

# Administrative Guide

for the 46th Annual General Meeting (“AGM” or “Meeting”)

## VOTING PROCEDURE

### Poll Voting

1. The voting at the Meeting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
2. The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
3. For the purposes of this AGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
4. Members and proxies are required to use one (1) of the following methods to vote remotely:
  - (i) launch **Lumi Apps** by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
  - (ii) access to **meeting platform** via website URL <https://meeting.boardroomlimited.my>.
5. Please note that polling will only commence after announcement of poll open by the Chairman and until such time when the Chairman announces the closure of poll.
6. Upon closing of the poll session by the Chairman, the Scrutineers will verify the poll result report and thereafter announce the result, followed by the Chairman’s declaration whether the resolution put to vote is duly passed.
7. You must ensure that you are always connected to the internet in order to participate and vote remotely when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for e-Voting is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

### Remote Participation and Electronic Voting (“RPEV”)

8. Please note that the RPEV facilities is available to **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.**
9. If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.
10. No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.
11. Kindly follow the steps below on how to request for login ID and password: -

Procedures	Actions
<b>Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only)</b>  <b><i>This is a ONE-TIME free registration. If you are already a registered user of Boardroom Smart Investor Portal, you need not register again and may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.</i></b>	<ol style="list-style-type: none"><li>a. Access BSIP website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li><li>b. Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li><li>c. Complete registration with all required information and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click <b>“Register”</b>.</li><li>d. You will receive an email from Boardroom for email address verification. Click <b>“Verify email address”</b> to proceed with the registration.</li><li>e. Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click <b>“Request OTP Code”</b> and an OTP code will be sent to the registered mobile number. Click <b>“Enter”</b> to enter the OTP code to complete the process.</li><li>f. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you. You can login to BSIP with email address and password that you have provided during the registration to proceed with the next step.</li></ol>

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<p><b>Step 2 – Submit Request for Remote Participation User ID and Password</b></p> <p><i>Registration for remote access will be opened on 31 October 2022</i></p>	<p><u>Individual Members</u></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID and Password from Step 1 above.</li> <li>Select “<b>IREKA CORPORATION BERHAD 46<sup>th</sup> ANNUAL GENERAL MEETING</b>” from the list of Corporate Meetings and click “<b>Enter</b>”.</li> <li>To attend the virtual AGM remotely             <ul style="list-style-type: none"> <li>Click on “<b>Register for RPEV</b>”.</li> <li>Read and agree to the terms &amp; conditions and enter your CDS account no. to submit your request.</li> </ul> </li> <li>To appoint proxy             <ul style="list-style-type: none"> <li>Click “<b>Submit eProxy Form</b>”</li> <li>Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate “Discretionary”</li> </ul> </li> </ol> <p><u>Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees</u></p> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.</li> <li>Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li> </ul> <ol style="list-style-type: none"> <li>You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>Upon system verification of your registration against the <b>AGM’s Record of Depositors as at 30 November 2022</b>, you will receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</li> <li>Please note that the closing date and time to submit your request is by <b>10.30 a.m on Tuesday, 6 December 2022</b>.</li> </ol>
<p><b>Step 3 – Login to Virtual Meeting Portal</b></p> <p><i>Please note that the quality of the connectivity to Virtual 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.</i></p>	<ol style="list-style-type: none"> <li>The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of AGM, which is from 9.30 a.m. on Thursday, 8 December 2022.</li> <li>Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (Refer to Step 2 (b) above).</li> <li>The steps given will also guide you on how to view live webcast, ask questions and vote.</li> <li>The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the AGM.</li> <li>You can then logout from the Virtual Meeting Portal.</li> </ol>

## MODE OF COMMUNICATION

- Shareholders are encouraged to submit questions to Board prior to the AGM commencing from 31 October 2022 by logging into BSIP at <https://investor.boardroomlimited.com> by selecting “IREKA CORPORATION BERHAD 46<sup>th</sup> ANNUAL GENERAL MEETING” from the list of corporate meeting and click “Submit Questions” no later than 10.30 am on Tuesday, 6 December 2022

If you have any question for the Chairman/Board during the AGM, you may submit your question using the Messaging window facility which will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from **9.30 a.m. on Thursday, 8 December 2022**.

The Chairman/Board will endeavour to respond to relevant questions during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the conclusion of the AGM.

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## PROXY & LODGEMENT OF PROXY FORM

13. Members who are unable to participate in the AGM remotely, he/she is strongly encouraged to appoint the Chairman of the Meeting as his/her proxy and pre-casted the voting instructions in the Proxy Form.
14. The proxy form must be completed, signed and lodged with the Company via the following, no later than 10.30 a.m. on 6 December 2022: -

- a. By postal/courier/hand/fax/email deliver to Company’s Share Registrar’s Office at the following address: -

Boardroom Share Registrars Sdn Bhd  
11<sup>th</sup> Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,  
46200 Petaling Jaya, Selangor Darul Ehsan  
Fax No. : 03-7890 4670  
Email Address : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

- b. Online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, which is free and available to all individual Depositors. Kindly refer to Note 11 - Steps 1 to 3 above.
15. The lodging of the Form of Proxy shall not preclude you from personally participating remotely and voting at the AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the AGM, kindly register your intention to participate remotely via BSIP at <https://investor.boardroomlimited.com> (Refer to Note 11 - Steps 1 to 3 above). Please note that upon your registration to personally participate remotely in the AGM, your earlier proxy appointment will be deemed revoked. Alternatively, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke your earlier proxy appointment **no later than Tuesday, 6 December 2022 at 10.30 a.m.**

## ENQUIRY

If you have any enquiry prior to the AGM, please contact the following personnel during office hours on Mondays to Fridays, from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

Boardroom Share Registrars Sdn Bhd (Registration Number: 199601006647 (378993-D))  
11<sup>th</sup> Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,  
46200 Petaling Jaya,  
Selangor Darul Ehsan  
Tel: 603 7890 4700  
Fax: 603 7890 4670  
Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)