

## **ADMINISTRATIVE GUIDE FOR SHAREHOLDERS**

### **ISKANDAR WATERFRONT CITY BERHAD – 53<sup>rd</sup> ANNUAL GENERAL MEETING**

**Date** : 30 June 2022, Thursday  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Board Room, Ground Floor, #G08, Block 8, Danga Bay, Jalan Skudai, 80200 Johor Bahru  
**Virtual Meeting accessible at** : <https://web.vote2u.my>

In view of the COVID-19 outbreak and as part of the safety measures, the 53<sup>rd</sup> Annual General Meeting (“AGM”) will be held virtually and online remote voting using the Remote Participation and Voting Facilities (“RPV”).

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 23 June 2022 and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Malaysian Code on Corporate Governance 2021 Practice 13.3, this virtual AGM will facilitate greater shareholder’s participation (including posing questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn. Bhd. (“AGMO”) via its **Vote2U Online** website at <https://web.vote2u.my>

### **PROCEDURES TO PARTICIPATE IN RPV**

Please follow the Procedure to Participate in RPV as summarized below:

#### **BEFORE AGM DAY**

##### **A: REGISTRATION**

##### **Individual Shareholders**

	<b>Description</b>	<b>Procedure</b>
i.	Shareholders to register with Vote2U online	<p>The registration will open from the day of notice</p> <ol style="list-style-type: none"> <li>Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li> <li>Click “<b>Sign Up</b>” to sign up as a user.</li> <li>Read the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ on a small box <input type="checkbox"/>. Then click “<b>Next</b>”.</li> <li>*Fill-in your details (note: create your own password).</li> </ol>

	<p>e. Then click “<b>Continue</b>”.</p> <p>f. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</p> <p>g. Log in as user completed.</p> <p>h. Your registration will be verified and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>
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**B: REGISTER PROXY**

**Individual Shareholder / Corporate Shareholder / Nominees Company**

	<b>Description</b>	<b>Procedure</b>
i.	Submit Form of Proxy (hardcopy and electronic)	<p>The closing time to submit your Form of Proxy is at <b>10.00 a.m., Tuesday, 28 June 2022.</b></p> <p>a. *Fill-in details on the Form of Proxy and to ensure provide the following information:</p> <ul style="list-style-type: none"> <li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>○ *Email address of the Proxy</li> </ul> <p>b. Submit/Deposit the Form of Proxy to <b>Suite 1301, 13<sup>th</sup> Floor, City Plaza, Jalan Tebrau, 80300 Johor Bahru, Johor Darul Takzim.</b></p> <p>c. Submit by electronic means via email :- The proxy form also can be lodged electronically <b>via email at ir@iwcity.com.my</b></p> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>

Shareholders who appoint Proxy(ies) to participate the virtual AGM must ensure that the e-Proxy form and/or hardcopy Form of Proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

**ON AGM DAY**

**A: WATCH LIVE STREAMING**

**Individual Shareholders & Proxies**

	<b>Description</b>	<b>Procedures</b>
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9.00 a.m., Thursday, 30 June 2022</b>, one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none"> <li>Login with your email and password</li> <li>Select the General Meeting event (for example, "IWCITY 53<sup>rd</sup> AGM").</li> <li>Check your details.</li> <li>Click "<b>Watch Live</b>" button to view the live streaming.</li> </ol>

**B: ASK QUESTION**

**Individual Shareholders & Proxies**

	<b>Description</b>	<b>Procedures</b>
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none"> <li>Click "<b>Ask Question</b>" button to post question(s).</li> <li>Type in your question and click "<b>Submit</b>".</li> </ol> <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p>

**C: VOTIN REMOTELY**

**Individual Shareholders & Proxies**

	<b>Description</b>	<b>Procedures</b>
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"> <li>Click “<b>Confirm Details &amp; Start Voting</b>”.</li> <li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “<b>Next</b>” to continue voting for all resolutions.</li> <li>To change your vote, click “<b>Back</b>” and select another voting choice.</li> <li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “<b>Confirm</b>” to submit your vote.</li> </ol> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

**ADDITIONAL INFORMATION**

**Voting Procedure**

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

**Broadcast Venue**

Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room.

Shareholders and proxies are not advisable to go to the broadcast venue as it is only a place where the meeting is broadcast for transmission online in the present of Chairman, Directors, Chief Executive Officer, Auditors, Company Secretary and Senior Management. No seating and refreshment will be arranged for shareholders and proxies at the broadcast venue when it is a fully virtual meeting.

If shareholders and proxies arrive at the broadcast venue, the management has the right to ask you to leave the broadcast venue in order to comply with the government decrees and Standard Operating Procedures.

**No Door Gift or e-Voucher or Food Voucher**

There will be no door gift or e-Voucher or food voucher given at this AGM.

**Enquiry**

If you have enquiry relating to the AGM Administrative Guide for Shareholders or the RPV or encounters issues with the log in, steps to connect to live streaming and online voting, please email to [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com).