



INSAS BERHAD

(Registration No. 196101000026 (4081-M))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 59TH ANNUAL GENERAL MEETING (“AGM”)

Date : Thursday, 2 December 2021
Time : 11.00 a.m.
Online Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>
(Domain registration number with MYNIC: D1A282781)

Mode of Meeting

- The AGM of the Company will be conducted fully virtual through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) in Malaysia via its TIIH Online website at <https://tiih.online>.
- According to the Revised Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 and Section 327 of the Companies Act 2016, an online meeting platform located in Malaysia is recognised as the meeting venue and all meeting participants of a fully virtual general meeting are required to participate in the meeting online.
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the AGM.

Remote Participation and Voting

- The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the AGM using the RPV facilities from Tricor.
- Kindly refer to “Procedures for RPV” as set out below for the requirements and procedures.

Procedures for RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the AGM using the RPV facilities:

Before the AGM Day

Procedure	Action
i. Register as a user with TIIH Online website	<ul style="list-style-type: none">• Using your computer, access to TIIH Online website at https://tiih.online.• Register as a user under the “e-Services” select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.

	<ul style="list-style-type: none"> • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online website, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online website.
ii. Submit your request to attend AGM remotely	<ul style="list-style-type: none"> • Registration is open from Friday, 29 October 2021 until the day of AGM on Thursday, 2 December 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the AGM using the RPV facilities. • Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) INSAS 59TH AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the Record of Depositors as at 22 November 2021, the system will send you an e-mail on or after 30 November 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online website and registration for the RPV).</i></p>

On the AGM Day

Procedure	Action
i. Login to TIIH Online website	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of meeting at 11.00 a.m. on Thursday, 2 December 2021.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) INSAS 59TH AGM” to engage in the proceedings of the AGM remotely. • If you have any question for the Board, you may use the query box to transmit your question. The Board will try to respond to questions submitted by remote participants during the AGM.
iii. Online remote voting	<ul style="list-style-type: none"> • Voting session will commence from 11.00 a.m. on Thursday, 2 December 2021 until a time when the Chairman announces the end of the session. • Select the corporate event: “(REMOTE VOTING) INSAS 59TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes. <p>Kindly take note that ONLY ordinary shareholders are entitled to vote at the AGM.</p>
iv. End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the conclusion of the AGM, the Live Streaming will end.

Notes to users of the RPV:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online website on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, please call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

Entitlement to Participate

- Only shareholders whose names appear on the **Record of Depositors as at 22 November 2021** shall be entitled to attend, speak and vote at the AGM or appoint proxy(ies) to attend and vote on his/her behalf.
- If a shareholder is unable to participate in the AGM, he/she may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the proxy form.
- If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.
- A shareholder who has appointed a proxy/authorised representative/attorney to participate in the AGM via RPV must request his/her proxy/authorised representative/attorney to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to "Procedures for RPV".

Appointment of Proxy or Corporate Representative or Attorney

- Proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the AGM whether in hard copy or by electronic means must be deposited or submitted in the following manner not later than **Tuesday, 30 November 2021 at 11.00 a.m.:**

(i) In hard copy

By hand or post to Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

(ii) By electronic form

Alternatively, the proxy forms can be lodged electronically via TIIH Online website by following the steps summarised below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online website	<ul style="list-style-type: none">• Using your computer, please access the TIIH Online website at https://tiih.online.• Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.

	<ul style="list-style-type: none"> • If you are already a user with TIIH Online website, you are not required to register again.
Proceed with submission of proxy form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: “INSAS 59TH AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(s) appointment. • Print the proxy form for record.
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online website	<ul style="list-style-type: none"> • Access TIIH Online website at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <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	<ul style="list-style-type: none"> • Login to TIIH Online website at https://tiih.online. • Select the corporate event name: “INSAS 59TH AGM - SUBMISSION OF PROXY FORM”. • Agree to the Terms & Conditions and Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Login to TIIH Online website, select corporate event name: “INSAS 59TH AGM - SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for record.

Voting at Meeting

- The voting at the AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Tricor to conduct the poll voting electronically (“e-voting”) via Tricor e-Vote application (“Tricor e-Vote App”).
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the AGM

at 11.00 a.m. on 2 December 2021 but before the end of the voting session which will be announced by the Chairman of the Meeting. Please refer to “Procedures for RPV” provided above for guidance on how to vote remotely via TIIH Online website.

Door Gift or Food Voucher

There will be no door gifts or food vouchers for participating in the AGM.

No Recording or Photography

Unauthorized recording and photography are strictly prohibited at the AGM.

Pre-Meeting Submission of Questions to the Board of Directors

Shareholders may submit questions to the Board in advance via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than Tuesday, 30 November 2021 at 11.00 a.m. The Board will endeavor to address the questions received at the AGM.

Enquiry

If you have any enquiries on the above, please 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.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com