



INNOPRISE PLANTATIONS BERHAD
199301030333 (285072-M)

ADMINISTRATIVE GUIDE OF 27TH AGM FOR THE SHAREHOLDERS OF INNOPRISE PLANTATIONS BERHAD

Dear Valued Shareholders,

In view of the COVID-19 outbreak, your safety remains our utmost priority. The 27th AGM of the Company will be conducted in accordance with the General Standard Operating Procedures to Government and Private Sector (“General SOP”) issued by Malaysian National Security Council and Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission of Malaysia (“SC Guidance Note & FAQs”).

This Administrative Guide is necessary to introduce safety measures and controls to be undertaken by the Company to safeguard the well-being of our shareholders/proxies during the 27th AGM as well as to comply with the Government and/or authorities’ directives and guidelines on public gatherings and events which may be issued from time to time.

The Company wishes to highlight that the 27th AGM may be re-scheduled and/or postponed in view of the current COVID-19 Outbreak and the Malaysian Government’s announcements or guidelines made from time to time. Rest assured, all members/proxies including attendees shall be kept informed of any unexpected changes.

Public Health Precautions and Preventive Measures

- In light of the COVID-19 outbreak, we appreciate if all shareholders, proxies and invited guests could take all the necessary precautions and preventive measures as issued by the Ministry of Health when attending the 27th AGM.
- If 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 27th AGM will be denied. You are hereby strongly advised and encouraged to submit your Form of Proxy prior to the 27th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 27th AGM in person, the Company will also implement the following precautionary measures for the 27th AGM:-
 - (a) Shareholders, proxy holders and corporate representatives (“Participants”) will have to go through a compulsory body temperature screening and will be required to provide his/her health declaration via MySejahtera application during the registration process, specifically to facilitate the Company in preventing any potential spread of COVID-19. Any person with a body temperature of above 37.5°C or is experiencing any symptoms of being unwell above, you will **NOT** be allowed to enter the venue of the 27th AGM.
 - (b) Wearing a face mask in advance and throughout the 27th AGM proceedings is highly encouraged. Please be informed that the Company will not be providing face masks.
 - (c) We strongly advise you to frequently wash your hands and use the hand sanitiser before and after the 27th AGM. Hand sanitiser will be provided by the Company.

Registration

1. Pursuant to SC Guidance Note & FAQs, the Participants who will be attending the 27th AGM in person are required to pre-register themselves with the Company by providing their name, NRIC/Passport No. and CDS account no. to the Company via email at admin@innoprise.com.my not later than **Saturday, 22 May 2021 at 11.30 a.m.**, otherwise the attendance of Participants in person will be denied. Participants will be notified via email once the registration is successful. This is to allow the Company to make necessary arrangements for the 27th AGM.
2. The Company is abiding with the General SOP issued by Malaysian National Security Council in conducting the 27th AGM. Please present your original MyKad to the registration staff for verification against the pre-registration of attendance.
3. Please download the MySejahtera/Selangkah application in advance and upon verification and body temperature screening, scan the QR code for health declaration during the registration process. Please be mindful of one metre social distancing.

No Refreshment

To ensure social distancing as well as a measure to reduce the size of crowd or number of attendees at the 27th AGM, there will be no foods and drinks served to shareholders, proxies and invited guests during the 27th AGM.

Voting by Proxy

For the health and safety of shareholders, the Company would like to encourage shareholders to exercise their right to vote at the 27th AGM by appointing the Chairman of the 27th AGM as their proxy and indicate the voting instructions in the Form of Proxy instead of attending the 27th AGM in person.

If a shareholder is unable to attend the 27th AGM on **24 May 2021**, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Form of Proxy to the Registered Office, not later than **Saturday, 22 May 2021 at 11.30 a.m.**

Enquiry

If you have any enquiries prior to the 27th AGM, please contact the following during the office hours from Mondays to Fridays, 8.30 a.m. to 5.30 p.m. (except on public holidays):-

(a) Innoprise Plantations Berhad

General Line : 6089-914377
Fax Number : 6089-913477
Email : admin@innoprise.com.my

(b) Boardroom Share Registrars Sdn. Bhd. (Share Registrar)

General Line : 603-7890 4700
Fax Number : 603-7890 4670