



IOI GROUP

IOI CORPORATION BERHAD
Company Registration No. 196901000607 (9027-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

for the 53rd Annual General Meeting (“AGM”) [“53rd AGM”] of IOI Corporation Berhad (the “Company”)

Date	: Monday, 31 October 2022 or any adjournment thereof
Time	: 10:00 am (Malaysia time)
Meeting Venue	: Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhr IRC, IOI Resort City, 62502 Putrajaya, Malaysia
Meeting Mode	: Hybrid AGM (Physical and Virtual)
Meeting Platform	: https://conveneagm.my/ioicorpagm2022 (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 question available at Meeting Platform during live streaming of the 53rd AGM (3) Submit questions at Meeting Platform or email to ioicosec@ioigroup.com prior to the 53rd AGM

1. Mode of Meeting

The 53rd AGM of the Company will be in hybrid format and held:

- physically at Millennium Ballroom 1 (Level 1), Le Méridien Putrajaya, Lebuhr IRC, IOI Resort City, 62502 Putrajaya, Malaysia (**Physical Meeting**); and
- 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/ioicorpagm2022> (“ConveneAGM Meeting Platform”) (**Virtual Meeting**).

The hybrid format of the 53rd AGM serves to facilitate interaction between the Board of Directors of the Company, members of the Company’s management and shareholders.

Shareholders, proxies and /or corporate representatives should note that the manner of the conduct of the 53rd AGM may be subject to further changes based on the evolving 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 53rd AGM will be announced by the Company on Bursa Malaysia Securities Berhad (“Bursa Malaysia”). Shareholders are advised to check Bursa Malaysia’s website and the Company’s website regularly for further updates.

2. Shareholders Entitled to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as at **20 October 2022** shall be eligible to participate and vote at the 53rd AGM or appoint proxy to participate and vote on his or her behalf.

3. Pre-registration for attendance at 53rd AGM

All Shareholders are required to pre-register for attendance at the Physical Meeting and the Virtual Meeting from **30 September 2022** until the day of the 53rd AGM on Monday, 31 October 2022 at ConveneAGM Meeting Platform (<https://conveneagm.my/ioicorpagm2022>) to enable the Company to ascertain their eligibility to participate and to facilitate our arrangement of the 53rd AGM. Shareholders are encouraged to register at least **forty-eight(48) hours** before the commencement of the meeting to avoid any delay in the registration.

If you are attending the 53rd AGM in person (physically), please indicate (✓) for physical attendance during pre-registration. You will receive a confirmation email for the Physical Meeting upon successful authentication. Should you no longer wish to attend physically, kindly inform us at support_conveneAGM@kpmg.com.my to switch your physical registration to RPEV facilities instead.

If you do not indicate physical attendance, the Company will process your registration for RPEV facilities instead. Authenticated shareholders, proxies and corporate representatives will be able to watch the Live Webcast, vote and submit questions from ConveneAGM Meeting Platform during the 53rd AGM.

Further details on pre-registration are set out in this Administrative Guide.

ADMINISTRATIVE GUIDE

for the 53rd AGM of the Company

4. 53rd AGM Pre-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.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf>).

(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/ioicorpagm2022 Select “Register Now” and choose “Register as Shareholder”. Fill out the form with the required information. Do not select “I/we would want to attend the meeting in person”. 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. Upon system verification against the Record of Depositors as at 20 October 2022, 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"> Go to https://conveneagm.my/ioicorpagm2022 Select “Register Now” and choose “Register as Shareholder”. Fill out the form with the required information and make sure that “I/we would want to attend the meeting in person” is selected. 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. Upon system verification against the Record of Depositors as at 20 October 2022, you will receive email from AGM@Convene <agmaccounts@conveneagm.com> approving or rejecting your registration. <p>PLEASE NOTE:</p> <p><i>Should you no longer wish to attend physically, kindly inform us at support_conveneAGM@kpmg.com.my to switch your physical registration to RPEV facilities instead.</i></p>
Meeting day – shareholders and/or corporate shareholders participation in AGM	<ul style="list-style-type: none"> Login to https://conveneagm.my/ioicorpagm2022. 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/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.

ADMINISTRATIVE GUIDE

for the 53rd AGM of the Company

(b) Registration for Proxy Holders

	Virtual Meeting	Physical Meeting
Pre Meeting - Proxy holders 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/oiicorpagm2022. Select “Register Now” and choose “Register as Proxy Holder”. Fill out the form with the required information. Do not select “I/we would want to attend the meeting in person”. 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 that the shareholder that appointed you cannot be authenticated against Record of Depositors as at 20 October 2022, 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"> 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/oiicorpagm2022. Select “Register Now” and choose “Register as Proxy Holder”. Fill out the form with the required information. Make sure you select “I/we would want to attend the meeting in person”. 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 that the shareholder that appointed you cannot be authenticated against Record of Depositors as at 20 October 2022, your registration will be invalid. <p>PLEASE NOTE:</p> <p><i>Should you no longer wish to attend physically, kindly inform us at support_conveneAGM@kpmg.com.my to switch your physical registration to RPEV facilities instead.</i></p>
Meeting day - Proxy holders participation in AGM	<ul style="list-style-type: none"> Sign in to https://conveneagm.my/oiicorpagm2022. 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 / 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.

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

If you are unable to attend the 53rd AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your 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 meeting 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.

The instrument appointing proxy/proxies may be made via 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 53rd 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”) 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 from ConveneAGM Meeting Platform at <https://conveneagm.my/oiicorpagm2022> or via email to support_conveneagm@kpmg.com.my.

ADMINISTRATIVE GUIDE

for the 53rd AGM of the Company

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

- (i) Go to <https://conveneagm.my/ioicorpagm2022>.
- (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/ioicorpagm2022>.
- (x) Select “**Fill out proxy form**”.

If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting 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 53rd AGM. Alternatively, kindly follow the steps listed above under **4(a) Registration for Shareholders and/or Corporate Shareholders** to register for the 53rd 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 53rd AGM and/or participate in the 53rd AGM.

Corporate shareholders who require their corporate representative to participate and vote at the 53rd AGM must deposit their certificate of appointment of corporate representative to KPMG not later than 10:00 am on 28 October 2022.

6. Submission of Questions

You can submit your questions and views on the 53rd AGM resolutions and Annual Report 2022 (including Sustainability Report) at ConveneAGM Meeting Platform at <https://conveneagm.my/ioicorpagm2022> or email to ioicosec@ioigroup.com prior to the 53rd AGM.

For submission of questions ‘live’ at the 53rd AGM:

Virtual Meeting	Physical Meeting
Authenticated shareholders, proxies and corporate representatives can submit questions “live” (<i>via the Live Webcast with their mobile phones, tablets, laptops or computers</i>) 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 question in person at the Meeting Venue.

Where there are substantially similar questions for the 53rd 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 meeting, the responses will be provided in the Company’s website.

7. 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 53rd AGM shall be put to vote by way of poll.

During the 53rd 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 53rd AGM.

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

ADMINISTRATIVE GUIDE

for the 53rd AGM of the Company

8. 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 Meeting Venue during the 53rd AGM. 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 starting at **7:30 am** at the Meeting Venue and will remain open until the start of the 53rd AGM.
- (c) Kindly present your original MyKad/Passport (for foreigners) 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) No recording or photography of the live streaming of the 53rd AGM proceedings is allowed without the prior written permission of the Company.

9. Gift Policy

No gift/voucher will be given to shareholders/proxies/corporate representatives who participate at the 53rd AGM.

10. Enquiry

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

- (a) For matters relating to proxy processing and eligibility to participate at the 53rd AGM during office hours (8:30 am to 5:30 pm) on Monday to Friday:

Email : support_convенеAGM@kpmg.com.my
Telephone No. : 603-7721 7954/ 7329/ 7780

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

Toll Free No : 1 800 817 240
Email : support@convенеagm.com
Live Chat : Click on the chat icon at the bottom right side of
<https://convенеagm.my/ioicorpagm2022>

For enquiries on the administrative details of the 53rd AGM, please contact the following persons during office hours (9:00 am to 5:30 pm) on Monday to Friday:

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

Fax : +603-8947 8909

Email : ioicosec@ioigroup.com