

ADMINISTRATIVE DETAILS

ADMINISTRATIVE DETAILS FOR THE TWELFTH ANNUAL GENERAL MEETING (“12TH AGM”)

Date and Time	:	Tuesday, 19 November 2024 at 10.30 a.m.
Broadcast Venue	:	BO3-C-13-1, Menara 3A, No. 3, Jalan Bangsar, KL Eco City, 59200 Kuala Lumpur, Malaysia
Online Meeting Platform	:	Dvote Online website at www.dvote.my
Mode of Communication	:	Real time submission of typed text on the Online Meeting Platform

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

1. The 12th AGM will be conducted entirely through live streaming from the Broadcast Venue.
2. The Broadcast Venue of the 12th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairperson of the Meeting to be present at the main venue of the Meeting. Members/proxies/authorised representatives/attorneys **WILL NOT BE ALLOWED** to attend the 12th AGM in person at the Broadcast Venue on the day of the Meeting.
3. Members who wish to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 12th AGM via the RPV are required to register as a user with **Dvote Online** website at **www.dvote.my**. Please refer to the “**Procedures to Participate via RPV**” below.
4. Registration as remote participant for the Meeting is **open from Friday, 27 September 2024** until the commencement of the polling during the 12th AGM.

ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

1. Only members whose names appear on the **Record of Depositors as at 8 November 2024** shall be entitled to participate in the 12th AGM or appoint proxy(ies)/authorised representative/attorney to participate on their behalf.
2. Members who are unable to participate in the 12th AGM may appoint the Chairperson of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
3. The appointment of a proxy/authorised representative/attorney for the 12th AGM may be made in hard copy form or by electronic means. The instrument appointing a proxy/authorised representative/attorney must be deposited or submitted in the following manner, no later than **Sunday, 17 November 2024 at 10.30 a.m.:**
 - (i) **In hard copy form**

In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Registered Office of the Company situated at Office Suite No. 603, Block C, Pusat Dagangan Phileo Damansara 1, No. 9, Jalan 16/11, Off Jalan Damansara, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia; or
 - (ii) **By electronic means**

The proxy form can be electronically lodged with the Poll Administrator of the Company via **Dvote Online** website at **www.dvote.my**. The procedure to submit your Proxy Form electronically is outlined below under “**Procedures to Participate via RPV**”.
4. Appointed proxies are required to register as a user with **Dvote Online** at **www.dvote.my**. Kindly refer to the “**Procedures to Participate via RPV**” provided below for detailed registration procedures.

REVOCATION OF PROXY

1. If you have submitted the Proxy Form and subsequently decide to change your proxy(ies) or revoke your appointment(s) to personally participate in the 12th AGM, please write in to the Company's Poll Administrator at **generalmeeting@ascendserv.com** no later than **Sunday, 17 November 2024 at 10.30 a.m.**
2. Upon revocation, your proxy(ies) will not be allowed to participate in the 12th AGM. Please advise your proxy(ies) accordingly.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS (“BOARD”)

1. Members may submit questions to the Board prior to the 12th AGM by emailing to **generalmeeting@ascendserv.com** no later than **Sunday, 17 November 2024 at 10.30 a.m.**
2. Members may also submit their questions to the Board via the real time submission of typed texts through a Question Box within **Dvote Online** website at **www.dvote.my** before the start or during the 12th AGM.
3. The Board will endeavor to respond to the questions received during the 12th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the Meeting.

POLL VOTING AT MEETING

The voting at the 12th AGM will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad.

Infomina Berhad has appointed AscendServ Capital Markets Services Sdn. Bhd. (“AscendServ”) as the Poll Administrator to conduct the poll by way of online remote voting (“e-Voting”) via its **Dvote Online** website at **www.dvote.my** and Scrutineer Solutions Sdn. Bhd. as Independent Scrutineers to verify the poll results.

Members can proceed to vote on the resolutions any time from the commencement of the 12th AGM at 10.30 a.m. and before the end of the voting session which will be announced by the Chairperson of the Meeting. Kindly refer to “**Procedures to Participate via RPV**” provided below for guidance on how to vote remotely through the **Dvote Online** website at **www.dvote.my**.

For the purpose of the 12th AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon completion of the voting session for the 12th AGM, the Independent Scrutineers will verify the poll results followed by the Chairperson’s declaration whether the resolution(s) tabled for voting is carried or otherwise.

PROCEDURES TO PARTICIPATE VIA RPV

Member(s)/proxy(ies)/authorised representative(s)/attorney(s) who wish to participate in the 12th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

BEFORE THE 12 TH AGM DAY	
Procedure	Action
(a) Sign-up as a user with Dvote Online	<p>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</p> <ul style="list-style-type: none"> Access the website at www.dvote.my. Click on “Sign up” to register as a new user with Dvote Online. Complete registration and upload softcopy of Malaysia Identification card (front and back) or passport (foreigner(s)). <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>

ADMINISTRATIVE DETAILS

PROCEDURES TO PARTICIPATE VIA RPV (CONTINUED)

BEFORE THE 12 TH AGM DAY	
Procedure	Action
(b) Register for Remote Participation with Dvote Online	<ul style="list-style-type: none"> Registration for remote participation is open from Friday, 27 September 2024 until the commencement of the polling at the 12th AGM. Login to www.dvote.my with your email address and password. Select event: “Infomina Berhad - 12th Annual General Meeting” and click “Register”. You will receive an email notifying that your registration for remote participation is received for verification. After verification of your registration against the General Meeting Record of Depositors as of 8 November 2024, the system will send you an email to approve/reject your registration for remote participation. If approved, you will receive an invitation email together with the meeting link to “Join Meeting”.
(c) Submission of Proxy Form	<ul style="list-style-type: none"> Login with your email address and password. Submission of e-proxy form will be available from Monday, 11 November 2024 until Sunday, 17 November 2024 at 10.30 a.m. Select the corporate event: “Infomina Berhad - 12th Annual General Meeting” and click “e-Proxy” under “Pre-Meeting Submission”. Click “Select” under the Action column. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairperson as your proxy. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote. Review and submit your proxy(s) appointment.
ON THE DAY OF THE 12 TH AGM	
Procedure	Action
(a) Join the Live Stream Meeting	<ul style="list-style-type: none"> Click on “Join Meeting” link in the invitation email and you will be directed to the live streaming room. You are advised to log in early, at least 20 minutes, before the commencement of the 12th AGM.
(b) Post Questions during Live Streaming	<ul style="list-style-type: none"> If you have any question(s) for the Board, you may use the Question Box to transmit your question(s).
(c) Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.30 a.m. on Tuesday, 19 November 2024 until a time when the Chairperson announces the end of the voting session. Click on “Vote”, to cast your votes for each resolution(s). Review your casted votes, confirm and submit your votes.
(d) End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the 12th AGM, the live streaming will end.

Notes to users of the RPV:

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log-in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live stream meeting or online voting on the meeting day, kindly call the Poll Administrator at +603 7890 0238 / +6018 980 7189 or email to **generalmeeting@ascendserv.com** for assistance.

NO DOOR GIFTS OR VOUCHERS

There will be no distribution of vouchers or door gifts for the 12th AGM.

NO RECORDING

Strictly no recording of the 12th AGM proceedings is allowed.

ENQUIRIES FOR 12TH AGM

If you have any enquiry(ies) on the above, please contact the Poll Administrator during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Poll Administrator : AscendServ Capital Markets Services Sdn. Bhd.
Contact Person : Mr Alven Lai
Email : generalmeeting@ascendserv.com
General Line : +603 7890 0238 / +6018 980 7189