



ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE ELEVENTH ANNUAL GENERAL MEETING (11THAGM)

Date : Thursday, 16 November 2023
Time : 10.00 a.m.
Venue : Sime Darby Convention Centre, Auditorium, Level LG1, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur

ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only a member whose name appears on the Record of Depositors as at 8 November 2023 shall be entitled to attend or appoint proxy(ies)/attorney/authorised representative to attend, speak and/or vote on his/her/its behalf.

REGISTRATION ON THE DAY OF 11TH AGM

1. Registration will commence at 9.00 a.m. at the at the foyer of Sime Darby Convention Centre, Auditorium, Level LG1 and the registration counter will be closed when the meeting commences.
2. Please present your original National Registration Identity Card (NRIC) or passport (for Non-Malaysian) during registration for verification purposes. A photocopy of your NRIC or passport will not be accepted. Please ensure that the original NRIC or passport is returned to you thereafter. Upon signing of attendance list, a voting slip will be given to you for voting purposes before entering the meeting room.
3. Registration must be done in person. No person is allowed to register on behalf of another even with the original NRIC or passport of that other person.
4. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

POLL VOTING

The voting at the 11th AGM will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the polling process and Scrutineer Solutions Sdn Bhd as the Independent Scrutineer to verify the poll results.

APPOINTMENT OF PROXY OR ATTORNEY OR AUTHORISED REPRESENTATIVE

If an individual member is not able to attend the 11th AGM on 16 November 2023, he/she can appoint proxy(ies) or attorney or the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form(s). In the case of a corporate member, the corporate member may appoint a duly authorised representative or proxy(ies) to participate in the 11th AGM in place.

The appointment of a proxy/attorney/authorised representative may be made in hard copy form or by electronic means in the following manner and must be received by the Share Registrar of the Company **not less than forty-eight (48) hours before the time appointed for holding the AGM** and adjourned AGM at which the person named in the appointment proposed to vote:

- (i) In hard copy form

In the case of an appointment made in hard copy form, the Proxy Form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.



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A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed an authorised representative instead of a proxy to attend the 11th AGM, please deposit the **ORIGINAL** Certificate of Appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur on or before the AGM to participate in the 11th AGM. The Certificate of Appointment should be executed in the following manner:-

- (i) If the corporate member has a common seal, the Certificate of Appointment should be executed under seal in accordance with the constitution of the corporate member.
 - (ii) If the corporate member does not have a common seal, the Certificate of Appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:-
 - (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
- (ii) By electronic means

The Proxy Form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online> and the procedures to submit your Proxy Form electronically are summarised below:

PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to submit your Proxy Form electronically via TIIH Online at <https://tiih.online> are summarised below:-

PROCEDURE	ACTION
I. Steps for Individual Members	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. • Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: “INFOMINA 11TH AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. • Review and confirm your proxy(ies) appointment. • Print Proxy Form for your record.

**PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM (CONTINUED)**

PROCEDURE	ACTION
ii. Steps for Corporation Or Institutional Members	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under “e-Services”, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The authorised representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “INFOMINA 11TH AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate event: “INFOMINA 11TH AGM - SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

REFRESHMENTS

Light refreshments will be served.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 11th AGM proceedings is allowed without prior written permission of the Company.

ENQUIRY

If you have any enquiry on the above, please contact the Share Registrar of the Company during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

Tricor Investor & Issuing House Services Sdn Bhd

General Line : 603-2783 9299

Fax Number : 603-2783 9222

Email : is.enquiry@my.tricorglobal.com