



ADMINISTRATIVE GUIDE FOR THE TWENTY-SEVENTH ANNUAL GENERAL MEETING

1. FULLY VIRTUAL TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27th AGM”)

Date & Time	26 August 2021 (Thursday) at 11.30 a.m.
Online Venue	Online meeting platform provided by Boardroom Share Registrars Sdn Bhd (“Boardroom”) at https://meeting.boardroomlimited.my (MYNIC Domain Registration Number D6A357657)

The 27th AGM of Innoprise Plantations Berhad (“the Company”) will be conducted on a fully virtual basis through live streaming and Remote Participation and Electronic Voting (“RPEV”) facilities provided by Boardroom.

2. SHAREHOLDERS ENTITLED TO ATTEND THE VIRTUAL AGM

A shareholder whose name appears on the Record of Depositors on 18 August 2021 (“General Meeting Record of Depositors”) shall be eligible to participate in the virtual AGM or appoint proxy to participate on his/her behalf.

3. VOTING PROCEDURES

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the virtual AGM will be conducted by poll. The Company has appointed Boardroom as poll administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn Bhd as independent scrutineer to verify the poll results.

4. RPEV FACILITIES

Shareholders and proxies are advised to log in to the Boardroom Smart Investor Portal (“Boardroom Portal”) at <https://investor.boardroomlimited.com> for the following services –

- (a) Register participation for the virtual AGM
- (b) Submit eProxy form electronically
- (c) Submit questions prior to the virtual AGM
- (d) Submit request for Annual Report 2020 and Circular to Shareholders

Kindly follow the steps below to register for the virtual AGM –

Before the day of the 27th AGM
Step 1 – Register online with Boardroom Portal (For first time registration only)
<i>[Note : If you have already signed with Boardroom Portal, you are not required to register again. You may proceed to Step 2.]</i>
(i) Access website https://investor.boardroomlimited.com



- (i) Click < **Register** > to sign up as a user.
- (ii) Complete registration and upload softcopy of MyKad (front and back) or passport.
- (iii) Enter a valid email address.
- (iv) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – Submit request for remote participation

[Note : The registration for RPEV will be opened on 28 July 2021 and end on 24 August 2021 at 11.30 a.m.]

(a) Individual Shareholder

- (i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (ii) Select “**INNOPRISE PLANTATIONS BERHAD (27th) ANNUAL GENERAL MEETING**” from the list of Corporate Meeting and click “**Enter**”.
- (iii) Click on “**Register for RPEV**”.
- (iv) Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request.

(b) Appointment of Proxy

- (i) Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- (ii) Select “**INNOPRISE PLANTATIONS BERHAD (27th) ANNUAL GENERAL MEETING**” from the list of Corporate Meeting and click “**Enter**”.
- (iii) Click on “**Submit eProxy Form**”
- (iv) Read and accept the General Terms and Conditions and enter your CDS account no. to appoint proxy and insert proxy details and voting instructions.

(c) Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee

- (i) Write to bsr.helpdesk@boardroomlimited.com and provide the name of shareholder, CDS account no. and Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request.
- (ii) Provide a softcopy of the corporate representative’s or proxy’s MyKad (front and back) or passport together with his / her email address.

Step 3 – Verification and email notification

- (i) You will receive an email from Boardroom that your request has been received and is being verified.
- (ii) Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom with the Meeting ID, user ID and password for the virtual AGM. You will also be notified in the event your registration is rejected.



On the day of the 27th AGM
<p>Step 4 – Login to RPEV</p> <ul style="list-style-type: none">(i) The RPEV will be opened for login commencing at 10.30 a.m. on 26 August 2021 (Thursday).(ii) Click the link provided in the email in Step 3(ii) above to join the virtual AGM. Insert the Meeting ID and sign in with the user ID and password provided to you via the same email.
<p>Step 5 – Participants</p> <ul style="list-style-type: none">(i) Please follow the User Guides to view the live webcast, submit questions and vote.(ii) To view the live webcast, select the broadcast icon.(iii) To ask a question during the virtual AGM, select the messaging icon, type your question in the chat box and click the send button to submit.
<p>Step 6 – Vote</p> <ul style="list-style-type: none">(i) Once voting has commenced, the voting icon will appear with the resolutions and voting choices until the Chairman declares the end of the voting session.(ii) To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received.(iii) To change your vote, re-select your voting preference.(iv) If you wish to cancel your vote, please press “Cancel”.
<p>Step 7 – End</p> <ul style="list-style-type: none">(i) Upon declaration by the Chairman of the closure of the virtual AGM, the live webcast will end.

5. APPOINTMENT OF PROXY

Please deposit your completed Proxy Form at the Company’s Registered Office at 6th Floor, Menara Tun Mustapha, Likas Bay, 88400 Kota Kinabalu, Sabah not less than forty-eight (48) hours before the time set for holding the 27th AGM i.e. the latest by 24 August 2021 at 11.30 a.m.

Alternatively, the appointment of proxy can also be lodged electronically via Boardroom Portal at <https://investor.boardroomlimited.com> which is available to all shareholders not less than forty-eight (48) hours before the time set for holding the 27th AGM i.e. the latest by 24 August 2021 at 11.30 a.m. Please refer to Item (b) Step 2 above.

If you have submitted your Proxy Form and subsequently decide to appoint another person or you wish to participate in the virtual AGM, please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy no later than 24 August 2021 at 11.30 a.m.



6. SUBMISSION OF QUESTIONS

(a) Prior to the virtual AGM

Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Portal at <https://investor.boardroomlimited.com>, select “**Submit Questions**” after select “**INNOPRISE PLANTATIONS BERHAD (27th) ANNUAL GENERAL MEETING**” from the list of Corporate Meeting latest by 24 August 2021 at 11.30 a.m.

(b) During the virtual AGM

Shareholders may type their questions in the chat box at any time during the virtual AGM.

The Board and Management will endeavour to provide the responses at the virtual AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

7. ANNUAL REPORT 2020, PROXY FORM AND CIRCULAR TO SHAREHOLDERS

The Annual Report 2020, Proxy Form and Circular to Shareholders are available at the Company’s website at www.innoprise.com.my and Bursa Malaysia Securities Berhad’s website at <https://www.bursamalaysia.com>.

If you require printed copies of the above documents, please submit your request via the Boardroom Portal at <https://investor.boardroomlimited.com> by select Investor Services from the main venue and click “Request for Annual Report and Circular”

8. NO VOUCHER AND DOOR GIFT

There will be no voucher or any door gift for shareholders/proxies who participate in the 27th AGM.

9. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual AGM is allowed without the prior written permission of the Company.

10. ENQUIRY

Should you require any assistance, kindly contact our Share Registrar, Boardroom at 03-78904700 (email : bsr.helpdesk@boardroomlimited.com).