



INNOPRISE PLANTATIONS BERHAD
199301030333 (285072-M)

ADMINISTRATIVE GUIDE FOR THE 32ND ANNUAL GENERAL MEETING

Dear Valued Shareholders,

This Administrative Guide sets out the procedures for the 32nd Annual General Meeting (“AGM”) of Innoprise Plantations Berhad to facilitate a smooth and orderly conduct of the meeting.

Registration

1. The registration counter will open at 10:00 a.m. on Thursday, 21 May 2026 at Belian Room, 7th Floor, Borneo Royale Hotel, Eastern Plaza, Mile 1, Jalan Kuhara, 91000 Tawau, Sabah.
2. Attendees are required to present their original identity card (MyKad for Malaysians) or passport (for non-Malaysians) to the registration staff for verification. Photocopies will not be accepted. No person will be allowed to register on behalf of another person, even with the original identification document of that person.
3. Upon verification, attendees are required to sign the Attendance List at the registration counter.

Appointment of Proxy(ies)

1. Only a member whose name appears on the Record of Depositors as at 13 May 2026 shall be entitled to attend the AGM or appoint a proxy to attend, speak and vote on his/her/its behalf.
2. A member who is unable to attend the AGM may appoint a proxy or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
3. The Proxy Form must be deposited at the Registered Office of the Company at Aras 7, Wisma Innoprise, Teluk Likas, 88400 Kota Kinabalu, Sabah, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof.
4. The last date and time for lodging the Proxy Form is **Tuesday, 19 May 2026 at 11.30 a.m.**

Poll Voting

1. Voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator and Malaysian Issuing House Sdn Bhd as Scrutineers.
2. The polling process will commence upon the Chairman’s announcement and will remain open until declared closed by the Chairman.
3. Upon completion of voting, the Scrutineers will verify the poll results and the Company Secretary will declare the outcome of the resolutions.

Annual Report 2025 and Circular to Shareholders

1. The Annual Report 2025 and Circular to Shareholders dated 23 April 2026 are available on the Company's website at www.innoprise.com.my and the website of Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

Refreshment

Light refreshments will be served prior to the commencement of the AGM.

Enquiry

If you have any enquiries prior to the AGM, please contact the following during office hours (Monday to Friday, from 8.30 a.m. to 5.30 p.m., excluding public holidays):

(a) Innoprise Plantations Berhad

General Line : 6088-214568
Fax Number : 6088-214577
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