASE NOTE:</b></p> <p><i>Should you no longer wish to attend the AGM physically, kindly inform us at <a href="mailto:support_conveneAGM@kpmg.com.my">support_conveneAGM@kpmg.com.my</a> to switch your registration from physical attendance to virtual attendance before the cut-off time at 10:00 am on 3 November 2024.</i></p>
Meeting day: Proxy holders' participation in AGM	<ul style="list-style-type: none"> <li>Sign in to <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a>.</li> <li>Click to start Live Webcast.</li> <li>Proceed to submit questions and/or vote when permissible.</li> </ul>	<ul style="list-style-type: none"> <li>Please produce your original MyKad (for Malaysians) or Passport (for foreigners) for verification purpose at the registration counter on the AGM day.</li> <li>Kindly note that your attendance at the AGM is only confirmed after verification.</li> </ul>

#### 4. Lodgement of Proxy Form and/or Certificate of Appointment of Corporate Representative

If you are unable to attend the 55th AGM, you are encouraged to appoint a proxy or proxies and indicate the voting instructions on the proxy form in accordance with the notes and instructions printed therein.

If you wish to participate in the 55th AGM yourself, please do not submit any proxy form for the 55th AGM. You will not be allowed to participate in the 55th AGM together with a proxy appointed by you.

The instrument appointing proxy(ies) may be submitted in hard copy 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 55th AGM or adjourned AGM at which the person named in the appointment proposes to vote:

##### (a) In hard copy form

The proxy form must be deposited at the office of our Administration and Polling Agent, **KPMG Management & Risk Consulting Sdn Bhd** (“KPMG MRC”) at Concourse, KPMG Tower, No. 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

##### (b) By electronic means

The proxy form can also be lodged electronically via ConveneAGM Meeting Platform at <https://conveneagm.my/ioicorpagm2024> or via email to [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my).

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You may follow the steps below to lodge electronic proxy via ConveneAGM Meeting Platform:

1. Go to <https://conveneagm.my/ioicorpagm2024>.
2. Select “**Register as Shareholder**”.
3. Fill out the form with the required information and select “**Submit Registration**”.
4. A confirmation will be displayed after successful registration.
5. Check your email for the next step.
6. Retrieve the email from AGM@Convene.
7. Select “**Verify Your Email**”.
8. After the email verification, you will be redirected to create your own personalised password.
9. Sign in to <https://conveneagm.my/ioicorpagm2024>.
10. Select “**Fill Out Proxy Form**”.

If you have submitted your proxy form prior to the 55th AGM and subsequently decide to participate in the 55th AGM yourself, please write to [support\\_conveneAGM@kpmg.com.my](mailto:support_conveneAGM@kpmg.com.my) to revoke the appointment of your proxy(ies) **at least forty-eight (48) hours** before the 55th AGM. Alternatively, kindly follow the steps listed above under **Note 3(a) Registration for Shareholders and/or Corporate Shareholders** to register for the 55th AGM. In such an event, your appointment of proxy(ies) shall be automatically revoked.

Persons who hold the Company’s shares through relevant intermediaries should not use the proxy form and should instead approach their respective relevant intermediaries as soon as possible to specify voting instructions, submit questions ahead of the 55th AGM and/or participate in the 55th AGM.

Corporate shareholders who require their corporate representative to participate and vote at the 55th AGM must deposit their certificate of appointment of corporate representative with KPMG MRC **at least forty-eight (48) hours** before the 55th AGM.

### 5. Submission of Questions

You can submit your questions and comments on the 55th AGM resolutions, Annual Report 2024 (including Audited Financial Report 2024) and Sustainability Report 2024 at ConveneAGM Meeting Platform at <https://conveneagm.my/ioicorpagm2024> **or** email to [ioicosec@ioigroup.com](mailto:ioicosec@ioigroup.com) prior to the 55th AGM.

For submission of questions “live” at the 55th AGM:

Virtual Meeting	Physical Meeting
<ul style="list-style-type: none"> <li>• Authenticated shareholders, proxies and corporate representatives can submit questions “live” (<i>via the Live Webcast with their mobile phones, tablets, laptops or computers</i>) by clicking “<b>Ask a Question</b>” in ConveneAGM Meeting Platform.</li> <li>• To submit a written question, please select “<b>Type a Question</b>” and input your queries in the text box provided.</li> <li>• To ask questions via voice call, please select “<b>Queue for Voice Call</b>”. Callers will be admitted in sequence of queue order during the Question and Answer session of the AGM. Kindly be on standby and <b>unmute your microphone once you have been admitted</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Authenticated shareholders, proxies and corporate representatives will be able to ask questions in person at the Physical Meeting Venue.</li> </ul>

Where there are substantially similar questions for the 55th AGM, the Company will consolidate such questions and hence, such questions may not be addressed individually. If responses cannot be provided in their entirety during the AGM, the responses will be published on the Company’s website.

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### 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 55th AGM shall be put to vote by way of poll.

The Company has appointed KPMG Management & Risk Consulting Sdn Bhd as the Administration and Polling Agent to conduct the polling process, as well as SKY Corporate Services Sdn Bhd as the independent Scrutineers to verify the results of the poll.

During the 55th AGM, the Chairman will invite the Administration and Polling Agent to brief on the electronic voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened, until such time when the Chairman announces the closure of the poll.

Voting will be carried out simultaneously for all shareholders, proxies and corporate shareholders participating in the Physical Meeting or the Virtual Meeting. You may follow the steps below to cast your votes:

Virtual Meeting	Physical Meeting
<ul style="list-style-type: none"><li>Once the Chairman announces the commencement of polling, you will be able to cast votes on the right-hand side of the screen in ConveneAGM Meeting Platform.</li><li>Please take note that while the voting session is still open, you are able to change the voting instructions.</li><li>Once the votes have been cast, a message of “vote successfully” will be shown on the screen.</li></ul>	<ul style="list-style-type: none"><li>You are advised to bring your own personal device in order to vote via ConveneAGM Meeting Platform at <a href="https://conveneagm.my/ioicorpagm2024">https://conveneagm.my/ioicorpagm2024</a> by scanning your unique QR code at the registration desk.</li><li>Once the Chairman announces the commencement of polling, please log in using the QR code scanned at the registration desk and proceed to cast votes.</li><li>Please take note that while the voting session is still open, you are able to change the voting instructions.</li><li>Once the votes have been cast, a message of “vote successfully” will be shown on the screen.</li></ul>

### 7. Other Information for the Physical Meeting

- All attendees at the Physical Meeting must be fully vaccinated or medically ineligible for vaccination. Although the wearing of face masks in enclosed spaces is now optional, you are advised to keep your mask on at the physical Meeting Venue during the 55th AGM if you are unwell with sore throat, flu, fever, cough or other common symptoms of COVID-19. The Company also reserves the right to reject entrance of any attendee who does not meet the foregoing health standard operating procedures.
- Registration will commence at 7:30 am at the Physical Meeting Venue and will remain open until the start of the 55th AGM.
- Kindly present your original MyKad/passport at the registration counter for verification.
- No person will be allowed to register on behalf of another person, even if the original MyKad/Passport of that person is presented.
- You will also be given a coloured wristband. No person will be allowed to enter the meeting room without wearing the coloured wristband.
- You will be allowed to enter the meeting room from 9:00 am onwards. Kindly switch off your mobile phone or put it on silent mode before you enter the meeting room.
- No recording or photography of the live streaming of the 55th AGM proceedings is allowed without the prior permission of the Company.
- Parking bays are available at the basement levels of Le Méridien Putrajaya and IOI City Mall, IOI Resort City, 62502 Putrajaya. To waive parking charges, please approach our Complimentary Parking Counter prior to exiting the Physical Meeting.
- Light refreshments will be served from **7:30 am** until the conclusion of the 55th AGM. Meal vouchers for redemption of the light refreshment will be provided to **pre-registered and verified** shareholders, proxies and corporate representatives attending the Physical Meeting, on a **per pax** basis:
  - One (1) meal voucher for each shareholder present in person, regardless of the number of CDS accounts represented.
  - One (1) meal voucher for each proxy present in person, regardless of the number of shareholders/CDS accounts represented.
  - If you are a shareholder who is also appointed as proxy by another shareholder, only one (1) meal voucher will be given to you.
  - If you are a corporate representative who is also a shareholder and/or proxy appointed by another shareholder, only one (1) meal voucher will be given to you.
  - If the proxy has collected the meal voucher earlier, the shareholder who subsequently decides to attend and request to revoke the proxy appointment will not be given any meal voucher.

## ADMINISTRATIVE GUIDE FOR THE 55TH AGM OF THE COMPANY

### 8. Gift Policy

Only shareholders, proxies and corporate representatives who attend the 55th AGM **in person (i.e. Physical Meeting)** are eligible to receive Touch 'n Go ("TNG") eWallet credit worth RM50/-. The distribution criteria are as follows:

Category	TNG eWallet Credit Entitlement			
Shareholders and corporate representatives (regardless of number of shares held)	TNG eWallet credit worth RM50/- for each CDS account represented. E.g.: Mr ABC, a shareholder with three (3) CDS accounts under his name, will receive a total of RM150/- upon in-person registration at the Physical Meeting.			
Proxies (where each proxy must represent a minimum of 1,000 shares)	TNG eWallet credit worth RM50/- for each CDS account represented, up to a maximum of RM100/- if multiple proxies are appointed for the same CDS account. E.g.: Mr ABC appoints Mr DEF and Ms GHI as proxies for his CDS accounts in the following manner and both proxies attend the 55th AGM physically.			
	CDS Account No. (No. of shares)	Proxies and Number of Shares Represented		TNG eWallet Credit Entitlement
	011-111-123456789 (50,000 shares)	Mr DEF	25,000 shares	RM50/-
		Ms GHI	25,000 shares	RM50/-
	012-112-012345678 (2,000 shares)	Mr DEF	2,000 shares	RM50/-
013-113-987654321 (1,500 shares)	Mr DEF	1,000 shares	RM50/-	
	Ms GHI	500 shares	Nil	

Eligible shareholders, proxies and corporate representatives will receive the TNG eWallet credit via email within twenty-one (21) business days (excluding Saturdays, Sundays and public holidays) from the date of the 55th AGM. **To ensure on-time distribution of TNG eWallet credit, physical attendees are required to perform the pre-registration process as set out in Notes 3(a) & (b) of this Administrative Guide, prior to attending the 55th AGM.**

### 9. Enquiry

For enquiries on the following matters, please do not hesitate to contact KPMG MRC:

(a) For matters relating to proxy processing and eligibility to participate at the 55th AGM:

Email : [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my)  
 Telephone No. : +603-7721 3388 (ext 7329 / 7780 / 7449)  
 Availability : Mondays to Fridays (8:30 am to 5:30 pm) except public holidays

(b) For ConveneAGM Meeting Platform technical support:

Email : [support@conveneagm.com](mailto:support@conveneagm.com)  
 Toll Free No : 1 800 817 240  
 Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/oiicorpagm2024>  
 Availability : 24/7

For enquiries on administrative details of the 55th AGM, please contact the following persons on Mondays to Fridays (9:00 am to 6:00 pm) except public holidays:

- Ms Loh Hoong Ling (+603-8947 8898)
- Ms Vanesa Loh JiChin (+603-8947 8906)

Fax : +603-8947 8909  
 Email : [ioicosec@ioigroup.com](mailto:ioicosec@ioigroup.com)



# Request FORM

Should you require a printed copy of the following documents, please forward your request by completing and sending this Request Form to us or email your request to [ioicosec@ioigroup.com](mailto:ioicosec@ioigroup.com). The requested printed copy(ies) will be provided to you within four (4) market days from the date of receipt of your request.

Please send me/us a printed copy of the following document(s):

Annual Report 2024  
(including Audited Financial Report 2024 and Sustainability Report 2024)

Circular to Shareholders 2024

## PARTICULARS OF SHAREHOLDER

Name of Shareholder (full name in block letters) : \_\_\_\_\_

MyKad / Passport / Company No. : \_\_\_\_\_

CDS Account No. : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mobile Phone / Telephone No. : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

### PERSONAL DATA PRIVACY:

By submitting this Request Form, the shareholder accepts and agrees to the collection, use and disclosure of the shareholder's personal data by the Company (or its agents or service providers) for the purpose of preparation and compilation of documents relating to the Annual General Meeting and any adjournment thereof.

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**The Company Secretary**

**IOI CORPORATION BERHAD**

Company Registration No. 196901000607 (9027-W)

Level 29, IOI City Tower 2

Lebuh IRC, IOI Resort City

62502 Putrajaya, Malaysia

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