



INSAS BERHAD

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

ADMINISTRATIVE GUIDE FOR THE 58TH ANNUAL GENERAL MEETING

- Date & Time : Wednesday, 23 December 2020 at 11.00 a.m.
- Broadcast Venue : Tricor Business Centre, Manuka 2 & 3 Meeting Room
Unit 29-01, Level 29, Tower A, Vertical Business Suite
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia
- Meeting Platform : TIIH Online website at <https://tiih.online>

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 58th Annual General Meeting (“58th AGM”) will be conducted on a **fully virtual basis through live streaming and online remote voting from the Broadcast Venue**. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Members/proxies/authorised representatives/attorneys **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the 58th AGM.

Due to the evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 58th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 58th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 58th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to Procedures for RPV contained herein for more information.

Only members whose names appear in the **Record of Depositors as at 10 December 2020** shall be entitled to participate and vote remotely at the 58th AGM or appoint proxy(ies) to participate and vote on his/her behalf.

As the 58th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate in the 58th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

| | Procedure | Action |
|---------------------------|-------------------------------------|---|
| BEFORE THE AGM DAY | | |
| (a) | Register as a user with TIIH Online | <ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online. |
| (b) | Submit your registration for RPV | <ul style="list-style-type: none"> Members/proxies/corporate representatives/attorneys are required to pre-register their attendance for the 58th AGM to ascertain their eligibility to participate in the 58th AGM using the RPV. Registration is open from Friday, 30 October 2020 until the day of the 58th AGM on Wednesday, 23 December 2020. Visit the TIIH Online website at https://tiih.online and log in with your user ID and password and select the corporate event: “(REGISTRATION) INSAS 58TH 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. The system will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 10 December 2020, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please allow sufficient time for the approvals as a new user of TIIH Online as well as the registration for RPV in order for you to log in to TIIH Online and participate in the 58th AGM remotely).</i></p> |

| ON THE DAY OF THE AGM | | |
|------------------------------|------------------------------------|---|
| (c) | Login to TIIH Online | <ul style="list-style-type: none"> Visit the TIIH Online website and log in with your user ID and password for remote participation in the 58th AGM at any time from 10.30 a.m. i.e. 30 minutes before the commencement of the AGM on Wednesday, 23 December 2020 at 11.00 a.m. |
| (d) | Participate through live streaming | <ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) INSAS 58TH AGM” to engage in the proceedings of the 58th AGM remotely. If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by you during the 58th AGM. |
| (e) | Online remote voting | <ul style="list-style-type: none"> Voting session will commence from 11.00 a.m. on Wednesday, 23 December 2020 until a time when the Chairperson announces the end of the voting session. Select the corporate event: “(REMOTE VOTING) INSAS 58TH 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. |
| (f) | End of remote participation | <ul style="list-style-type: none"> The live streaming will end upon the announcement by the Chairperson on the closure of the 58th AGM. |

Notes to users of the RPV facilities:

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

APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVE / ATTORNEY

Members who appoint proxies/corporate representatives/attorneys to participate in the 58th AGM via RPV must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Monday, 21 December 2020 at 11.00 a.m.** in the following manner :

(i) In hard copy form (applicable to all members)

The proxy form must be deposited with 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 alternatively, the 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 (applicable to individual members only)

The proxy form can be electronically lodged with Tricor via TIIH Online website at <https://tiih.online>. Kindly refer to the Procedures for Electronic Submission of Proxy Form.

Corporate members who wish to appoint corporate representatives are required to deposit their **ORIGINAL** certificate of appointment of corporate representative at Tricor's office as provided above not later than **Monday, 21 December 2020 at 11.00 a.m.** to participate in the 58th AGM via RPV.

Attorneys appointed by power of attorney are to deposit their power of attorney or a notarially certified copy of that power at Tricor's office as provided above not later than **Monday, 21 December 2020 at 11.00 a.m.** to participate in the 58th AGM via RPV.

A member who has appointed a proxy/authorised representative/attorney to participate in the 58th 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.

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM (APPLICABLE TO INDIVIDUAL MEMBERS ONLY)

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:

| | Procedure | Action |
|---|---------------------------------------|---|
| a | Register as a user with TIIH Online | <ul style="list-style-type: none">Using your computer, access the 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.If you are already a user with TIIH Online, you are not required to register again. |
| b | Proceed with submission of proxy form | <ul style="list-style-type: none">Login with your user ID (i.e. email address) and password.Select the corporate event: "Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes. |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Review and confirm your proxy appointment(s). • Print the proxy form for your record. |
|--|--|--|

POLL VOTING

The voting at the 58th 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from **11.00 a.m. on Wednesday, 23 December 2020** but before the end of the voting session which will be announced by the Chairperson of the meeting. Please refer to item (e) of the enclosed Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiah.online>.

Upon completion of the voting session for the 58th AGM, the Independent Scrutineers appointed by the Company will verify the poll results followed by the Chairperson's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Members may submit questions to the Board of Directors in advance of the 58th AGM via Tricor's TIIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 21 December 2020 at 11.00 a.m.**. The Board will endeavor to answer the questions received at the 58th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for participating in the 58th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are **STRICTLY PROHIBITED** at the 58th AGM.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (excluding 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

Contact persons : Mr Eric Low +603 2783 9267 /Email: Eric.Low@my.tricorglobal.com

: En. Amier Arief +603 2783 9250 /Email: Amier.Arief@my.tricorglobal.com

: En. Sazali Husin +603 2783 9280 /Email: Sazali@my.tricorglobal.com