



# Administrative Guide

for the 10<sup>th</sup> Annual General Meeting (“10<sup>th</sup> AGM”) of IOI Properties Group Berhad (the “Company”)

Date	: Tuesday, 8 November 2022 or any adjournment thereof
Time	: 10:00 am (Malaysia time)
Meeting Platform	: <a href="https://conveneagm.my/ioipropertiesagm2022">https://conveneagm.my/ioipropertiesagm2022</a> (Domain Registration No. D6A475992)
Broadcast Venue	: Millennium Ballroom 1 (Level 1) Le Méridien Putrajaya Lebuh IRC, IOI Resort City 62502 Putrajaya, Malaysia
Mode of Communication	: (1) Pose questions to the Board of Directors via real-time submission of textual question available at Meeting Platform during live streaming of the 10 <sup>th</sup> AGM (2) Submit questions at Meeting Platform or email to <a href="mailto:ioicosec@ioigroup.com">ioicosec@ioigroup.com</a> prior to the 10 <sup>th</sup> AGM

## 1. Mode of Meeting

The 10<sup>th</sup> AGM of the Company will be conducted virtually through live audio-visual webcast and live audio-only stream (“Live Webcast”) and online remote voting (collectively, “Remote Participation and Electronic Voting” or “RPEV”) facility at <https://conveneagm.my/ioipropertiesagm2022> (“ConveneAGM Meeting Platform”) from the Broadcast Venue. With the RPEV facility, shareholders/proxies/corporate representatives may exercise their rights to participate (including to pose questions to the Chairman, Board of Directors and/or Management of the Company) and vote at the 10<sup>th</sup> AGM, safely from their home.

The Broadcast Venue 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 of the Company to be present at the main venue in Malaysia. **Shareholders/proxies/corporate representatives are required to participate in the meeting online.**

As guided by the Securities Commission Malaysia’s Guidance Note and Frequently Asked Questions on the conduct of General Meetings for Listed Issuers and its subsequent amendments, the right to speak is not limited to verbal communication only but includes other modes of expression. Therefore, all shareholders, proxies and/or corporate representatives shall communicate via real-time submission of textual question available at ConveneAGM Meeting Platform during live streaming of the 10<sup>th</sup> AGM as the primary mode of communication.

Shareholders should note that the manner of the conduct of the AGM may be subject to further changes based on the Covid-19 situation, any legislative amendments and any directives or guidelines from the Malaysian Government agencies or regulatory authorities. Any changes to the manner of conduct of the 10<sup>th</sup> AGM will be announced by the Company on its corporate website and/or Bursa Malaysia Securities Berhad (“Bursa Malaysia”) website. Shareholders are advised to check Bursa Malaysia website and our corporate website regularly for further updates.

## 2. Gift Policy

No gift/voucher will be given to shareholders/proxies who participate at the 10<sup>th</sup> AGM.

## 3. Remote Participation and Electronic Voting

All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility at ConveneAGM Meeting Platform (<https://conveneagm.my/ioipropertiesagm2022>) to participate and vote remotely at the 10<sup>th</sup> AGM.

All shareholders who wish to participate at the 10<sup>th</sup> AGM are required to register online at ConveneAGM Meeting Platform.

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Registration for remote access will open from **Friday, 7 October 2022 until the day of the 10th AGM** on Tuesday, 8 November 2022. Shareholders are encouraged to register at least **forty-eight (48) hours** before the commencement of the 10<sup>th</sup> AGM to allow some time for our Administration and Polling Agent, KPMG Management & Risk Consulting Sdn Bhd ("KPMG") to verify the shareholder status and to avoid any delay in registration.

Kindly follow the steps below or provided in the AGM User Guide at <https://cdn.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf> on how to register online:

## Pre Meeting Day –

Registration for Shareholders and/or Corporate Representatives

- Go to <https://conveneagm.my/ioipropertiesagm2022>.
- Select "**Register Now**" and choose "**Register as Shareholder**".
- Fill out the form with the required information and click to "**Submit Registration**".
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Retrieve the email from AGM@Convene (agmaccounts@conveneagm.com).
- Select "**Verify Your Email**".
- After the email verification, you will be redirected to create your own personalised password.
- Upon system verification against the Record of Depositors and Register of Members as at 31 October 2022, you will receive email from AGM@Convene indicating that your registration is approved or rejected.

*Please note that the corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their certificate of appointment of corporate representative with KPMG not later than Sunday, 6 November 2022 at 10:00 am (Malaysia time).*

## Pre Meeting Day –

Registration for Proxy holders

- As Proxy, you will receive email from AGM@Convene (agmaccounts@conveneagm.com) with your proxy code once you are appointed by your shareholder.
- Click on the link in the email or go to <https://conveneagm.my/ioipropertiesagm2022>.
- Select "**Register Now**" and choose "**Register as Proxyholder**".
- Fill out the form with the required information and click to "**Submit Registration**".
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Retrieve the email from AGM@Convene.
- Select "**Verify Your Email**".
- After the email verification, you will be redirected to create your own personalised password.

*Please note that in the event the shareholder who appointed you cannot be authenticated against the Record of Depositors and Register of Members as at 31 October 2022, your registration will not be valid.*

## Meeting Day –

Participation by Shareholders, Proxies and/or Corporate Representatives during AGM

- Login to <https://conveneagm.my/ioipropertiesagm2022>.
- Click to start Live Webcast.
- Proceed to ask question and/or vote when permissible.

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## 4. Shareholders Entitled to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as at **31 October 2022** shall be eligible to participate and vote at the 10<sup>th</sup> AGM or appoint proxy to participate and vote on his or her behalf.

## 5. Lodgement of Proxy Form

If you are unable to attend the 10<sup>th</sup> 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.

The proxy form may be made in hard copy or by electronic means, not less than **forty-eight (48) hours** before the time appointed for holding the meeting, i.e. latest by **Sunday, 6 November 2022 at 10:00 am (Malaysia time)**, as follows:

### (i) In hard copy form

The proxy form must be deposited at the office of our Administration and Polling Agent, KPMG at Concourse, KPMG Tower, No. 8, First Avenue, Bandar Utama, 47800 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

### (ii) By electronic means

The proxy form can also be lodged electronically through ConveneAGM Meeting Platform at <https://conveneagm.my/ioipropertiesagm2022> or email to [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my).

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

- Go to <https://conveneagm.my/ioipropertiesagm2022>.
- Select **“Register Now”** and choose **“Register as Shareholder”**.
- Fill out the form with the required information and select **“Submit Registration”**.
- A confirmation will be displayed after a successful registration.
- Check your email for the next step.
- Retrieve the email from AGM@Convene ([agmaccounts@conveneagm.com](mailto:agmaccounts@conveneagm.com)).
- Select **“Verify Your Email”**.
- After the email verification, you will be redirected to create your own personalised password.
- Sign in to <https://conveneagm.my/ioipropertiesagm2022>.
- Select **“Fill Out proxy form”**.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at KPMG or email the soft copy to [support\\_conveneagm@kpmg.com.my](mailto:support_conveneagm@kpmg.com.my) not later than **Sunday, 6 November 2022 at 10:00 am (Malaysia time)**. A copy of the power of attorney may be accepted provided that it is certified or notarised in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

If you wish to participate in the 10<sup>th</sup> AGM 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 at the meeting yourself, please write in 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 10<sup>th</sup> AGM.

Alternatively, kindly follow the steps listed above under Section 3 (Remote Participation and Electronic Voting) to register for RPEV facility. In such an event, your appointment of proxy shall be revoked. Please advise your proxy accordingly.

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 10<sup>th</sup> AGM and/or participate in the 10<sup>th</sup> AGM.

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## 6. Voting Procedure

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia, all ordinary resolutions set out in the Notice of the 10<sup>th</sup> AGM shall be put to vote by way of poll.

Our Administration and Polling Agent and Independent Scrutineers will conduct the polling process and verify the results of the poll respectively.

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.

## 7. Submission of Questions

We welcome questions and views from shareholders on the 10<sup>th</sup> AGM resolutions and Integrated Annual Report 2022 to be raised at the 10<sup>th</sup> AGM. You can submit your questions at ConveneAGM Meeting Platform at <https://conveneagm.my/ioipropertiesagm2022> or email to [ioicosec@ioigroup.com](mailto:ioicosec@ioigroup.com) prior to the 10<sup>th</sup> AGM.

Where there are substantially similar questions for the 10<sup>th</sup> AGM, the Company will consolidate such questions. As a result, the questions received may not be addressed individually. However, if not all answers could be provided during the 10<sup>th</sup> AGM, the responses will be provided in the Company's website.

## 8. Enquiry

Should you require any assistance on the RPEV facility, kindly contact KPMG, details as follows:

(a) For matters relating to proxy processing and eligibility to participate at the 10<sup>th</sup> AGM during office hours (8:30 am to 5:30 pm) (Malaysia time)

Email : [support\\_conveneAGM@kpmg.com.my](mailto:support_conveneAGM@kpmg.com.my)  
Telephone No. : +60 3 7721 7954/7329/7780

(b) For ConveneAGM Technical Support (available 24/7)

Toll Free No : 1 800 817 240  
Email : [support@conveneagm.com](mailto:support@conveneagm.com)  
Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/ioipropertiesagm2022>

For enquiries on the administrative details of the 10<sup>th</sup> AGM, please contact the following persons during office hours (9:00 am to 5:30 pm) (Malaysia time) on Monday to Friday:

- Ms Chan Chia Xuan (+60 3 8947 8987)
- Mr Gan Soong Hao (+60 3 8947 6672)

Fax : +60 3 8947 8909  
Email : [ioicosec@ioigroup.com](mailto:ioicosec@ioigroup.com)