

# GENERAL MEETINGS: Notice of Meeting

## INSAS BERHAD

Type of Meeting	General
Indicator	Notice of Meeting
Description	Notice of Fifty-Ninth Annual General Meeting The meeting will be conducted on a fully virtual basis through live streaming and online remote voting
Date of Meeting	02 Dec 2021
Time	11:00 AM
Venue(s)	Online Meeting Platform hosted on TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> or <a href="https://tiih.com.my">https://tiih.com.my</a> (Domain registration number with MYNIC : D1A282781) provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
Date of General Meeting Record of Depositors	22 Nov 2021

## Resolutions

### 1. For Information

Description	To receive the Audited Financial Statements for the financial year ended 30 June 2021 and the Reports of the Directors and Auditors thereon.
Shareholder's Action	For Information Only

### 2. Ordinary Resolution 1

Description	To approve the payment of Directors' fees of RM120,000 for the financial year ended 30 June 2021.
Shareholder's Action	For Voting

### 3. Ordinary Resolution 2

Description	To approve the payment of Directors' benefits of up to RM32,000 for the period from 3 December 2021 until the next Annual General Meeting of the Company.
Shareholder's Action	For Voting

### 4. Ordinary Resolution 3

Description	To re-elect Y.A.M. Tengku Puteri Seri Kemala Tengku Hajjah Aishah Binti Almarhum Sultan Haji Ahmad Shah, DK(II), SIMP who retires pursuant to Clause 103 of the Company's Constitution.
Shareholder's Action	For Voting

### 5. Ordinary Resolution 4

**Description** To re-appoint Grant Thornton Malaysia PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.

**Shareholder's Action** For Voting

#### 6. Ordinary Resolution 5

**Description** To approve the authority to issue and allot shares pursuant to Section 75 and 76 of the Companies Act 2016.

**Shareholder's Action** For Voting

#### 7. Ordinary Resolution 6

**Description** To approve the proposed renewal of the authority for the Company to purchase its own shares.

**Shareholder's Action** For Voting

#### 8. Ordinary Resolution 7

**Description** To approve the proposed retention of Y.A.M. Tengku Puteri Seri Kemala Tengku Hajjah Aishah Binti Almarhum Sultan Haji Ahmad Shah, DK(II), SIMP as Independent Non-Executive Director.

**Shareholder's Action** For Voting

Please refer attachment below.

**Attachments**

[Insas - AGM Notice and Admin Guide 2021.pdf](#)  
313.7 kB

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Announcement Info	
<b>Company Name</b>	INSAS BERHAD
<b>Stock Name</b>	INSAS
<b>Date Announced</b>	28 Oct 2021
<b>Category</b>	General Meeting
<b>Reference Number</b>	GMA-27102021-00039
<b>Corporate Action ID</b>	MY211027MEET0039



**NOTICE IS HEREBY GIVEN** that the 59th Annual General Meeting ("AGM") of Insas Berhad ("Company") will be conducted on a fully virtual basis using the Remote Participation and Voting facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("TIH") which are available on TIH Online website at <https://tiah.online> or <https://tiah.com.my> (Domain registration number with MYNIC: D1A282781) on **Thursday, 2 December 2021 at 11.00 a.m.** for the following purposes:-

## AGENDA

## AS ORDINARY BUSINESS

- |  |                                      |
|--|--------------------------------------|
| 1. To receive the Audited Financial Statements for the financial year ended 30 June 2021 and the Reports of the Directors and Auditors thereon.  | <b>Please see Explanatory Note 1</b> |
| 2. To approve the following payments:-   |                                      |
| 2.1 Directors' fees of RM120,000 for the financial year ended 30 June 2021.  | <b>Ordinary Resolution 1</b>         |
| 2.2 Directors' benefits of up to RM32,000 for the period from 3 December 2021 until the next Annual General Meeting of the Company.  | <b>Ordinary Resolution 2</b>         |
| 3. To re-elect Y.A.M. Tengku Puteri Seri Kemala Tengku Hajjah Aishah Binti Almarhum Sultan Haji Ahmad Shah, DK(II), SIMP who retires pursuant to Clause 103 of the Company's Constitution and being eligible, has offered herself for re-election. | <b>Ordinary Resolution 3</b>         |
| Mr. Oh Seong Lye who retires pursuant to Clause 103 of the Company's Constitution, has expressed his intention not to seek for re-election. Hence, he will retain office until the close of the 59th AGM.  |                                      |
| 4. To re-appoint Grant Thornton Malaysia PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.  | <b>Ordinary Resolution 4</b>         |

## AS SPECIAL BUSINESS

To consider and if thought fit, to pass the following resolutions, with or without modifications:

- |  |                              |
|--|------------------------------|
| 5. <b>AUTHORITY TO ISSUE AND ALLOT SHARES PURSUANT TO SECTION 75 AND 76 OF THE COMPANIES ACT 2016</b>  | <b>Ordinary Resolution 5</b> |
| "THAT, subject to the Companies Act 2016, the Constitution of the Company and the approvals of the relevant authorities where required, the Directors of the Company be and are hereby empowered, pursuant to Section 75 and 76 of the Companies Act 2016, to issue and allot shares in the Company from time to time and upon such terms and conditions and for such purposes as the Directors may deem fit provided that the aggregate number of shares issued pursuant to this resolution does not exceed 10% of the total number of issued shares of the Company (excluding treasury shares) for the time being and that such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company and that the Directors be and are hereby empowered to obtain the approval from Bursa Malaysia Securities Berhad for the listing of and quotation for the additional shares so issued."  |                              |
| 6. <b>PROPOSED RENEWAL OF THE AUTHORITY FOR THE COMPANY TO PURCHASE ITS OWN SHARES</b>   | <b>Ordinary Resolution 6</b> |
| "THAT, subject to the Companies Act 2016 ("the Act"), rules, regulations and orders made pursuant to the Act, the Company's Constitution, Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and any other relevant authorities, the Directors of the Company be and are hereby authorised to make purchases of ordinary shares in the Company's share capital through Bursa Securities and to take all such steps as are necessary (including the opening and maintaining of a depository account under the Securities Industry (Central Depositories) Act, 1991) and enter into any agreements, arrangements and guarantees with any party or parties to implement, finalise and give full effect to the aforesaid purchases with full powers to assent to any conditions, modifications, variations and/or amendments (if any) as may be imposed by the relevant authorities from time to time and to do all such acts and things as the Directors may deem fit and expedient in the best interests of the Company, subject further to the following:- |                              |
| (i) the maximum number of ordinary shares which may be purchased and held by the Company pursuant to this resolution shall not exceed 10% of the total number of issued shares of the Company at the time of purchase;   |                              |
| (ii) the maximum funds to be allocated by the Company for the purpose of purchasing the ordinary shares shall not exceed the total retained profits of the Company;  |                              |
| (iii) the authority conferred by this resolution will commence immediately upon the passing of this resolution and will expire at the conclusion of the next Annual General Meeting of the Company following the passing of this resolution (unless earlier revoked or varied by an ordinary resolution of the shareholders of the Company in a general meeting) but not so as to prejudice the completion of purchases by the Company before the aforesaid expiry date and, in any event, in accordance with the provisions of the Act, the rules and regulations made pursuant thereto and the guidelines issued by Bursa Securities and/or any other relevant authorities; and  |                              |
| (iv) upon completion of the purchase(s) of the ordinary shares or any part thereof by the Company, the Directors of the Company be and are hereby authorised to cancel all the shares so purchased or retain all the shares as treasury shares (of which may be dealt with in accordance with Section 127(7) of the Act) or retain part thereof as treasury shares and cancelling the balance, and in any other manner as prescribed by the Act, rules, regulations and orders made pursuant to the Act and the requirements of Bursa Securities and any other relevant authorities for the time being in force."  |                              |
| 7. <b>PROPOSED RETENTION OF INDEPENDENT NON-EXECUTIVE DIRECTOR</b>   | <b>Ordinary Resolution 7</b> |
| "THAT, subject to the passing of Ordinary Resolution 3 above, approval be and is hereby given to Y.A.M. Tengku Puteri Seri Kemala Tengku Hajjah Aishah Binti Almarhum Sultan Haji Ahmad Shah, DK(II), SIMP, who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, to continue to act as an Independent Non-Executive Director of the Company."  |                              |
| 8. To transact any other business of the Company of which due notice shall have been given in accordance with the Company's Constitution and the Companies Act 2016.   |                              |

## By Order of The Board

Chow Yuet Kuen	Lau Fong Siew
MAICSA 7010284	MAICSA 7045893
SSM Practising Certificate No. 202008002730	SSM Practising Certificate No. 202008002625
Company Secretary	Company Secretary

Kuala Lumpur  
29 October 2021

## Explanatory Notes

- Audited Financial Statements**  
This agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Companies Act 2016 does not require a formal approval of the shareholders for the Audited Financial Statements. Hence, this agenda item is not put forward for voting.
- Ordinary Resolutions 1 and 2 – Directors' fees and benefits**  
The Board had reviewed the Directors' fees (including Board Committees) and benefits after taking into account the additional responsibilities and time commitment required from the Non-Executive Directors to ensure the fees is in line with market trend for similar positions and is otherwise fair and not excessive.  
The benefits payable to the Non-Executive Directors comprise of car, fuel, driver and meeting allowances for attending the Board, Board Committees and general meetings of the Company for the period from 3 December 2021 until the next Annual General Meeting in 2022. The meeting allowances is estimated based on the number of scheduled and unscheduled meetings and the number of Non-Executive Directors involved in these meetings.  
The payment of Directors' fees for the financial year 2021 will be payable in full upon the shareholders' approval while the Directors' benefits will be paid as and when they are incurred.
- Ordinary Resolution 5 – Authority to issue and allot shares pursuant to Section 75 and 76 of the Companies Act 2016**  
The proposed Ordinary Resolution 5, if passed, is to empower the Directors of the Company to issue and allot shares up to an amount not exceeding in total 10% of the total number of issued shares of the Company for the time being and for such purposes as the Directors consider would be in the best interest of the Company. This approval is sought to avoid any delay and costs involved in convening a general meeting of the Company to approve such issue of shares. This authority, unless revoked or varied at a general meeting, will expire at the next Annual General Meeting of the Company.  
The general mandate sought for the issue of up to 10% of the total number of issued shares of the Company is a renewal of the general mandate which was approved by the shareholders at the last Annual General Meeting held on 23 December 2020. As at the date of this Notice, the Company has not issued any new shares under this general mandate which will lapse at the conclusion of the 59th Annual General Meeting.  
The renewal of the general mandate will provide flexibility to the Company for any possible fund raising activities including but not limited to issuance of new shares for funding investment projects, working capital and/or acquisitions.
- Ordinary Resolution 6 – Proposed renewal of authority for the Company to purchase its own shares**  
The proposed Ordinary Resolution 6, if passed, is to empower the Directors to purchase the Company's shares of up to 10% of the total number of issued shares of the Company by utilising the funds allocated out of the retained profits of the Company. This authority, unless revoked or varied at a general meeting, will expire at the conclusion of the next Annual General Meeting of the Company in 2022. For information on the Proposed Renewal of Share Buy-Back Authority, please refer to the Statement in Relation to the Proposed Renewal of the Authority for the Company to Purchase its Own Shares on pages 227 to 233 of the Annual Report 2021.
- Ordinary Resolution 7 – Retention of Independent Non-Executive Director**  
Both the Nomination and Remuneration Committee and the Board have assessed the independence of Y.A.M. Tengku Puteri Seri Kemala Tengku Hajjah Aishah Binti Almarhum Sultan Haji Ahmad Shah, DK(II), SIMP who has served as Independent Non-Executive Director for a cumulative term of more than twelve (12) years, and recommended her to continue to act as Independent Non-Executive Director of the Company based on the following justifications:-  
(a) She has fulfilled the criteria under the definition of Independent Director as stated in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and thus, she would be able to provide check and balance and bring an element of objectivity to the Board.  
(b) She has been with the Company for an optimal period of time to understand the Company's business operations extensively, enabling her to participate actively and contribute positively in deliberation and decision making of the Board and Board Committees.  
(c) She exercises due care and diligence as Independent Non-Executive Director of the Company and carries out her professional duties in the interest of the Company and the shareholders.  
Shareholders' approval for the proposed Ordinary Resolution 7 on the retention of Y.A.M. Tengku Aishah as Independent Non-Executive Director will be sought via a single tier voting process.

## Notes

- The 59th Annual General Meeting ("AGM") will be conducted on a fully virtual basis through live streaming and online remote voting using Remote Participation and Voting facilities ("RPV"). The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as the poll administrator for the AGM to facilitate the RPV via TIH Online website at <https://tiah.online>. Please follow the procedures set out in the Administrative Guide for the 59th AGM which is available on the Company's website at <http://www.insas.net/ar-gm.html> to register, participate and vote remotely via the RPV.
- A member entitled to participate and vote at the meeting via RPV is entitled to appoint not more than two (2) proxies to participate and vote in his stead. Where a member appoints more than one (1) proxy, the appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy. A proxy need not be a member of the Company.
- Where a member is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act, 1991 which holds shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing or if the appointor is a corporation either under its common seal or under the hand of an officer or attorney duly authorised in writing.
- The appointment of proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the poll administrator not less than forty-eight (48) hours before the time set for holding the meeting i.e. no later than 30 November 2021 at 11.00 a.m.:  
(a) **In hard copy form**  
Submit 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 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.  
(b) **By electronic form**  
Lodge via TIH Online website at <https://tiah.online> by following the procedures provided in the Administrative Guide.
- A member who has appointed a proxy or authorised representative or attorney to participate in the 59th AGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for RPV at TIH Online website at <https://tiah.online> in accordance with the procedures set out in the Administrative Guide.
- Only members whose names appear in the **Record of Depositors as at 22 November 2021** will be entitled to participate or appoint proxy(ies) to participate in his/her stead in the 59th AGM. **Kindly take note that ONLY ordinary shareholders are entitled to vote at the AGM.**



**INSAS BERHAD**

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

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

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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"><li>• Using your computer, access to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Register as a user under the “e-Services” select the “Sign Up” button and followed by <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li></ul>

	<ul style="list-style-type: none"> <li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• 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.</li> </ul>
ii. Submit your request to attend AGM remotely	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) INSAS 59TH AGM</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the Record of Depositors as at 22 November 2021, the system will send you an <b>e-mail on or after 30 November 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <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"> <li>• 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.</li> </ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) INSAS 59TH AGM</b>” to engage in the proceedings of the AGM remotely.</li> <li>• 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.</li> </ul>
iii. Online remote voting	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) INSAS 59TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul> <p><b>Kindly take note that ONLY ordinary shareholders are entitled to vote at the AGM.</b></p>
iv. End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the conclusion of the AGM, the Live Streaming will end.</li> </ul>

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

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

### 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](mailto:is.enquiry@my.tricorglobal.com)