



ADMINISTRATIVE GUIDE

for the 54th Annual General Meeting (“AGM”) [“54th AGM”] of IOI Corporation Berhad (the “Company”)

- Date** : Friday, 27 October 2023 or any adjournment thereof
- Time** : 10:00 am (Malaysia time)
- Meeting Venue** : Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhraya IRC, IOI Resort City, 62502 Putrajaya, Malaysia
- Meeting Mode** : Hybrid AGM (**Physical and Virtual**)
- Meeting Platform** : <https://conveneagm.my/ioicorpagm2023>
(Domain Registration No. D6A475992)
- Mode of Communication** : (1) In-person at the physical Meeting Venue
(2) Pose questions to the Board of Directors via real-time submission of textual questions available at the Meeting Platform during live streaming of the 54th AGM
(3) Submit questions at the Meeting Platform or email to ioicosec@ioigroup.com prior to the 54th AGM

1. Mode of Meeting

The 54th AGM of the Company will be in hybrid format and held:

- (i) physically at Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhraya IRC, IOI Resort City, 62502 Putrajaya, Malaysia (**Physical Meeting**); and
- (ii) by way of electronic means through live audio-visual webcast and live audio-only stream (“Live Webcast”) and online remote voting (collectively, “Remote Participation and Electronic Voting” or “RPEV”) facilities which are available at <https://conveneagm.my/ioicorpagm2023> (“ConveneAGM Meeting Platform”) [**Virtual Meeting**].

The hybrid format of the 54th AGM serves to facilitate interaction between the Board of Directors of the Company, members of the Company’s management and shareholders.

2. Shareholders Entitled to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as at **19 October 2023** shall be eligible to participate and vote at the 54th AGM or appoint proxy to participate and vote on his or her behalf.

3. Pre-registration for attendance at 54th AGM

Pre-registration is not required for shareholders intending to attend the 54th AGM in person at the physical Meeting Venue.

However, shareholders wishing to participate at the **Virtual Meeting** are required to **pre-register** for attendance from **29 September 2023** until the day of the 54th AGM on Friday, 27 October 2023 at ConveneAGM Meeting Platform (<https://conveneagm.my/ioicorpagm2023>). This is to enable the Company to ascertain their eligibility to participate and to facilitate our arrangement of the 54th AGM. Shareholders are encouraged to register at least **forty-eight (48) hours** before the commencement of the 54th AGM to avoid any delay in the registration.

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

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(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"> Go to https://conveneagm.my/ioicorpagm2023. Select “Register Now” and choose “Register as Shareholder”. Fill out the form with the required information. 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. Upon system verification against the Record of Depositors as at 19 October 2023, you will receive an email from AGM@Convene <agmaccounts@conveneagm.com> approving or rejecting your registration. <p>PLEASE NOTE:</p> <p><i>Should you decide to attend physically after successful registration, kindly inform us at support_conveneAGM@kpmg.com.my.</i></p>	<ul style="list-style-type: none"> Pre-registration is NOT required.
Meeting day: Shareholders and/or corporate shareholders participation in AGM	<ul style="list-style-type: none"> Login to https://conveneagm.my/ioicorpagm2023. Click to start Live Webcast. Proceed to ask question and/or vote when permissible. 	<ul style="list-style-type: none"> Please produce your original MyKad (for Malaysians) or Passport (for foreigners) for verification purpose at the registration counter on the AGM day. Kindly note that your attendance at the AGM is only confirmed after verification.

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(b) Registration for Proxyholders

	Virtual Meeting	Physical Meeting
Pre-Meeting day: Proxyholders registration to attend AGM	<ul style="list-style-type: none"> 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/ioicorpagm2023. Select “Register Now” and choose “Register as Proxyholder”. Fill out the form with the required information. 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 that the shareholder that appointed you cannot be authenticated against Record of Depositors as at 19 October 2023, your registration will be invalid. <p>PLEASE NOTE:</p> <p><i>Should you decide to attend physically after successful registration, kindly inform us at support_conveneAGM@kpmg.com.my.</i></p>	<ul style="list-style-type: none"> Pre-Registration for Proxy is NOT required.
Meeting day: Proxyholders participation in AGM	<ul style="list-style-type: none"> Sign in to https://conveneagm.my/ioicorpagm2023. Click to start Live Webcast. Proceed to ask question and/or vote when permissible. 	<ul style="list-style-type: none"> Please produce your original MyKad (for Malaysians) or Passport (for foreigners) for registration purpose at the registration counter on the AGM day. Kindly note that your attendance at the AGM is only confirmed after verification.

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

If you are unable to attend the 54th AGM, you are encouraged to appoint a proxy 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 54th AGM yourself, please do not submit any proxy form for the 54th AGM. You will not be allowed to participate in the 54th AGM together with a proxy appointed by you.

The instrument appointing proxy/proxies 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 54th 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 the ConveneAGM Meeting Platform at <https://conveneagm.my/ioicorpagm2023> or via email to support_conveneagm@kpmg.com.my.

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

- (i) Go to <https://conveneagm.my/ioicorpagm2023>.
- (ii) Select “**Register Now**” and choose “**Register as Shareholder**”.
- (iii) Fill out the form with the required information and select “**Submit Registration**”.
- (iv) A confirmation will be displayed after a successful registration.
- (v) Check your email for the next step.
- (vi) Retrieve the email from AGM@Convene.
- (vii) Select “**Verify Your Email**”.
- (viii) After the email verification, you will be redirected to create your own personalised password.
- (ix) Sign in to <https://conveneagm.my/ioicorpagm2023>.
- (x) Select “**Fill Out Proxy Form**”.

If you have submitted your proxy form prior to the 54th AGM and subsequently decide to participate in the 54th AGM yourself, please write in to support_conveneAGM@kpmg.com.my to revoke the appointment of your proxy(ies) at least **forty-eight (48) hours** before the 54th AGM. Alternatively, kindly follow the steps listed above under **3(a) Registration for Shareholders and/or Corporate Shareholders** to register for the 54th 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 54th AGM and/or participate in the 54th AGM.

Corporate shareholders who require their corporate representative to participate and vote at the 54th AGM must deposit their certificate of appointment of corporate representative to KPMG MRC not later than 10:00 am on 25 October 2023.

5. Submission of Questions

You can submit your questions and views on the 54th AGM resolutions, Annual Report 2023 (including Audited Financial Report 2023) and Sustainability Report 2023 at ConveneAGM Meeting Platform at <https://conveneagm.my/ioicorpagm2023> **or** email to ioicosec@ioigroup.com prior to the 54th AGM.

For submission of questions ‘live’ at the 54th AGM:

Virtual Meeting	Physical Meeting
Authenticated shareholders, proxies and corporate representatives can submit questions “live” (via the Live Webcast with their mobile phones, tablets, laptops or computers) by clicking the “ Ask a Question ” feature and then clicking “ Type Your Question ” to input queries in the questions text box.	Authenticated shareholders, proxies and corporate representatives will be able to ask questions in person at the physical Meeting Venue.

Where there are substantially similar questions for the 54th 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 54th AGM, the responses will be provided in the Company’s website.

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 54th AGM shall be put to vote by way of poll.

During the 54th 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 and 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 who wish to participate either in person (physically) or virtually using RPEV facilities at the 54th AGM.

Administration and Polling Agent and Independent Scrutineers have been appointed by the Company to conduct the polling process and verify the results of the poll respectively.

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7. Other Information for Physical Meeting

- (a) All attendees at the Physical Meeting must be fully vaccinated or medically ineligible for vaccination. Despite 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 54th 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.
- (b) Registration will commence at 7:30 am at the physical Meeting Venue and will remain open until the start of the 54th AGM.
- (c) Kindly present your original MyKad/Passport at the registration counter for verification.
- (d) No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
- (e) You will also be given a coloured wristband. No person will be allowed to enter the meeting room without wearing the coloured wristband.
- (f) 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.
- (g) No recording or photography of the live streaming of the 54th AGM proceedings is allowed without the prior written permission of the Company.
- (h) Parking is available at the basements of Le Méridien Putrajaya and IOI City Mall, IOI Resort City, 62502 Putrajaya. To waive parking charges, please approach our Complimentary Parking Counter (8:30 am to 1:30 pm) prior to exiting the Physical Meeting.

8. Gift Policy

Only shareholders and proxies who attend the 54th AGM physically (i.e. Physical Meeting) are eligible to receive e-vouchers. E-vouchers will be given upon registration based on the following criteria:

Category	No. of E-Vouchers
Shareholders	One (1) e-voucher worth RM50/- for each CDS account represented.
Proxies (representing a minimum of 1,000 shares and above)	One (1) e-voucher worth RM50/- for each CDS account represented, up to maximum two (2) vouchers if multiple proxies are appointed for the same CDS account.

Eligible shareholders/proxies will receive the e-voucher via email within fourteen (14) business days (excluding Saturdays, Sundays and public holidays) from the date of the 54th AGM.

9. Enquiry

For enquiries, please do not hesitate to contact KPMG MRC, details as follows:

- (a) For matters relating to proxy processing and eligibility to participate at the 54th AGM on Monday to Friday (8:30 am to 5:30 pm):

Email : support_conveneagm@kpmg.com.my
Telephone No. : +603-7721 3388 (ext 3109/ 7329/ 7780/ 7954)

- (b) For ConveneAGM Meeting Platform Technical Support (available 24/7):

Toll Free No : 1 800 817 240
Email : support@conveneagm.com
Live Chat : Click on the chat icon at the bottom right side of <https://conveneagm.my/ioicorpagm2023>

For enquiries on the administrative details of the 54th AGM, please contact the following persons on Monday to Friday (9:00 am to 5:30 pm):

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

Fax : +603-8947 8909
Email : 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. 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 2023
(including Audited Financial Report 2023)

Sustainability Report 2023

Circular to Shareholders dated 29 September 2023

PARTICULARS OF SHAREHOLDER

Name of Shareholder : _____
(full name in block letters)

NRIC / Passport /
Company Registration 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 (including any adjournment thereof).

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THE COMPANY SECRETARY

IOI CORPORATION BERHAD

Level 29, IOI City Tower 2
Lebuh IRC, IOI Resort City
62502 Putrajaya, Malaysia

STAMP

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