



## IREKA CORPORATION BERHAD

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

### ADMINISTRATIVE GUIDE FOR THE 45<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”)

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Date	:	Tuesday, 28 September 2021
Time	:	10:00 a.m.
Fully virtual via online meeting platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC - D6A357657)

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Dear Shareholders,

As a precautionary measure amid the COVID-19 outbreak, the Company’s forthcoming AGM will be conducted fully virtual on our online meeting platform, as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us.

The conduct of a fully virtual AGM is in line with the revised Guidance Note and Frequently Asked Questions (“the Revised Guidance Note and FAQ”) by the Securities Commission Malaysia on 16 July 2021. The Revised Guidance Note and FAQ states that in a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical gatherings no matter how small are prohibited. Please follow the procedures as stipulated in the Administrative Guide for the Meeting in order to register, participate and vote virtually.

We strongly encourage you to participate in the fully virtual AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

#### A. Entitlement to Participate and Vote

Only a member whose name appears on the Record of Depositors as at **21 September 2021** shall be entitled to participate and vote at the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

#### B. Lodgement of Proxy Form

- a) If you are unable to participate at the 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.
- b) 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 AGM, i.e. no later than **26 September 2021 at 10.00 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)

- c) We do not acknowledge receipt of the Proxy Form.
- d) Alternatively, the Proxy Form can be lodged electronically via “Boardroom Smart Investor Portal” at <https://investor.boardroomlimited.com> not less than 48 hours before the time set for holding the meeting or at any adjournment thereof [Please refer to item E below].

**C. Revocation of Proxy**



If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our electronic AGM 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.

**D. Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 45<sup>th</sup> AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

**E. Virtual Meeting Facilities**

Procedure	Action
<b>Before the day of the 45<sup>th</sup> AGM</b>	
1. Register Online with Boardroom Smart Investor Portal  <i>(For first time registration only)</i>	<i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i>  a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> b. Click << <b>Register</b> >> to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. d. Please enter a valid email address. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2. Submit request for remote participation	Registration for remote access will be opened on 30 August 2021. Please note that the closing time to submit your request is at 10.00 a.m. on 26 September 2021 (48 hours before the commencement of the 45 <sup>th</sup> AGM).  <b>Individual Members</b> a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above. b. Select <b>IREKA CORPORATION BERHAD (45<sup>th</sup>) ANNUAL GENERAL MEETING</b> from the list of Corporate Meetings and click “Enter”. c. Click on “ <b>Register for RPEV</b> ”. d. Read and accept the General Terms & Conditions and click “ <b>Next</b> ”. e. Enter your CDS Account Number and thereafter submit your request.  <b>Appointment of Proxy</b> a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above. b. Select <b>IREKA CORPORATION BERHAD (45<sup>th</sup>) ANNUAL GENERAL MEETING</b> from the list of Corporate Meetings and click “Enter”. c. Click on “ <b>Submit eProxy Form</b> ”. d. Read and accept the General Terms and Conditions by clicking “ <b>Next</b> ”. e. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).

	<p>f. Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b> or <b>ABSTAIN</b>. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate <b>DISCRETIONARY</b>.</p> <p>g. Review and confirm your proxy appointment.</p> <p>h. Click “<b>Apply</b>”.</p> <p>i. Download or print the eProxy form as acknowledgement.</p>
	<p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <p>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.</p> <p>b. Please provide a copy of the Corporate Representative’s or Proxy’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</p>
3. Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 21 September 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.</p>
<b>On the day of the 45<sup>th</sup> AGM</b>	
4. Login to Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the 45<sup>th</sup> AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> <li>• Scan the QR Code provided in the email notification; or</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5. Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast  icon.</p> <p>b. If you would like to ask a question during the 45<sup>th</sup> AGM, select  the messaging icon.</p> <p>c. Type your message within the chat box and once completed, click the send button.</p>
6. Voting	<p>a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>c. To change your vote, re-select your voting preference.</p> <p>d. If you wish to cancel your vote, please press “Cancel”.</p>
7. End of Participation	<p>Upon the announcement by the Chairman on the closure of the 45<sup>th</sup> AGM, the live webcast will end.</p>

**F. No Distribution of Door Gift**

There will be no door gift for Shareholders/Proxies who participate in the virtual AGM.

**G. Communication Guidance**

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

**H. Submission of questions prior to the virtual AGM**

Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting **IREKA CORPORATION BERHAD (45<sup>th</sup>) ANNUAL GENERAL MEETING** from the list of Corporate Meetings and select "Submit Question", latest by 10.00 a.m. on 26 September 2021.

**I. Enquiry**

If you have any enquiry prior to the AGM, 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>• General line • Puan Rozleen Monzali • Ms. Ng Chai Lain</p> <p>Fax No.: Email address:</p>	<p><u>Tel No.</u> 03-7890 4700 (Helpdesk) 03-7890 4739 03-7890 4740</p> <p>03-7890 4670 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>• Ms. Adeline Loh • Ms. Lee Si Ying</p> <p>Fax No.: Email address:</p>	<p><u>Tel No.</u> 03-6411 6976 03-6411 6997</p> <p>03-6411 6383 enquiry@ireka.com.my</p>

**Personal Data Privacy**

*By registering for the AGM 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.*