

ADMINISTRATIVE GUIDE

for the 56th Annual General Meeting (“AGM”) [“56th AGM”] of IOI Corporation Berhad (the “Company”)

Date	: Tuesday, 4 November 2025 or any adjournment thereof
Time	: 10:00 a.m. (Malaysia time)
Meeting Venue	: Millennium Ballroom 1, Level 1, Le Méridien Putrajaya, Lebuhr IRC, IOI Resort City, 62502 Putrajaya, Malaysia
Meeting Mode	: Hybrid (Physical and Virtual)
Meeting Platform	: Boardroom Smart Investor Portal (“BSIP”) at https://investor.boardroomlimited.com
Mode of Communication	: (1) In person at the physical Meeting Venue (2) Real-time submission of textual questions via BSIP during live streaming of the 56th AGM (3) Early submission of textual questions via BSIP or email to ioicosec@ioigroup.com prior to the 56th AGM

1. 56th AGM

The 56th AGM of the Company will be held on a hybrid format whereby shareholders, proxies and corporate representatives will have the option to attend the 56th AGM:-

- (a) physically (in person) at the Meeting Venue (“**Physical Meeting**”); or
- (b) virtually using Remote Participation and Electronic Voting (“RPEV”) facilities available at BSIP (“**Virtual Meeting**”).

The hybrid format of the 56th 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 **17 October 2025** shall be eligible to participate and vote at the 56th AGM or to appoint proxy to participate and vote on his or her behalf.

3. Pre-registration for attendance at 56th AGM

All shareholders, proxies and corporate representatives who wish to attend the 56th AGM are required to **pre-register** at BSIP 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 56th AGM.

The pre-registration period shall be open on **Monday, 6 October 2025 at 10:00 a.m. (Malaysia time)** 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	Sunday, 2 November 2025 at 10:00 a.m. (Malaysia time)
Virtual	Such time before the voting session ends at the 56th AGM on Tuesday, 4 November 2025

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(a) **Registration Online with BSIP (for first time registration only)**

[Note: You are not required to registered again if you have already signed up with BSIP]

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account:-

- Open an internet browser. The latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP website at <https://investor.boardroomlimited.com>

PRE-MEETING DAY	
Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominee)
➤ Click “Register” to sign up for a user account and select the correct account type “Sign up as Individual”. ➤ Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. ➤ Click “Sign Up”. PLEASE NOTE:- <i>Please ensure that you sign up for Individual Account if you are an appointed proxy to attend the meeting</i>	➤ Click “Register” to sign up for a user account and select the correct account type “Sign up as Corporate Holder”. ➤ Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter. ➤ Click “Sign Up”. PLEASE NOTE:- <i>If you are appointed as the authorised representative for more than one (1) company, click the home button and select “Edit Profile” in order to add your representation after your BSIP account has been approved.</i>

- You will receive an e-mail from BSIP for e-mail address verification. Click “Verify E-mail Address” from the e-mail received to proceed with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click “Request OTP Code” and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click “Enter” to complete the process.
- Once your mobile number is successfully verified, registration of your new BSIP account will be pending for final verification.
- An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account registration. Once the registration is completed, you can login at BSIP website at <https://investor.boardroomlimited.com> with the email address and password that you provided during registration to proceed with the next step.

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(b) Register your attendance for the 56th AGM

PRE-MEETING DAY	
Physical Meeting	Virtual Meeting
➤ Go to the BSIP website at https://investor.boardroomlimited.com ➤ Login your BSIP account with your registered email address and password. <i>[Please Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Register Online with BSIP" under item 3(a) above.]</i> ➤ Click "Meeting Event". ➤ Go to "IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING" and click "Enter". ➤ Go to "PHYSICAL", click "PRE-REGISTER". ➤ Enter your nine (9) digits CDS account number. ➤ Read and check the box to accept the Terms & Conditions, then click "Register".	➤ Go to the BSIP website at https://investor.boardroomlimited.com ➤ Login your BSIP account with your registered email address and password. <i>[Please Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Register Online with BSIP" under item 3(a) above.]</i> ➤ Click "Meeting Event". ➤ Go to "IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING" and click "Enter". ➤ Go to "VIRTUAL" and click "REGISTER FOR RPEV". ➤ Check the box to register for RPEV and enter your nine (9) digits CDS account number. ➤ Read and check the box to accept the Terms & Conditions, then click "Register". ➤ You will receive a notification that your RPEV registration has been received and pending verification. ➤ Upon system verification against the General Meeting ROD as at 17 October 2025, you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.
MEETING DAY	
Physical Meeting	Virtual Meeting
➤ 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.	➤ Login to BSIP website at https://investor.boardroomlimited.com with your registered email address and password. ➤ Meeting platform will be made available at any time from 9:00 a.m. i.e. one (1) hour before the commencement of the 56th AGM at 10:00 a.m. on Tuesday, 4 November 2025. ➤ Click into "Meeting Event" and go to "IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING" and then click "Join Live Meeting" to join the proceedings of the 56th AGM remotely. ➤ Please follow the user guides in BSIP to view the live webcast, submit questions and vote ➤ To view the live webcast, select the broadcast icon  ➤ To ask a question during the 56th AGM, select the messaging icon  ➤ Type your question in the chat box and click the send button to submit.

4. Appointment or Revocation of Proxy

(a) Appointment of Proxy

If you are unable to attend the 56th 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.

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 56th AGM or adjourned AGM at which the person named in the appointment proposes to vote, i.e. by 10:00 a.m. on Sunday, 2 November 2025:-

(i) In hard copy form

The proxy form must be deposited at the office of our Administration and Polling Agent, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

(ii) By electronic means

The proxy form can also be lodged electronically via the BSIP.

If you wish to submit your Proxy Form electronically, please refer to the procedures for electronic lodgment of Proxy Form as set out below:-

- Go to the BSIP website at <https://investor.boardroomlimited.com>
- Login your BSIP account with your registered email address and password.
[Please Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Register Online with BSIP" under item 3(a) above.]
Click "Meeting Event(s)".
Go to **"IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING"** and click **"Enter"**.

By Shareholder and Corporate Holder	By Nominee Company
➤ Select the company that you are representing - for Corporate Account user only. ➤ Go to "PROXY" and click "Submit eProxy Form". ➤ Enter your nine (9) digits CDS account number and number of securities held. ➤ Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies. ➤ Read and accept the Terms and Conditions and click "Next". ➤ Enter the required particulars of your proxy/proxies. ➤ Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting. ➤ Review and confirm your proxy/proxies appointment. Click "Submit". ➤ Download or print the eProxy Form as acknowledgement.	➤ Select the nominee company that you are representing. ➤ Go to "PROXY" and click "Submit eProxy Form". ➤ Click "Download Excel Template" to download. ➤ Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and tidy. ➤ Proceed to upload the duly completed excel file. ➤ Review and confirm your proxy/proxies appointment and click "Submit". ➤ Download or print the eProxy Form as acknowledgement.

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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 56th AGM and/or participate in the 56th AGM.

If you wish to participate in the 56th AGM yourself, please do not submit any proxy form for the 56th AGM. You will not be allowed to participate in the 56th AGM together with a proxy appointed by you.

(b) Revocation of Proxy

If you have submitted your proxy form prior to the 56th AGM and subsequently decide to participate in the 56th AGM yourself, please revoke the appointment of proxy/proxies at least **forty-eight (48) hours** before the 56th AGM. Please find the below step for revocation on eProxy form or physical Proxy Form:-

eProxy Form	Hard Copy Proxy Form
➤ Click "Meeting Event" and enter "IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING" ➤ Go to "Submitted eProxy Form List" and click "View" for the eProxy form. ➤ Click "Cancel/Revoke" at the bottom of the eProxy form. ➤ Click "Proceed" to confirm.	➤ Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 56th AGM. In such event, shareholders should advise their proxy/proxies accordingly.

(c) Corporate Representative

Corporate shareholders who require their corporate representative to participate and vote at the 56th AGM must deposit their ORIGINAL certificate of appointment of corporate representative with Boardroom at least **forty-eight (48) hours** before the 56th AGM.

The Certificate of Appointment should be executed in the following manner:-

- (i) If the corporate shareholder has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate shareholder.
- (ii) If the corporate shareholder does not have a common seal, the Certificate of Appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:-
 - at least two (2) authorised officers, of whom one shall be a director; or
 - any director and/or authorised officers in accordance with the laws of the country under which the corporate shareholder is incorporated.

5. Submission of Questions

(a) Prior to the 56th AGM

You can submit your questions and comments on the resolutions to be tabled at the 56th AGM and the Annual Report 2025 and Sustainability Report 2025 via the BSIP at <https://investor.boardroomlimited.com> not later than **Sunday, 2 November 2025 at 10:00 a.m.** Click "Submit Questions" after selecting **"IOI CORPORATION BERHAD – 56TH ANNUAL GENERAL MEETING"** from **"Meeting Event"** or email to ioicosec@ioigroup.com prior to the 56th AGM.

(b) **During the 56th AGM**

For submission of questions “live” at the 56th AGM:-

Physical Meeting	Virtual Meeting
➤ You may submit your questions via the QR Code which will be provided upon registration on the meeting day. ➤ Click on the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 56th AGM which is from 8:00 a.m. on Tuesday, 4 November 2025. ➤ You may also speak or raise questions during the meeting.	➤ Authenticated shareholders, proxies and corporate representatives can submit questions “live” (via BSIP with their mobile phones, tablets, laptops or computers) by clicking the “Messaging icon  ” feature at the Meeting Platform:- - To submit a written question, please select “Type a Question” and input your queries in the text box provided.

Where there are substantially similar questions for the 56th AGM, the Company will consolidate such questions and hence, such questions may not be addressed individually. If responses could not be provided in their entirety during the AGM, the responses will be published on 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 56th AGM shall be put to vote by way of poll.

The Company has appointed Boardroom Share Registrars Sdn Bhd as the Administration and Polling Agent to conduct the polling process, as well as Quantegic Services Sdn Bhd as the independent Scrutineers to verify the results of the poll.

During the 56th 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:-

Physical Meeting	Virtual Meeting
➤ Please vote using your smartphone/tablet with the QR code which will be provided upon registration on the day of the meeting. Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator.	➤ Once the voting is open, click on the voting icon . The resolutions and voting choices will be displayed. ➤ To vote, please select your voting options shown on screen. A confirmation message will appear indicating that your votes have been received. ➤ To change your vote, re-select another voting option. If you wish to cancel your vote, please click “Cancel”. ➤ Upon completion of the vote casting, you may click the video button to continue to view the live webcast for the announcement of the poll results by the Chairman.

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7. Other Information for Physical Meeting

(a) Wearing of Face Mask

You are advised to wear your face mask throughout the 56th 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) Verification of Attendance

- (i) Verification of attendance will commence at **7:30 a.m.** at the Meeting Venue and will remain open until the start of the 56th AGM.
- (ii) Kindly present your original MyKad/passport at the registration counter for verification. You will not be allowed to register on behalf of another person even with the original MyKad/passport of that person is presented.
- (iii) Once verified, you will also be given a coloured wristband. No person will be allowed to enter the meeting room without wearing the coloured wristband.
- (iv) The registration counters will only handle verification for identities and registration. If you have any queries, please proceed to the Help Desk.

(c) Meeting Room Etiquette

- (i) You will be allowed to enter the meeting room from 9:00 a.m. onwards. Kindly switch off your mobile phone or put it on silent mode before you enter the meeting room.
- (ii) No recording or photography of the 56th AGM proceedings (in person or live streaming) is allowed without the prior permission of the Company.
- (iii) To help keep our guests safe, there will be security guards at the Meeting Venue. These security guards may ask to check the contents of your bags for security reason.
- (iv) Behaviour that may interfere with anyone's security or safety or the good order of the 56th AGM (whether physical, verbal or otherwise) will not be tolerated.

(d) Complimentary Parking

- (i) Parking bays are available at the basements of Le Méridien Putrajaya and IOI City Mall, both at IOI Resort City, 62502 Putrajaya. To waive parking charges, please approach our Complimentary Parking Counter prior to exiting the Meeting Venue.
- (ii) Valet parking is not entitled to the complimentary ticket.

(e) Refreshment

Refreshment will be served from 7:30 a.m. until the conclusion of the 56th AGM. Meal voucher for redemption of the refreshment will be provided to **pre-registered and verified shareholders, proxies and corporate representatives** attending the Physical Meeting, on a **per pax** basis:-

- (i) One (1) meal voucher for each shareholder present in person, regardless of the number of CDS accounts represented.
- (ii) One (1) meal voucher for each proxy present in person, regardless of the number of shareholders/ CDS accounts represented.
- (iii) If you are a shareholder who is also appointed as proxy by another shareholder, only one (1) meal voucher will be given to you.
- (iv) 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.
- (v) If the proxy has collected the meal voucher earlier, the shareholder(s) who decide to attend and request to revoke the proxy appointment will not be given any meal voucher.

8. Touch 'n Go ("TNG") eWallet Credit

Only shareholders, proxies and corporate representatives who attend the 56th AGM **in person (i.e. Physical Meeting)** are eligible to receive TNG eWallet credit worth RM50/-. The distribution criteria are as follows:-

Category	No. of E-Vouchers																						
Shareholders and corporate representatives (regardless of number of shares held)	TNG eWallet credit worth RM50/- for each CDS account represented. E.g.: Mr A, a shareholder with 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 maximum RM100/- if multiple proxies are appointed for the same CDS account. E.g.: Mr A appoints Mr B and Ms C as proxies for his CDS accounts in the following manner and both proxies attend the 56th AGM physically. <table><tr><th>CDS Account No. (No. of shares)</th><th colspan="2">Proxies and Number of Shares Represented</th><th>TNG eWallet Credit Entitlement</th></tr><tr><td rowspan="2">011-111-123456789 (50,000 shares)</td><td>Mr B</td><td>25,000 shares</td><td>RM50/-</td></tr><tr><td>Ms C</td><td>25,000 shares</td><td>RM50/-</td></tr><tr><td>012-112-012345678 (2,000 shares)</td><td>Mr B</td><td>2,000 shares</td><td>RM50/-</td></tr><tr><td rowspan="2">013-113-987654321 (1,500 shares)</td><td>Mr B</td><td>1,000 shares</td><td>RM50/-</td></tr><tr><td>Ms C</td><td>500 shares</td><td>Nil</td></tr></table>	CDS Account No. (No. of shares)	Proxies and Number of Shares Represented		TNG eWallet Credit Entitlement	011-111-123456789 (50,000 shares)	Mr B	25,000 shares	RM50/-	Ms C	25,000 shares	RM50/-	012-112-012345678 (2,000 shares)	Mr B	2,000 shares	RM50/-	013-113-987654321 (1,500 shares)	Mr B	1,000 shares	RM50/-	Ms C	500 shares	Nil
CDS Account No. (No. of shares)	Proxies and Number of Shares Represented		TNG eWallet Credit Entitlement																				
011-111-123456789 (50,000 shares)	Mr B	25,000 shares	RM50/-																				
	Ms C	25,000 shares	RM50/-																				
012-112-012345678 (2,000 shares)	Mr B	2,000 shares	RM50/-																				
013-113-987654321 (1,500 shares)	Mr B	1,000 shares	RM50/-																				
	Ms C	500 shares	Nil																				

Eligible shareholders, proxies and corporate representatives will receive the TNG eWallet credit via email within fifteen (15) business days (excluding Saturdays, Sundays and public holidays) from the date of the 56th AGM.

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9. Enquiry

For enquiries, please do not hesitate to contact Boardroom Share Registrars Sdn Bhd as follows:-

Email : bsr.helpdesk@boardroomlimited.com
Telephone No : +603 7890 4700
Availability : Mondays to Fridays (8:30 a.m. to 5:30 p.m.), except public holidays

For enquiries on administrative details of the 56th AGM, please contact the following persons on Mondays to Fridays (9:00 am to 5:30 pm), except public holidays:-

- Ms Loh Hoong Ling (+603 8947 8898)
- Ms Winnie Goh Siau Lok (+603 8947 6610)
- Cik Nur Amirah Aina binti Azhari (+603 8947 8902)

Fax : +603 8947 8909
Email : ioicosec@ioigroup.com