

**ADMINISTRATIVE GUIDE
FOR THE SHAREHOLDERS OF IRIS CORPORATION BERHAD
FOR 28TH ANNUAL GENERAL MEETING (“AGM”)**

Dear Valued Shareholders,

COVID-19 Safety 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.
- The Company 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

- 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 28th AGM.
- You are advised to refrain from attending the AGM in person if:
 - You were close contact with someone with suspected or confirmed COVID-19
 - You are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, runny nose, diarrhoea or shortness of breath
- Your attendance in person at the AGM will be denied under the following circumstances:
 - You are confirmed COVID-19 POSITIVE
 - You have been placed on quarantine orders or home surveillance order (“HSO”)

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 provide his/her MySejahtera status, specifically to facilitate the Company in preventing any potential spread of COVID-19.
- 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 28th 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 28th AGM on 27 September 2022, 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 Annual General Meeting or adjourned Annual General Meeting.

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:	03-22806388
	PIC Name:	Ching Chun Keong
	Fax Number:	03-22806399
	Email:	ck.ching@acclime.com
Tricor Investor & Issuing House Service Sdn Bhd	Telephone Number:	03-2783 9299
	PIC Name:	Mohd Kamal Bin Mohd Din
	Fax Number:	03-27839222
	Email:	is.enquiry@my.tricorglobal.com

Thank you.

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