



INSAS BERHAD

(Registration No. 196101000026 (4081-M))

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SIXTY-THIRD ANNUAL GENERAL MEETING (“63RD AGM”)

Day and Date : **Friday, 28 November 2025**

Time : **10.30 a.m.**

Venue : **Dewan Berjaya, Bukit Kiara Equestrian and Country Resort, Jalan Bukit Kiara, Off Jalan Damansara, 60000 Kuala Lumpur**

REGISTRATION ON THE DAY OF THE 63RD AGM

1. The registration counter will open at 9.00 a.m. on Friday, 28 November 2025 and will remain open until the conclusion of the 63rd AGM or such time as may be determined by the Chairman of the meeting.
2. Please produce your ORIGINAL MyKad or Passport (for foreign shareholder) during registration for verification. Only original MyKad or Passport is valid for registration.
3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original MyKad or Passport of that other shareholder/proxy. Please make sure you collect your MyKad or Passport after the registration.
4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
5. After registration and signing on the Attendance List, please vacate the registration area.
6. The registration counter will only handle verification of shareholdings and registration. For other enquiries, you may proceed to the Help Desk.

HELP DESK

The Help Desk will handle all enquiries on matters relating to the 63rd AGM. The Help Desk will also handle revocation of proxy's appointment.

CORPORATE MEMBERS

Corporate members who wish to appoint corporate representatives instead of proxy, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor Investor & Issuing House Services Sdn Bhd on or before the 63rd AGM.

APPOINTMENT OF PROXY OR ATTORNEY

1. Only members whose names appear on the **Record of Depositors as at 18 November 2025** shall be eligible to attend, speak and vote at the 63rd AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on their behalf.
2. Members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the proxy form.
3. If you wish to participate in the 63rd AGM yourself, please do not submit any proxy form for the 63rd AGM. You will not be allowed to participate in the 63rd AGM together with a proxy appointed by you.

4. Proxy form and/or documents relating to the appointment of proxy/attorney for the 63rd AGM whether in hard copy or by electronic means must be deposited or submitted in the following manner no later than **Wednesday, 26 November 2025 at 10.30 a.m.**:

(i) In Hard copy form:

In the case of an appointment made in hard copy form, the proxy form shall be deposited (by hand/post) with Tricor Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, at the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By Electronic form:

The procedures to submit your proxy form electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") are summarised below:-

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the portal at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: "INSAS BERHAD 63RD AGM". 3. Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record. <p>Kindly take note that ONLY Ordinary Shareholders are entitled to vote at the AGM.</p>
ii. Steps for Corporation or Institutional Shareholders	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the portal at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved.

	<p>6. Once you receive the confirmation, activate your account by creating your password.</p> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: “INSAS BERHAD 63RD AGM”. 3. Navigate to the icon “>” at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder’s name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select “Confirm” to complete your submission. 10. Print the confirmation report of your submission for your record.

VOTING AT MEETING

1. The voting at the 63rd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”). The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct poll voting electronically (e-voting) via The Portal and Independent Scrutineers have been appointed to verify the results of the poll.
2. During the 63rd AGM, the Poll Administrator will brief you on the poll voting procedure.
3. Upon completion of the voting session, the Independent Scrutineers will verify the poll results, followed by the Chairman’s announcement of the results and declaration whether the resolutions are carried.

RESULTS OF THE VOTING

The results of the poll voting will be announced at the 63rd AGM and subsequently released to Bursa Securities via an announcement at www.bursamalaysia.com.

NO RECORDING OR PHOTOGRAPHY

Recording or photography of the 63rd AGM proceedings is **STRICTLY PROHIBITED**.

NO SMOKING POLICY

Smoking in the meeting hall is **STRICTLY PROHIBITED**.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact Tricor during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except public holidays).

Tricor Investor & Issuing House Services Sdn. Bhd.	
Telephone Number	603-2783 9299
Email	is.enquiry@vistra.com

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.