



**IREKA CORPORATION BERHAD**

(Registration No. 197501004146 (25882-A))

(Incorporated in Malaysia)


31 October 2023

Dear Shareholders,

We are pleased to invite you to the 47<sup>th</sup> Annual General Meeting (“AGM”) of Ireka Corporation Berhad which will be held on virtual basis through live streaming and online remote voting via online meeting platform at <https://meeting.boardroomlimited.my> provided by Boardroom Share Registrars Sdn Bhd as follows: -

|                         |   |   |
|-------------------------|---|---|
| Day and Date            | : | Tuesday, 5 December 2023  |
| Time                    | : | 10.30 am  |
| Online Meeting Platform | : | <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>   |
| Broadcast Venue         | : | Level 18, Wisma Mont’ Kiara,<br>No. 1, Jalan Kiara, Mont’ Kiara,<br>50480 Kuala Lumpur  |
| Mode of Communication   | : | (i) Submit questions to the Board of Directors (“Board”) prior to the AGM by logging into Boardroom Smart Investor Portal (“BSIP”) at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> by selecting “IREKA CORPORATION BERHAD 47 <sup>th</sup> ANNUAL GENERAL MEETING” from the list of corporate meeting and click “Submit Questions” no later than 10.30 a.m. on Sunday, 3 December 2023; or<br><br>(ii) Pose questions to the Board via real time submission of typed texts at the online meeting platform during live streaming of the 47 <sup>th</sup> AGM. |

For downloading the Proxy Form as well as the Administrative Guide for the AGM, you may either: -

|   |   |
|---|---|
| <ul style="list-style-type: none"><li>scan the QR code as appended below; <b>OR</b></li></ul> | <ul style="list-style-type: none"><li>Go directly to our website <a href="https://ireka.com.my/">https://ireka.com.my/</a> and click the followings to download the Proxy Form and Administrative Guide:-</li></ul> |
|            | <p><b>Step 1</b> – Click Investor Relation &gt; AGM</p> <p><b>Step 2</b> – Choose 47<sup>th</sup> AGM</p>   |

The Administrative Guide in relation to the remote participation of the virtual AGM has been published on our website and a copy of the same can be downloaded at <https://ireka.com.my>.

**SHAREHOLDERS / PROXIES / CORPORATE REPRESENTATIVES** are urged to attend the AGM remotely via online meeting platform at <https://meeting.boardroomlimited.my>.

You may submit your request for a printed copy of the Annual Report by email to the Company’s Share Registrar, Boardroom Share Registrars Sdn. Bhd. at [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or log on to BSIP at <https://investor.boardroomlimited.com> via the following steps :

- Step 1 - Register an account
- Step 2 - At left-menu, click on <<INVESTOR SERVICES>> & <<REQUEST FOR ANNUAL REPORT>>
- Step 3 - Please select the <<IREKA CORPORATION BERHAD>> and complete the on-line request form prior to submitting your request

We would like to thank you for your continuous support of the Company. Should you have any queries on the foregoing, please do not hesitate to contact our Share Registrar, Boardroom Share Registrars Sdn Bhd at 03-78904700 during office hours from 9:00 a.m. to 5:00 p.m. (Monday to Friday) or [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).

Yours faithfully,

**DATUK MOHD HASNUL ISMAR BIN MOHD ISMAIL**

Group Managing Director

**ADMINISTRATIVE GUIDE FOR THE  
47<sup>th</sup> 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  |
|---|--|
| <p><b>Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only)</b></p> <p><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></p> | <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 you 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> |

| Procedures   | Actions  |
|--|--|
| <p data-bbox="288 1010 587 1099"><b>Step 2 – Submit Request for Remote Participation User ID and Password</b></p> <p data-bbox="288 1160 587 1249"><i>Registration for remote access will be opened on 31 October 2023</i></p> | <p data-bbox="624 188 1206 215"><b><u>Individual Members and Corporate Shareholder</u></b></p> <ol style="list-style-type: none"> <li data-bbox="655 226 1382 286">a) 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 data-bbox="655 304 1433 394">b) Select “<b>IREKA CORPORATION BERHAD 47<sup>th</sup> ANNUAL GENERAL MEETING</b>” from the list of Corporate Meetings and click “<b>Enter</b>”.</li> <li data-bbox="655 412 1401 551">c) To attend the virtual AGM remotely <ul style="list-style-type: none"> <li data-bbox="715 450 1102 479">• Click on “<b>Register for RPEV</b>”.</li> <li data-bbox="715 490 1401 551">• Read and agree to the terms &amp; conditions and enter your CDS account no. to submit your request.</li> </ul> </li> </ol> <p data-bbox="624 636 1281 663"><b><u>Authorised Nominee and Exempt Authorised Nominee</u></b></p> <p data-bbox="624 701 1070 728"><b>Via Boardroom Smart Investor Portal</b></p> <ol style="list-style-type: none"> <li data-bbox="655 741 1433 801">a) 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 data-bbox="655 819 1433 909">b) Select &lt;&lt; <b>IREKA CORPORATION BERHAD 47<sup>th</sup> ANNUAL GENERAL MEETING</b> &gt;&gt; from the list of Meeting Event(s) and click &lt;&lt;<b>Enter</b>&gt;&gt;.</li> <li data-bbox="655 927 1114 956">c) Click on &lt;&lt;<b>Submit eProxy Form</b>&gt;&gt;.</li> <li data-bbox="655 974 1433 1034">d) Select the company you would like to represent (if more than one).</li> <li data-bbox="655 1052 1433 1113">e) Proceed to download the file format for “Submission of Proxy Form” from Boardroom Smart Investor Portal.</li> <li data-bbox="655 1131 1433 1191">f) Prepare the file for the appointment of proxies by inserting the required data.</li> <li data-bbox="655 1209 1433 1238">g) Proceed to upload the duly completed proxy appointment file.</li> <li data-bbox="655 1256 1433 1317">h) Review and confirm your proxy appointment and click &lt;&lt;<b>Submit</b>&gt;&gt;.</li> <li data-bbox="655 1335 1433 1364">i) Download or print the eProxy form as acknowledgement.</li> <li data-bbox="655 1382 1433 1471">j) Note: if you wish to appoint more than one (1) company, kindly click the home button and select &lt;&lt;<b>Edit Profile</b>&gt;&gt; in order to add company name.</li> </ol> <p data-bbox="624 1525 738 1552"><b>Via Email</b></p> <ul style="list-style-type: none"> <li data-bbox="655 1568 1433 1727">• 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 data-bbox="655 1738 1433 1827">• 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 data-bbox="655 1877 1433 1937">a) You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li data-bbox="655 1955 1433 2080">b) Upon system verification of your registration against the <b>AGM’s Record of Depositors as at 27 November 2023</b>, you will receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</li> <li data-bbox="655 2098 1433 2159">c) Please note that the closing date and time to submit your request is by <b>10.30 a.m on Sunday, 3 December 2023</b>.</li> </ol> |

| Procedures  | Actions   |
|---|---|
| <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>a. 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 Tuesday, 5 December 2023.</li> <li>b. 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>c. The steps given will also guide you on how to view live webcast, ask questions and vote.</li> <li>d. 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>e. You can then logout from the Virtual Meeting Portal.</li> </ol> |

### MODE OF COMMUNICATION

12. Shareholders are encouraged to submit questions to Board prior to the AGM commencing from 31 October 2023 by logging into BSIP at <https://investor.boardroomlimited.com/> by selecting “IREKA CORPORATION BERHAD 47th ANNUAL GENERAL MEETING” from the list of corporate meeting and click “Submit Questions” no later than 10.30 am on Sunday, 3 December 2023.

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 Tuesday, 5 December 2023.

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.

### 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 Sunday, 3 December 2023:-

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

Boardroom Share Registrars Sdn Bhd  
11th 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

- 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.

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

[Note: Please refer to Note 11, Step 1 above for the procedures]

**Step 2 – e-Proxy Lodgement**

- (a) Login to <https://investor.boardroomlimited.com> using your user ID and password.
- (b) Select 'IREKA CORPORATION BERHAD 47th ANNUAL GENERAL MEETING' from the list of Corporate Meetings and click 'Enter'.
- (c) Click on 'Submit eProxy Form'.
- (d) Read and accept the General Terms and Conditions by clicking 'Next'.
- (e) Enter your CDS Account Number and number of securities held.
- (f) Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- (g) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- (h) Review and confirm your proxy appointment.
- (i) Click 'Apply'.
- (j) Download or print the eProxy Form as acknowledgement.

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 Sunday, 3 December 2023 at 10.30 a.m.**

## ENQUIRY

If you have any enquiry prior to the AGM, please contact the following personnel during office hours on Monday to Friday, 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)