

**ADMINISTRATIVE GUIDE  
FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

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Date : **Tuesday, 12 December, 2023**  
Time : **11.00 a.m.**  
Broadcast Venue : Jasmin Room, Level 1  
Impiana KLCC Hotel  
13, Jalan Pinang  
50450 Kuala Lumpur



**Voting via Digital Ballot Form at a Virtual EGM**

1. This is a fully virtual Meeting. Shareholders who wish to participate at the EGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/Q5sgrY> (please refer to para 4 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the **Digital Ballot Form (“DBF”)**.
2. With the DBF and the meeting link, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the EGM, at the comfort of your home or from any location.
3. Shareholders may use the **Questions’ Pane** facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Shareholders may also submit questions before the meeting via email to: [EGM-support.Impiana@megacorp.com.my](mailto:EGM-support.Impiana@megacorp.com.my) in relation to the agenda items for the EGM.

**Registration Procedure**

4. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the livestreaming session to participate and vote remotely during the EGM online:
  - a. Open this link <https://vps.megacorp.com.my/Q5sgrY>, or scan the QR code at the top right corner of this document, and submit all requisite details at least forty-eight (48) hours before the date of EGM.
  - b. Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the Meeting.

- c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator:

**Mega Corporate Services Sdn. Bhd.**  
Level 15-2, Bangunan Faber Imperial Court,  
Jalan Sultan Ismail, 50250 Kuala Lumpur

Or

Send an email to: [EGM-support.Impiana@megacorp.com.my](mailto:EGM-support.Impiana@megacorp.com.my) not less than 48 hours before the date of the EGM.

- d. For corporate shareholders / nominee accounts, please execute Proxy Form as per step (c) above.
- e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn. Bhd., will send you two emails:
- i. **Meeting Link** - to join the livestreaming session
  - ii. **DBF** - for remote voting purposes.

### **Record of Depositors (“ROD”) for the EGM**

5. The date of ROD for the EGM is at Tuesday, 5 December, 2023. As such, only duly registered shareholders whose name appear in the ROD shall be entitled to participate, speak and vote at the EGM or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his / her behalf.

### **Poll Voting**

6. The voting of the EGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn. Bhd. as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
7. Shareholders or proxies 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 for the EGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

### **Enquiry**

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

### **Mega Corporate Services Sdn. Bhd.**

Email : [EGM-support.Impiana@megacorp.com.my](mailto:EGM-support.Impiana@megacorp.com.my)  
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