



ICT ZONE ASIA BERHAD
[Registration No. 201901003459 (1312785-X)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDES FOR THE SHAREHOLDERS OF ICT ZONE ASIA BERHAD ON THE FIRST ANNUAL GENERAL MEETING (“1st AGM”)

Date : 27th October 2020 (Tuesday)
Time : 4.00 p.m.
Broadcast Venue : Level 5, Block B, Wisma NTP World, Excella Business Park, Jalan Ampang Putra 55100 Kuala Lumpur

In light of the coronavirus (COVID-19) outbreak, governmental decrees and in the best interest of public health and health of safety of our Board of Directors, employees and shareholders, the 1st AGM will be held virtually via a mobile app known as Zoom (“Zoom”). For safety reasons, shareholders will not be allowed to attend the 1st AGM in person at the broadcast venue on the day of the meeting. Participation of the shareholders/proxy(ies) at the 1st AGM shall be strictly by way of Zoom only.

For the purpose of determining a member who shall be entitled to attend the 1st AGM, the Company shall based on the Register of Members (“ROM”) as at 20th October 2020. Only a member whose name appears on the ROM as at 20th October 2020 shall be entitled to attend the 1st AGM or to appoint proxy(ies) to attend and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN THE VIRTUAL MEETING

As no shareholder/proxy shall be allowed to attend the 1st AGM in person at the broadcast venue on the day of the meeting, all the shareholders/proxy(ies) who wish to attend the 1st AGM are required register and follow the procedures as summarised below:

1. Shareholders/proxy(ies) without Zoom account are required to register a Zoom account at <https://zoom.us/freesignup/> and please activate your email address received from zoom account activation email. IMPORTANT - Only the said activated email address will be used to register and attend the 1st AGM.
2. Please register in advance for this meeting at: https://us02web.zoom.us/join/register/tZYuc-GsqzsoG9yssa2pIE_TIGQPIZ8aTrDt
3. Upon registration, the shareholders/proxy(ies) will receive a confirmation email containing information about joining the meeting after 20th October 2020 upon verification on the final Register of Member (ROM).
4. The shareholders/proxy(ies) are required to click the “**Click Here to Join**” which provided in the confirmation email on 27th October 2020 start from 3.00 p.m. to join the AGM.
5. Upon verification, the eligible shareholders/proxy(ies) will be directed to the Company 1st AGM for the participation and voting process.

FOR PROXY(IES)/CORPORATE SHAREHOLDERS/NOMINEES ACCOUNTS

As the 1st AGM will be conducted virtually, members who are unable to participate in this 1st AGM may appoint proxy(ies) or the Chairman of the meeting as their proxy and indicate the voting instructions in the proxy form.

The proxy form has to be submitted to the Company’s Registered Office at Suite 10.02, Level 10, The Gardens South Tower, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time fixed for holding the meeting or any adjournment thereof.

ENQUIRY

For further enquiries, kindly contact the Company’s Share Registrar at 03-2298 0263.

BASIC REQUIREMENTS FOR PARTICIPATION IN THE AGM VIA ZOOM

1. A smartphone, computer or laptop which has a speaker, a microphone and a webcam.