



MAGMA GROUP BERHAD
(Formerly Known as Impiana Hotels Berhad)
Registration No. 200601021085 (740838-A)
(Incorporated in Malaysia)

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

Date and Time : Tuesday, 10 September 2024, 11.00 a.m
Broadcast Venue : Jasmin Room, Level 1, Impiana KLCC Hotel,
13, Jalan Pinang, 50450 Kuala Lumpur
Online Registration : For individual members <https://vps.megacorp.com.my/33sVMF>



Voting via Digital Ballot Form at a Virtual EGM

1. This is a 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/33sVMF> (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, in 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.magma@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 live-streaming session to participate and vote remotely during the EGM online:
 - a. Open this link <https://vps.megacorp.com.my/33sVMF> 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 the Chairman of the meeting as a proxy 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 Form of Proxy, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator:

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

OR

By email to
EGM-support.magma@megacorp.com.my
(not less than 24 hours before the date of the EGM)

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



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Record of Depositors (“ROD”) for the EGM

5. The date of ROD for the EGM is on 3 September 2024. As such, only duly registered shareholders whose names appear in the ROD shall be entitled to participate, speak, and vote at the EGM or appoint a 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 Address : EGM-support.magma@megacorp.com.my
Tel No. : +603 2692 4271 / +603 2694 8984
Contact Person : Vinoo +6016 969 9220 / Benjamin +6017 611 9665