

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS OF IRIS CORPORATION BERHAD

Dear Valued Shareholders,

COVID-19 Outbreak Safety Measures

- In view of the COVID-19 outbreak, your safety remains our utmost priority. 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.
- As a precautionary measure, the Company reserves the right to limit the number of attendees including invited guests as set by the authorities to be physically present at the venue of the 26th Annual General Meeting held on 23 September 2020 at 11.00am ("AGM").
- The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures as mentioned below.

Public Health Precaution and Preventive Measures

- In light of the COVID-19 outbreak, 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 26th AGM.
- Your attendance in person at the AGM will be denied under the following circumstances:
 - You have travelled overseas, especially to the affected countries, or have attended an event or visited any area which was reported to have suspected or confirmed COVID-19 case in Malaysia 14 days before the date of the AGM;
 - You have been in contact with a COVID-19 affected person;
 - You are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath

You are hereby strongly advised and encouraged to submit your Proxy Form prior to the AGM.

Before the AGM:

- i. At the entrance of venue of meeting and before a shareholder, proxy or an invited guest can proceed to the registration counter, he/she will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration, specifically to facilitate the Company in preventing any potential spread of COVID-19.

Procedures to be observed:

- You will **NOT** be allowed to enter venue of meeting if your body temperature is above 37.5°C or if you experience any symptoms of being unwell;
 - You will be required to provide health declaration prior to entering venue of meeting
- ii. Wearing a face mask in advance and throughout the AGM proceedings is **compulsory**. Please be informed that the **Company will not be providing face masks**.
 - iii. 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 26th AGM will start punctually at 11.00am, the Company encourage shareholders to come earlier to facilitate the registration. The registration will start from 9.30am on the same date.

Proxy

If a shareholder is not able to attend the 26th AGM on 23 September 2020, 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 HMC Corporate Services Sdn Bhd, Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur.

Door Gift and Refreshment

To ensure physical distancing as well as to minimise contact at the AGM in accordance with the guidelines issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be **NO distribution of door gifts and there will be NO refreshment** (including coffee and tea) provided to shareholders, proxies and invited guests who attend and/or participate at the AGM, physically or remotely.

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):

HMC Corporate Services Sdn Bhd	Telephone Number:	03-22415800
	PIC Name:	Ching Chun Keong
	Fax Number:	03-22825022
	Email:	chunkeong@hmc.my
Tricor Investor & Issuing House Service Sdn Bhd	Telephone Number:	03-2783 9299
	PIC Name:	Esther Loo
	Fax Number:	03-27839222
	Email:	is.enquiry@my.tricorglobal.com

Thank you.

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