

**ADMINISTRATIVE GUIDE
FOR THE SHAREHOLDERS OF IRIS CORPORATION BERHAD
FOR 29TH ANNUAL GENERAL MEETING (“AGM”)**

Dear Valued Shareholders,

Public Health Precaution and Preventive Measures

- This Administrative Guide is necessary to introduce safety measures and control for the well-being of our shareholders as well as to enable the Company to comply with the Government and/or relevant authorities’ directives and guidelines on public gatherings or events which may be issued from time to time.
- We appreciate if all shareholders, proxies and invited guests could take all the necessary precaution and preventive measures as issued by the Ministry of Health when attending the 29th AGM.

You are advised to refrain from attending the AGM in person if you are confirmed COVID-19 POSITIVE. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the AGM.

- i. According to government safety regulation, although it’s not mandatory, you are still encouraged to wear face masks while inside IRIS building, given that it has been proven to reduce the spread of infection. Please be informed that the **Company will not be providing face masks.**
- ii. We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the AGM. Hand sanitiser will be provided by the Company.

As the 29th AGM will start punctually at 11.00am, the Company encourage shareholders to come earlier to facilitate the registration. The registration will start from 9.00am on the same date.

Proxy

If a shareholder is not able to attend the 29th AGM on 20 September 2023, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please submit your Proxy Form to the registered office of the Company at Acclime Corporate Services Sdn Bhd, Level 5, Tower 8, Avenue 5, Horizon 2, Bangsar South City, 59200 Kuala Lumpur.

Inquiry

If you have any enquiry prior to the AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Acclime Corporate Services Sdn Bhd	Telephone Number:	03-2280 6388
	PIC Name:	Kevin Lee
	Fax Number:	03-2280 6399
	Email:	ke.lee@acclime.com
Tricor Investor & Issuing House Service Sdn Bhd	Telephone Number:	03-2783 9299
	PIC Name:	Mohd Kamal Bin Mohd Din
	Fax Number:	03-2783 9222
	Email:	is.enquiry@my.tricorglobal.com

Thank you.

Yours faithfully,
MS WONG YOUN KIM (MAICSA 7018778)
Company Secretary