

**ADMINISTRATIVE GUIDE  
FOR THE SHAREHOLDERS OF IRIS CORPORATION BERHAD  
FOR 30<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”)**

Dear Valued Shareholders,

- This Administrative Guide is necessary to introduce safety measures and control for the well-being of our shareholders.
- 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 30<sup>th</sup> 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. 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 30<sup>th</sup> 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 30<sup>th</sup> AGM on 25 September 2024, 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 not less than twenty-four (24) hours before the time for holding the meeting or any adjournment thereof.

**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:	<a href="mailto:ke.lee@acclime.com">ke.lee@acclime.com</a>
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:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>

Thank you.

Yours faithfully,

**MS LIM LI HEONG (MAICSA 7054716)**

**MS WONG MEE KIAT (MAICSA 7058813)**

Company Secretaries