



ICT ZONE ASIA BERHAD

(Registration No. 201901003459 (1312785-X))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Fourth (“4th”) Annual General Meeting

- Day, Date, and Time of Meeting** : Monday, 19 June 2023 at 10:00 a.m.
- Remote Participation and Voting Facilities** : <https://web.vote2u.my>
- Meeting Venue** : Online Meeting Platform of Vote2U at <https://web.vote2u.my>
- Domain Registration Numbers with MYNIC** : D6A471702

The meeting of ICT Zone Asia Berhad (“**ICT Zone**” or the “**Company**”) will be held as fully virtual meeting via live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities provided by Vote2U at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at **9 June 2023** shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

* BEFORE MEETING DAY *

A:	REGISTRATION	
	Description	Procedure
i.	Shareholders to Register with Vote2U ➤ Individual Shareholders	<ol style="list-style-type: none">Access the website at https://web.vote2u.my.Select “Sign Up” to sign up as user.Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/>. Then select “Next”.Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. Then select “Continue”.Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo).Registration as user completed.An email notification will be sent to you. <p><u>Note:</u> <i>If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</i></p>

B: REGISTRATION OF PROXY		
	Description	Procedure
i.	Submit Proxy Form (hard copy) <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	a. Fill-in the details on the hard copy of the Proxy Form by providing the following information: <ul style="list-style-type: none"> ○ Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> ● Name ● Number of MyKAD for Malaysian or passport for non-Malaysian ● Address and email address – ensure email address is valid b. Corporate Representative only – deposit the hard copy of the Proxy Form together with the following document to the address as stated on the Proxy Form: <ul style="list-style-type: none"> ● A copy of Certificate of Appointment as corporate representative c. Individual shareholders must deposit the hard copy Proxy Form to address as stated on the Proxy Form or email to Share Registrar of the Company at admin@aldpro.com.my . not less than forty-eight (48) hours before the time appointed for holding this AGM at which the person named in the appointment proposes to vote. d. Corporate Shareholders, authorised nominee and exempt authorised nominee must deposit the hard copy of the Proxy Form to the address as stated on the Proxy Form not less than forty-eight (48) hours before the time appointed for holding this AGM at which the person named in the appointment proposes to vote. e. Submitted Proxy Form will be verified. f. After verification, proxy(ies) and corporate representative will receive an email notification with temporary credentials, i.e. email address & password, to log in to Vote2U.

★ REVOCATION OF PROXY ★

	Description	Procedure
i.	Revoke a Proxy <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	Email to the Share Registrar of the Company at admin@aldpro.com.my to revoke the appointment of your proxy(ies) not less than forty-eight (48) hours before the time appointed for holding this AGM at which the person named in the appointment proposes to vote. <p><i>Note:</i> Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using Proxy Form.</p>

★ ON GENERAL MEETING DAY ★

1.	Log in to https://web.vote2u.my with your registered email address and password.
	For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2.	Vote2U will be opened for log in one (1) hour before the commencement of the general meeting you are attending.
3.	When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedures
i.	Live Streaming	a. Select “ Watch Live ” button to view the live streaming.
ii.	Ask Question (real-time)	<p>a. Select “Ask Question” button to pose a question.</p> <p>b. Type in your question and select “Submit”.</p> <p><u>Note:</u> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate representatives during the meeting.</i></p>
iii.	Remote Voting	<p>a. On the main page, scroll down and select “Confirm Details & Start Voting”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “Next” to continue voting for all resolutions.</p> <p>c. After you have completed voting, a Voting Summary page appears to show all the resolutions with you voting choices. Select “Confirm” to submit your vote.</p> <p><u>Note:</u> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i></p>
iv.	View Voting Results	a. On the main page, scroll down and select “ View Voting Results ”.
v.	End of RPV	<p>a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end.</p> <p>b. You may log out from Vote2U.</p>

ADDITIONAL INFORMATION

Voting Procedure

The voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

No e-Voucher, Gift, and Food Voucher

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

Enquiry

- a. For enquiries relating to the general meeting, please contact our Share Registrar during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-9770 2200
 Email : admin@aldpro.com.my

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521
 Email : vote2u@agmostudio.com