

# IRIS CORPORATION BERHAD

199401016552 (302232-X)  
(Incorporated in Malaysia)

## ADMINISTRATIVE GUIDE FOR THE TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27<sup>TH</sup> AGM”) OF IRIS CORPORATION BERHAD

Date : Wednesday, 29 September 2021  
Time : 11.00 a.m.  
Meeting Platform : TIIH Online at <https://tiih.online>, provided by Tricor Investor & Issuing House Services Sdn. Bhd.  
(Domain registration number with MYNIC: D1A282781)

Dear Valued Shareholders

### MODE OF MEETING

As a precautionary measure amid the COVID-19 outbreak, the 27<sup>th</sup>AGM of the Company will be conducted fully virtual via Remote Participation and Electronic Voting (“RPV”) facilities, as the safety of our members, Directors, staff, and other stakeholders who will attend the AGM are of paramount importance.

This is in line with the latest Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021, including any amendment that may be made from time to time.

Shareholders **WILL NOT BE ALLOWED** to attend the 27<sup>th</sup> AGM in person on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 27<sup>th</sup> AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”).

The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 27<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than Monday, 27 September 2021 at 11.00a.m..

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than Monday, 27 September 2021 at 11.00 a.m. to participate via RPV in the 27<sup>th</sup> AGM.

Attorneys appointed by power of attorney are to deposit their power attorney with Tricor not later Monday, 27 September 2021 at 11.00a.m. to participate via RPV in the AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at the 27<sup>th</sup> AGM via RPV must request his/ her proxy or attorney or authorised representative to register himself/ herself with TIIH Online via its website at <https://tiih.online>.

## ADMINISTRATIVE GUIDE

### PROCEDURES FOR RPV

Shareholders/ proxies/corporate representatives/ attorneys who wish to participate at the 27<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures summarised below:

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via email.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b) Submit your registration for RPV	<ul style="list-style-type: none"> <li>• Registration is open from <b>Friday, 27 August 2021</b> up to the <b>day of the 27<sup>th</sup> AGM, Wednesday, 29 September 2021</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance to ascertain their eligibility to participate in the 27<sup>th</sup> AGM using the RPV facilities.</li> <li>• Login with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) IRIS CORPORATION BERHAD 27<sup>th</sup> AGM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “<b>Register for Remote Participation and Voting</b>”.</li> <li>• Review your registration and proceed to register.</li> <li>• The system will send an email to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the Record of Depositors as at 22 September 2021, the system will send you an email <b>after 27 September 2021</b> to approve or reject your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
<b>ON THE DAY OF THE AGM (WEDNESDAY, 29 SEPTEMBER 2021)</b>	
(a) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at any time from 10.00a.m., i.e. 60 minutes before the commencement of the 27<sup>th</sup> AGM on <b>Wednesday, 29 September 2021 at 11.00 a.m.</b></li> </ul>
(b) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) IRIS CORPORATION BERHAD 27<sup>th</sup> AGM</b>” to engage in the proceedings of the 27<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavour to respond to questions submitted by remote participants during the 27<sup>th</sup> AGM. If there is time constraint, the responses will be emailed to you at the earliest possible time, after the meeting.</li> </ul>
(c) Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 11.00 a.m. on Wednesday, 29 September 2021</b> until a time when the Chairman announces the end of the voting session of the 27<sup>th</sup> AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) IRIS CORPORATION BERHAD 27<sup>th</sup> AGM</b>” or if you are on the live</li> </ul>

**ADMINISTRATIVE GUIDE**

		<p>stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</p> <ul style="list-style-type: none"> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 27<sup>th</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live streaming is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616/ 011-4080 3168/ 011-4080 3169/ 011-4080 3170 or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

Only members whose names appear on the Record of Depositors as at 22 September 2021 shall be eligible to participate in the 27<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

In view that the 27<sup>th</sup> AGM will be conducted virtually, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.

If you wish to participate in the 27<sup>th</sup> AGM yourself, please do not submit any Form of Proxy for the 27<sup>th</sup> AGM. You will not be allowed to participate in the 27<sup>th</sup> AGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/ corporate representative/ attorney for the 27<sup>th</sup> AGM, whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 27 September 2021 at 11.00 a.m:**

- (i) In hard copy form:
  - a) By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
- (ii) By electronic means via TIIH Online

All shareholders have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure		Action
<b>i. Steps for Individual Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> </ul>

**ADMINISTRATIVE GUIDE**

		<ul style="list-style-type: none"> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>“IRIS CORPORATION BERHAD 27<sup>th</sup> AGM – SUBMISSION OF PROXY FORM”</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder 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 our Share Registrar if you need clarifications on the user registration.</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: <b>“IRIS CORPORATION BERHAD 27<sup>th</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for <b>“Submission of Proxy Form”</b> in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the proxy appointment file.</li> <li>Login to TIIH Online, select corporate exercise name: <b>“IRIS CORPORATION BERHAD 27<sup>th</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select <b>“Submit”</b> to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## **ADMINISTRATIVE GUIDE**

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### **POLL VOTING**

1. The voting at the 27<sup>th</sup> AGM will be conducted by poll pursuant to Rule 8.31A of the Ace Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor as Poll Administrator and Independent Scrutineer to conduct the polling process and verify the results of the poll respectively.
2. Shareholders/proxies/corporate representative/attornies can proceed to submit votes on the resolutions at any time from the commencement of the 27<sup>th</sup> AGM at 11.00 a.m but before the end of the voting session which will be announced by the Chairman of the Meeting and . Kindly refer to “**Procedures to RPV**” provided above for guidance on how to vote remotely via TIIH Online.

### **RESULTS OF THE VOTING**

The resolutions proposed at the 27<sup>th</sup> AGM and the results of the voting will be announced at the 27<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

The Board recognises that the 27<sup>th</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 27<sup>th</sup> AGM, shareholders may in advance, before the 27<sup>th</sup> AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, pose your questions and submit electronically no later than **Monday, 27 September 2021 at 11.00 a.m.** Thereafter, any further questions may be posed during the AGM and the Board of Directors will endeavour to address the questions received at the 27<sup>th</sup> AGM.

### **DOOR GIFT AND REFRESHMENTS**

There will be **NO distribution of door gifts and refreshments** for the 27<sup>th</sup> AGM since the meeting is being conducted virtually.

### **RECORDING OR PHOTOGRAPHY**

Unauthorized recording and photography of the proceedings of the 27<sup>th</sup> AGM are **strictly prohibited**.

## **ADMINISTRATIVE GUIDE**

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### **ENQUIRY**

If you have any enquiry prior to the AGM, please contact Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Service Sdn Bhd</b>	Telephone Number:	03-2783 9299
	Email:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>

### **PERSONAL DATA PRIVACY**

By registering for the remote participation and electronic voting (RPV) and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach warranty.