



## IREKA CORPORATION BERHAD

Registration No. 197501004146 (25882-A)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

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Date : Friday, 27 November 2020  
Time : 10:30 a.m.  
Broadcast Venue : Corbusier Room, Level 18, Wisma Mont’ Kiara, No. 1, Jalan Kiara, Mont’ Kiara, 50480 Kuala Lumpur

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#### Coronavirus Disease (COVID-19) Outbreak

1. Due to the coronavirus (“**COVID-19**”) outbreak and out of the Company’s concern for the wellbeing and safety of its shareholders, the EGM of the Company shall be conducted via live webcast and Remote Participation and Voting (“**RPV**”) facilities.
2. The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the EGM and in accordance with Section 327(1) of the Companies Act 2016 which allows a general meeting to be held at more than one venue, using any technology or method that enables the shareholders of the Company to participate and to exercise their right to speak and vote at the general meeting. **No shareholders, proxies or representatives from the public should be physically present nor admitted at the Broadcast Venue on the day of the EGM.**

#### Entitlement to Participate and Vote

3. Only a member whose name appears on the Record of Depositors as at 23 November 2020 shall be entitled to participate and vote at the EGM or appoint a proxy to participate and/or vote on his/her behalf.

#### Lodgement of Proxy Form

4. If you are unable to participate at the EGM via RPV facilities on 27 November 2020, you can appoint a proxy or the Chairman of the Meeting as your proxy to vote on your behalf, by completing the Proxy Form enclosed with the Circular.
5. Please ensure that the signed Proxy Form is deposited at the Company’s Registered Office as follows, not less than 48 hours before the time appointed for holding the EGM, i.e. no later than **Wednesday, 25 November 2020 at 10.30 a.m.:**

Ireka Corporation Berhad  
Level 18, Wisma Mont’ Kiara  
No. 1, Jalan Kiara, Mont’ Kiara  
50480 Kuala Lumpur  
Tel : 03-6411 6388  
Fax : 03-6411 6383  
Email : [enquiry@ireka.com.my](mailto:enquiry@ireka.com.my)

6. We do not acknowledge receipt of the Proxy Form.
7. Alternatively, the Proxy Form can be lodged electronically via “Boardroom Smart Investor Portal” at <https://www.boardroomlimited.my> not less than 48 hours before the time set for holding the meeting or at any adjournment thereof. [Please refer to item 9 of this guide]
8. If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our electronic EGM by yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy 48 hours before the meeting.

## Electronic Lodgement of Proxy Form

9. The Proxy Form may now be lodged by electronic means via “Boardroom Smart Investor Portal” at <https://www.boardroomlimited.my>. Kindly read and follow the guidelines below:

### **Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)**

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 - eProxy Lodgement.]

- a. Access Boardroom’s website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- c. Complete registration and upload softcopy of MyKad (front and back in JPEG or PNG format) or Passport (front and back in JPEG or PNG format).
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### **Step 2 – eProxy Lodgement**

- a. Access Boardroom’s website at <https://www.boardroomlimited.my>.
- b. Login with your user ID (i.e. email address) and password.
- c. Go to “E-PROXY LODGEMENT” and browse the Meeting List for “Ireka Corporation Berhad’s Extraordinary General Meeting” and click “APPLY”.
- d. Read the Terms and Conditions and confirm the Declaration.
- e. Enter your CDS Account number and indicate the number of securities for your proxy to vote on your behalf.
- f. Appoint your proxy or the Chairman of the Meeting and enter the required particulars for your proxy.
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- h. Review and confirm your proxy appointment.
- i. Click “SUBMIT”.
- j. Download or print the eProxy form acknowledgement.

## Voting Procedures

10. The voting will be conducted by way of electronic polling (“e-polling”) in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the e-polling and an independent scrutineer to verify and validate the poll results.
11. During the EGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-polling 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.
12. For the purposes of the EGM, e-polling will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
13. There are three (3) methods for Shareholders and Proxies who wish to use their personal voting device to vote remotely. The methods are:  

Download the free <b>Lumi AGM</b> from Apple App Store or Google Play Store prior to the meeting	OR	Use QR Scanner Code given to you in the email	OR	Go to the website with URL <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>
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14. Upon the conclusion of the poll session by the Chairman, the Independent Scrutineer will verify and the Chairman will announce the poll results whether the resolution put to the vote were successfully carried or not.

## Remote Participation and Voting

15. All Shareholders including individual shareholders, corporate shareholders, authorised nominee and exempt authorised nominee shall use the RPV facilities to participate and vote remotely at the EGM.
16. Shareholders will be able to view a live webcast of the EGM proceedings, ask questions in the chat box and submit your votes in real-time whilst the meeting is in progress.
17. Kindly follow the steps below on the usage of RPV facilities:

### **Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)**

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 - Submit request for Remote Participation user ID and password.]

- a. Access Boardroom’s website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### **Step 2 – Submit Request for Remote Participation User ID and Password**

[Note: The registration for remote access will be opened on 12 November 2020 (Date of Notice of EGM).]

#### **Individual Members**

- Login to <https://www.boardroomlimited.my> using your user ID and password.
- Select “Virtual Meeting” from main menu and select the correct Corporate Event “Ireka Corporation Berhad’s Extraordinary General Meeting”.
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

#### **Corporate Shareholders**

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a copy of Corporate Representative’s MyKad (Front and Back) as well as his/her email address.

#### **Authorised Nominee and Exempt Authorised Nominee**

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Proxy Form to submit the request.
  - Please provide a copy of Proxy holder’s MyKad (Front and Back) as well as his/her email address.
- a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.
  - b. Upon system verification against the General Meeting Record of Depositories as at 23 November 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
  - d. Please note that the closing time to submit your request is at 10:30 a.m. on 25 November 2020 (48 hours before the commencement of the EGM).

### Step 3 – Login to Meeting Portal

[Please note that the quality of the connectivity to Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Meeting Portal will be opened for login starting one (1) hour before the commencement of EGM on 27 November 2020 at 9:30 a.m.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Meeting Portal. [Refer to Step 2 above]
- c. The steps will also guide you how to view live webcast, ask questions and vote.
- d. Once the Chairman of the Meeting announces the closure of the EGM, the live webcast will end and the Messaging window will be disabled.
- e. You can then logout from Meeting Portal.

18. Shareholders who are unable to participate in the EGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.

### Door Gift

19. There will be no door gift for Shareholders/Proxies who participate in the EGM.

### Communication Guidance

20. Shareholders are advised to monitor the Company's website for announcement of changes to the EGM arrangements, if any.

### Enquiry

21. If you have any enquiry prior to the EGM, please contact the following persons during office hours:

<p>(a) <b>Boardroom Share Registrars Sdn Bhd</b> 11<sup>th</sup> Floor, Menara Symphony No 5, Jalan Prof. Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya Selangor Darul Ehsan</p> <p><u>Tel No.</u></p> <ul style="list-style-type: none"><li>• General line 03-7890 4700 (Helpdesk)</li><li>• Puan Rozleen Monzali 03-7890 4739</li><li>• Ms. Ng Chai Lain 03-7890 4740</li></ul> <p>Fax No.: 03-7890 4670 Email address: BSR.Helpdesk@boardroomlimited.com</p>
<p>(b) <b>Ireka Corporation Berhad</b> Level 18, Wisma Mont' Kiara No. 1, Jalan Kiara, Mont' Kiara 50480 Kuala Lumpur</p> <p><u>Tel No.</u></p> <ul style="list-style-type: none"><li>• Ms. Adeline Loh 03-6411 6976</li><li>• Ms. Lee Si Ying 03-6411 6997</li></ul> <p>Fax No.: 03-6411 6383 Email address: enquiry@ireka.com.my</p>

### Personal Data Privacy

*By registering for the EGM via RPV facilities and/or submitting the instrument appointing a proxy and/or representative, the shareholder of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.*