

Administrative Details

IHH Healthcare Berhad (Company)
Twelfth Annual General Meeting (12th AGM or Meeting)



IHH Healthcare

Date	:	Tuesday, 31 May 2022
Time	:	10.00 a.m.
Broadcast Venue (please refer to Item A.2 for more details)	:	Clarke Ballroom, Level 6, Le Méridien Kuala Lumpur, 2 Jalan Stesen Sentral, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Wilayah Persekutuan, Malaysia
Meeting Platform	:	https://meeting.boardroomlimited.my

A. Virtual 12th 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 **12th AGM of IHH on a 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 chairman 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 and Clause 78 of the Company's Constitution which provides that the main venue of the AGM shall be in Malaysia and the chairman must be present at the main venue of the AGM. The electronic means of conducting the 12th AGM on a 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 Note 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://meeting.boardroomlimited.my>.
4. You are reminded to kindly check our website at <https://www.ihhhealthcare.com/investors/shareholders/agm-and-egm> for the latest updates, if any, regarding the administration of the 12th AGM.

B. General Meeting Record of Depositors

1. Only shareholders whose names appear in the General Meeting Record of Depositors on 24 May 2022 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 12th 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 shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees.**

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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 12th 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 12th 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 12th 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 for online registration]

- a. Access website <https://investor.boardroomlimited.com>.
- b. 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. Click on <<**Verify E-mail Address**>> from the email received to complete the registration.
- f. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – Online Registration Procedures

[Note: The registration for remote access will be opened on 29 April 2022 (Date of Notice of 12th AGM)]

Individual Members

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**IHH HEALTHCARE BERHAD 12TH ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click <<**Enter**>>.
- Click on <<**Register for RPEV**>>.
- Read and accept the General Terms and Conditions and click <<**Next**>>.
- Enter your CDS Account Number and thereafter submit your request.

Proxy

[Note: The steps below are to be undertaken by Individual Member who wishes to appoint proxy(ies)]

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**IHH HEALTHCARE BERHAD 12TH ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click <<**Enter**>>.
- Click on <<**Submit eProxy Form**>>.
- Read and accept the General Terms and Conditions and click <<**Next**>>.
- Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- Review and confirm your proxy appointment.
- Click <<**Apply**>>.
- Download or print the eProxy form as acknowledgement.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) 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 Depositors as at 24 May 2022**, you will receive an email from Boardroom indicating either your registration for remote participation has been approved or rejected.
- 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 date and time to submit your request is at 10.00 a.m. on 29 May 2022 (48 hours before the commencement of the 12th 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. You may not be able to gain access to the 12th AGM via the RPEV facilities if there is an existing firewall on the device that you are using]

- a. The Virtual Meeting Portal will be opened for login starting **one (1) hour** before the commencement of the 12th AGM at **9.00 a.m. on 31 May 2022**.
- 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 on how to view live webcast, ask questions and vote.
- d. The live webcast will end and the messaging window (for asking questions) will be disabled once the Chairman announces the closure of the 12th 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 12th 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/investors/shareholders/agm-and-egm>.
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://investor.boardroomlimited.com> (in accordance with the steps stated in Section D above) not less than forty-eight (48) hours before the time appointed for holding of the Meeting or at any adjournment thereof.
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 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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F. Procedure of the 12th AGM

1. The Login User Guide for participation, posing questions and voting at the 12th 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 12th AGM has commenced. Therefore, it is your responsibility to take appropriate steps to ensure that connectivity for the duration of the Meeting is maintained.

G. Participation through Live Webcast and Questions at the 12th 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 by **10.00 a.m. on 29 May 2022** (48 hours before the commencement of the 12th 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 12th AGM. In the event the Board is unable to respond to your questions during the 12th AGM, you may email your questions to info@ihhhealthcare.com after the Meeting.

H. Voting Procedure at the 12th 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 with a briefing on the e-Voting housekeeping rules.
3. For the purposes of the 12th AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.
4. There are 2 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - Scan the QR Code provided to you in the email from Boardroom along with your remote access user ID and password to login to the meeting platform; OR
 - Go to the meeting platform website at <https://meeting.boardroomlimited.my>.
5. You may proceed to cast your votes on each of the proposed resolutions at the commencement of the 12th 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

No vouchers or gifts will be given to shareholders/proxies who participate in the 12th AGM.

J. Enquiry

If you have any enquiry prior to the Meeting or if you wish to request for technical assistance to participate in the 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