

**ICONIC WORLDWIDE BERHAD**  
(196901000067)(8386-P)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

Date and Time : Friday, 22 December 2023 at 10.30 a.m.  
Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia  
Meeting Platform : TIIH Online website at <https://tiih.online>

**MODE OF MEETING**

1. The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the Extraordinary General Meeting (“EGM”) on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) TIIH Online website at <https://tiih.online>.
2. The broadcast venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the meeting. Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) **WILL NOT BE ALLOWED** to attend the EGM in person at the broadcast venue on the day of the meeting.

**RPV FACILITIES**

1. Shareholders are able to attend virtually, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV contained herein for more information.
2. A shareholder who has appointed a proxy(ies) or authorised representative(s) or attorney(s) to participate at the EGM via the RPV must request his/her proxy(ies) or authorised representative(s) or attorney(s) to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV contained herein for more information.

**PROCEDURES FOR RPV**

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the EGM will need to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE EGM DAY</b>		
(a)	Sign-up as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Sign-up as a user under “e-Services” select <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• User application will be approved within one (1) working day and you will be notified via email.</li><li>• If you are already a user with TIIH Online, you are not required to sign-up again. You will receive an email to notify you that remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"><li>• Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV. Pre-registration is open from Thursday, 7 December 2023 until the day of the EGM, Friday, 22 December 2023.</li><li>• To register for RPV, visit the TIIH Online website and login with your user ID (i.e. email address) and password and select the corporate event: <b>“(REGISTRATION) ICONIC WORLDWIDE BERHAD EGM 2023”</b>.</li></ul>

	Procedure	Action
		<ul style="list-style-type: none"> <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>• The system will send an email to notify you that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors dated 15 December 2023, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV will be detailed therein. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><b>(Note: Please allow sufficient time for approval as a new user of TIIH Online as well as the registration for RPV in order for you to log into TIIH Online and participate in the EGM remotely.)</b></p>
<b>ON THE DAY OF THE EGM</b>		
(a)	Login to TIIH Online	Login with your user ID and password for remote participation at the EGM at any time from 9.30 a.m. i.e. 1 hour before the commencement of the EGM on Friday, 22 December 2023 at 10.30 a.m.
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) ICONIC WORLDWIDE BERHAD EGM 2023</b>” to engage in the proceedings of the EGM.</li> <li>• If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to all questions submitted during the EGM.</li> </ul>
(c)	Online Remote Voting	<ul style="list-style-type: none"> <li>• The voting session will commence from 10.30 a.m. on Friday, 22 December 2023 until a time when the Chairman announces the end of the session.</li> <li>• To submit your vote, on the TIIH Online website, select the corporate event: “<b>(REMOTE VOTING) ICONIC WORLDWIDE BERHAD EGM 2023</b>” or if you are in the live stream meeting page, you can select the “<b>GO TO REMOTE VOTING PAGE</b>” button, located 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 resolution that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(d)	End of remote participation	Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

**Note to users of the RPV facilities:**

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 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, kindly 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 and Vote

1. Only shareholders whose names appear on the Record of Depositors as at 15 December 2023 shall be entitled to attend the EGM or appoint proxy(ies) to attend and/or vote on his/her behalf. A shareholder will not be allowed to participate at the meeting if his/her proxy(ies) has/have been registered to participate in the meeting.
2. If a shareholder is unable to participate in the EGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the form of proxy.

## APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

1. The appointment of proxy(ies) may be submitted in hard copy form or electronically.
  - (i) In Hard copy:

By hand or post to the registered office of the Company situated at No. 1-2, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang;
  - (ii) By Electronic form:

The form of proxy can be electronically submitted via Tricor's TIIH Online website at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Form of Proxy.
2. The form of proxy and power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, must be deposited at the registered office of the Company situated at No. 1-2, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang no later than **Wednesday, 20 December 2023 at 10.30 a.m.**
3. Shareholders who have appointed proxy(ies) or authorised representative(s) or attorney(s) to participate in the EGM must request his/her proxy(ies) or authorised representative(s) or attorney(s) to register himself/herself/themselves for the RPV at Tricor's TIIH Online website at <https://tiih.online>.

## PROCEDURE FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

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

	Procedure	Action
<b>i</b>	<b>Steps for Individual Shareholders</b>	
(a)	Register as a User with TIIH Online	<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>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, log in with your username (i.e. email address) and password.</li><li>• Select the corporate event: "Submission of Proxy Form".</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li><li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li><li>• Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b>, otherwise your proxy(ies) will decide your vote.</li><li>• Review and confirm your proxy(ies) appointment.</li><li>• Print the form of proxy for your record.</li></ul>

ii	Steps for Corporation or Institutional Shareholders	
(a)	Register as a User with TIIH Online	<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>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <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> <li>• <b><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 our Share Registrar if you need clarifications on the user registration.)</i></b></li> </ul>
(b)	Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>“ICONIC WORLDWIDE BERHAD EGM 2023 “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>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: <b>“ICONIC WORLDWIDE BERHAD EGM 2023“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 your record.</li> </ul>

## POLL VOTING

1. The voting at the EGM 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 as the Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Coopers Professional Scrutineers Sdn Bhd as the Scrutineers to verify the poll results.
2. Shareholders or proxy(ies) or corporate representative(s) or attorney(s) may proceed to vote on the resolution at any time from the start of the EGM at 10.30 a.m. on Friday, 22 December 2023 until the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (c) of the above Procedures for RPV for guidance on how to vote remotely from Tricor’s TIIH Online website at <https://tiih.online>.
3. Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration on whether the resolution is duly passed.

## **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

1. Shareholders may submit questions for the Board in advance of the EGM via Tricor's TIH Online website at <https://tiih.online> by selecting "e-Services" to log in and submit questions no later than Wednesday, 20 December 2023 at 10.30 a.m.
2. The Board will endeavour to answer the questions received at the EGM.

## **DOOR GIFTS/FOOD VOUCHER**

There will be no distribution of voucher(s) or door gift(s) to shareholders/proxy(ies) who participate in the EGM.

## **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the EGM.

## **CIRCULAR TO SHAREHOLDERS**

The Circular to Shareholders is available on the Company's website at <https://www.iconicworldwide.com.my/> and Bursa Securities website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.

You may request for a printed copy of the Circular to Shareholders at <https://tiih.online> by selecting "Request for Circular" under the "Investor Services".

Kindly consider the environment before you decide to request for a printed copy of the Circular to Shareholders.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following person-in charge during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn Bhd**

General /Fax No.	:	+603-2783 9299 / +603-2783 9222
Email	:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
Pn Azizah Kadir	:	+603 - 2783 9260 / <a href="mailto:azizah@my.tricorglobal.com">azizah@my.tricorglobal.com</a>
En Mohammad Samsol	:	+603 - 2783 9243 / <a href="mailto:mohammad.samsol@my.tricorglobal.com">mohammad.samsol@my.tricorglobal.com</a>
Pn Zakiah Wardi	:	+603 - 2783 9287 / <a href="mailto:Zakiah@my.tricorglobal.com">Zakiah@my.tricorglobal.com</a>
Cik Dina Qistina	:	+603 – 2783 9165 / <a href="mailto:Dina.Qistina@my.tricorglobal.com">Dina.Qistina@my.tricorglobal.com</a>

In the event that any new procedures, guidelines or measures may affect the administration of the EGM as set out in this Administrative Guide and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Kindly check the Company's website or announcements for the latest updates on the status of the EGM. You may also contact the above Officers for information.