



INNOPRISE PLANTATIONS BERHAD
199301030333 (285072-M)

ADMINISTRATIVE GUIDE OF 31ST AGM FOR THE SHAREHOLDERS OF INNOPRISE PLANTATIONS BERHAD

Dear Valued Shareholders,

This Administrative Guide is necessary to introduce controls to be undertaken by the Company to safeguard the well-being of our shareholders/proxies during the 31st AGM. These measures are designed to ensure that the AGM will be conducted in a smooth and secure manner, enabling all participants to engage meaningfully and contribute to the success of the meeting.

Registration

1. The registration counter will commence at 10:00 am on Monday, 26 May 2025 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 identity card, MyKAD (for Malaysian) or passport (for non-Malaysian) to the registration staff for verification. Photocopy of identity card or passport will not be accepted. Kindly ensure the identity card 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 identity card 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)

1. Only a member whose name appears on the Record of Depositors as at 19 May 2025 shall be entitled to attend this 31st AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.
2. If a shareholder is not able to attend the 31st AGM on 26 May 2025, 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.
3. 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.
4. The last date and time for lodging the proxy form is on **Saturday, 24 May 2025 at 11.30 a.m.**

Poll Voting

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll and Malaysian Issuing House Sdn Bhd as Scrutineers to verify the poll results.

2. The voting session will begin as soon as the Chairman announces the opening of the poll and will continue until the Chairman announces the closure of the poll. During this time, all shareholders or proxies are invited to cast their votes and make their voice count.
3. Once the polling for each resolution has been completed, the Scrutineers will verify the poll results for all the resolutions passed. The Company Secretary will then declare whether the resolutions are successfully carried or duly passed at the end of the meeting.

Annual Report 2024 and Circular to Shareholders

1. The Annual Report 2024 and Circular to Shareholders dated 28 April 2025 are available on the Company's website at www.innoprise.com.my and Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com.

Refreshment

All attendees are invited to a coffee and tea at the refreshment area before the start of the meeting.

Enquiry

If you have any enquiries prior to the 31st AGM, you may contact the following for assistance during the office hours (Monday to Friday, from 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
Website: www.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