



INNOPRISE PLANTATIONS BERHAD
199301030333 (285072-M)

ADMINISTRATIVE GUIDE OF 28TH 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 28th 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 28th 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 28th 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 28th 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 28th AGM will be denied. You are hereby strongly advised and encouraged to submit your Form of Proxy prior to the 28th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 28th AGM in person, the Company will also implement the following precautionary measures for the 28th 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/vaccinated 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 or not fully vaccinated, you will **NOT** be allowed to enter the venue of the 28th AGM.
 - (b) Wearing a face mask in advance and throughout the 28th 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 28th AGM. Hand sanitiser will be provided by the Company.

Registration

1. The registration counter will start at 10:00 am on Monday, 23 May 2022 at Belian Room, 7th Floor, Borneo Royale Hotel, Eastern Plaza, Mile 1, Jalan Kuhara, 91000 Tawau, Sabah.
2. Attendees are requested to present the original MyKAD or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.
3. Upon verification, attendees are required to write their name and sign on the Attendance List placed on the registration table.

Appointment of Proxy(ies)

Only a member whose name appears on the Record of Depositors as at 13 May 2022 shall be entitled to attend this 28th AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.

If a shareholder is not able to attend the 28th AGM on 23 May 2022, he/she can appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

The appointment of a proxy shall be deposited at the Registered Office of the Company at 6th Floor, Menara Tun Mustapha, Likas Bay, 88400 Kota Kinabalu, Sabah, at least forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting.

The last date and time for lodging the proxy form is on **Saturday, 21 May 2022 at 11.30 a.m.**

Enquiry

If you have any enquiries prior to the 28th 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
Email : bsr.helpdesk@boardroomlimited.com