

# Administrative Details

IHH Healthcare Berhad (Company)  
Eleventh Annual General Meeting (11<sup>th</sup> AGM or Meeting)



IHH Healthcare

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**Date** : Friday, 28 May 2021

**Time** : 3.00 p.m.

**Broadcast Venue** : Auditorium, 3A Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

**Meeting Platform** : <https://web.lumiagm.com>

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## A. Fully Virtual 11<sup>th</sup> AGM

1. In support of the Government of Malaysia's (the Government) ongoing efforts to contain the spread of the Coronavirus (COVID-19) and the Government's advice of physical distancing, the Company would like to leverage on the use of technology available by conducting the **11<sup>th</sup> AGM of IHH on a fully virtual basis entirely via Remote Participation and Electronic Voting (RPEV) facilities.**
2. **The main and only venue of the virtual Meeting as indicated above is strictly to serve as the broadcast venue where the chairperson of the Meeting is physically present and no shareholders / proxies / corporate representatives shall be physically present at the broadcast venue.** The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the AGM shall be in Malaysia and the chairperson must be present at the main venue of the AGM. The electronic means of conducting the AGM on fully virtual basis will facilitate and enable all shareholders to participate in the proceedings by audio and/or video capabilities without the need to be physically present at the Meeting venue. It is also appropriate given the current circumstances relating to COVID-19 which may continue to pose health and safety risks and is in line with the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia.
3. The Company will be using the meeting platform of Boardroom Share Registrars Sdn Bhd (Boardroom) which is available on the designated link at <https://web.lumiagm.com/>.
4. You are reminded to kindly check our website at <https://www.ihhhealthcare.com/agm-egm.html> for the latest updates, if any, regarding the administration of the 11<sup>th</sup> AGM.

## B. General Meeting Record of Depositors

1. Only shareholders whose names appear in the General Meeting Record of Depositors on 21 May 2021 shall be entitled to virtually attend, speak and vote at the Meeting of the Company or appoint a proxy(ies) on his/her behalf.

## C. Remote Participation and Electronic Voting

1. Shareholders are encouraged to go online, participate, and vote at the 11<sup>th</sup> AGM via RPEV. **Please follow the steps listed in Note D below on how to request for login ID and password.**
2. Please note that the RPEV facilities are available to **(i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**

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## D. Steps for Registration for Remote Participation and Electronic Voting

1. You will be able to view a live webcast of the Meeting proceedings, pose questions to the Board of Directors of the Company (Board), and submit your votes in real-time whilst the Meeting is in progress.
2. **For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad**, kindly follow the steps below on how to request for a login ID and password to participate in the 11<sup>th</sup> AGM.
3. **For shareholders whose shares are traded on Singapore Exchange Securities Trading Limited**, please refer to the instructions on the Voting Instruction Form. The Login User Guide for participation, posing questions and voting at the 11<sup>th</sup> AGM will be emailed to you together with your remote access user ID and password once your registration has been approved. Kindly follow Step 3 below on how to participate in the 11<sup>th</sup> AGM remotely.

### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Portal once before, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password]*

- a. Access website <https://www.boardroomlimited.my/>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad / Identification Card (front and back) or Passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

*[Note: The registration for remote access will be opened on 28 April 2021 (Date of Notice of 11<sup>th</sup> AGM)]*

#### Individual Members

- Login to <https://www.boardroomlimited.my/> using your user ID and password above.
- Select “**VIRTUAL MEETING**” from main menu and select the correct Corporate Event “**IHH HEALTHCARE BERHAD 11<sup>TH</sup> VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the terms & conditions.
- Enter your CDS Account and thereafter submit your request.

#### Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a softcopy of the Corporate Representative's / Proxy's MyKad / Identification Card (Front and Back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

#### Thereafter

- a. You will receive notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the **General Meeting Record of Depositories as at 21 May 2021**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
- d. **Please note that the closing time to submit your request is at 3.00 p.m. on 26 May 2021 (48 hours before the commencement of the 11<sup>th</sup> AGM).**

### Step 3 – Login to Virtual Meeting Portal

*[Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users]*

- a. The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of the 11<sup>th</sup> AGM at **2.00 p.m. on 28 May 2021**.
- b. Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).
- c. The steps will also guide you how to view live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window will be disabled once the Chairman announces the closure of the 11<sup>th</sup> AGM.
- e. Thereafter, you can logout from the Virtual Meeting Portal.

### E. Appointment of Proxy

#### (i) For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad only

1. A shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the 11th AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.
2. You may download the Form of Proxy from our website at <https://www.ihhhealthcare.com/agm-egm.html>.
3. The Form of Proxy must be deposited at the office of the Share Registrar, Boardroom Share Registrars Sdn Bhd at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through the Boardroom Smart Investor Portal at <https://www.boardroomlimited.my/> (in accordance with the steps below) not less than forty-eight (48) hours before the time appointed for holding of the Meeting or at any adjournment thereof.

#### eProxy Lodgement

- a. Login to <https://www.boardroomlimited.my/> using your user ID and password above.
- b. Go to “**E-PROXY LODGEMENT**” and browse the Meeting List for “**IHH HEALTHCARE BERHAD 11TH VIRTUAL ANNUAL GENERAL MEETING**” and click “**APPLY**”.
- c. Read the Terms & Conditions and confirm the Declaration.
- d. Enter the CDS account number and the total number of securities held.
- e. Select your proxy – either the Chairman of the Meeting or individual named proxy(s) and enter the required particulars for your proxy(s).
- f. Indicate your voting instructions – FOR or AGAINST or ABSTAIN, otherwise your proxy will decide your vote.
- g. Review & confirm your proxy(s) appointment.
- h. Click submit.
- i. Download or print the eProxy form acknowledgement.

4. If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. **You will not be allowed to participate in the Meeting together with a proxy appointed by you.**
5. If you have submitted your Form of Proxy prior to the Meeting and subsequently decide to participate in the Meeting yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies). Your proxy(ies) on revocation would not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

#### (ii) For shareholders whose shares are traded on Singapore Exchange Securities Trading Limited, please refer to the instructions on the Voting Instruction Form.

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Eleventh Annual General Meeting (11<sup>th</sup> AGM or Meeting)

## F. Procedure of the 11<sup>th</sup> AGM

1. The Login User Guide for participation, posing questions and voting at the 11<sup>th</sup> AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed without the prior written permission of the Company.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the 11<sup>th</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

## G. Participation through Live Webcast and Questions at the 11<sup>th</sup> AGM

1. You will be able to view the Company's presentation or slides via the live webcast.
2. Shareholders may submit questions for the Board in advance to [info@ihhhealthcare.com](mailto:info@ihhhealthcare.com) by **3.00 p.m. on 26 May 2021** (48 hours before the commencement of the 11<sup>th</sup> AGM).
3. The Board will use its best endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the 11<sup>th</sup> AGM, as well as the financial performance/outlook of the Company. In the event the Board is unable to respond to your questions during the 11<sup>th</sup> AGM, you may email your questions to [info@ihhhealthcare.com](mailto:info@ihhhealthcare.com) after the Meeting.

## H. Voting Procedure at the 11<sup>th</sup> AGM

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (e-Voting). The Company has also appointed SKY Corporate Services Sdn Bhd as scrutineers to verify the poll results.
2. At the Meeting, you will be provided a briefing on the e-Voting housekeeping rules.
3. For the purposes of the 11<sup>th</sup> AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
4. There are 2 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
  - Use the QR Scanner Code provided to you in the email; OR
  - Go to the website with URL <https://web.lumiagm.com/>.
5. You may proceed to cast your votes on each of the proposed resolutions at the commencement of the 11<sup>th</sup> AGM and until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.
6. The Scrutineers will verify the poll result reports upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.

## I. Vouchers or Gifts

1. No vouchers or gifts will be given to shareholders/proxies who participate in the 11<sup>th</sup> AGM.

## J. Enquiry

1. If you have any enquiry prior to the Meeting or if you wish to request for technical assistance to participate in the fully virtual Meeting, please contact Boardroom during office hours (8.30 a.m. to 5.30 p.m.):

### Help Desk

Boardroom Share Registrars Sdn Bhd

Tel : +603 – 7890 4700 (helpdesk)

Fax : +603 – 7890 4670

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)