Administrative Details

IHH Healthcare Berhad (Company)
Tenth Annual General Meeting (10th AGM or Meeting)

IHH Healthcare Berhad

Date	:	**Tuesday, 23 June 2020**
Time	:	**2.00 p.m.**
Meeting venue	:	**Malaysia Boardroom, Level 11 Block A, Pantai Hospital Kuala Lumpur, 8 Jalan Bukit Pantai, 59100 Kuala Lumpur, Wilayah Persekutuan, Malaysia**

A. Fully Virtual 10th 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 social distancing and not having mass gatherings, the Company would like to leverage on technology advancement by conducting **the 10th AGM of IHH on a fully virtual basis through electronic live streaming and online remote voting.**

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 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 a fully virtual basis will facilitate and enable all shareholders to participate fully in the proceedings by audio and/or video capabilities without the need to be physically present at the Meeting venue, which is advantageous given the current circumstances relating to Covid-19 and best health practices.

3. The Company will be using Boardroom's LUMI AGM solution which is available on the designated link at https://web.lumiagm.com/ or you may download the free "Lumi AGM" app from the Apple App Store or Google Play Store.

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 10th AGM.

B. General Meeting Record of Depositors

1. Only shareholders whose names appear in the General Meeting Record of Depositors on 16 June 2020 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 10th AGM via remote participation. **Please follow the steps listed in Note E below on how to request for login ID and password.**

2. Please note that this option is available to **(i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**

D. 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 10th 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 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 Online 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.

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

[Note: If you have already signed up with Boardroom Smart Investor Online Portal, 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.
d. Please enter a valid email address and wait for Boardroom Share Registrars Sdn Bhd's (Boardroom) email verification.
e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – 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 "I**HH 10th Virtual AGM**" 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, Against, Abstain or 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.

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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.

Administrative Details

IHH Healthcare Berhad (Company)
Tenth Annual General Meeting (10th AGM or Meeting)

E. 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 10th 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 10th 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 10th AGM remotely.

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

[Note: If you have already signed up with Boardroom Smart Investor Online Portal, 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.
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 22 May 2020 (Date of Notice of 10th AGM)]

Individual Members

– Login to https://www.boardroomlimited.my/ using your user ID and password above.
– Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event "**IHH 10th Virtual AGM**".
– Enter your CDS Account.
– Read and agree to the Terms & Conditions and thereafter submit your request.

Corporate Shareholders

– Write in to 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 MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

– Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number accompanied with the Form of Proxy to submit the request.
– Please provide a softcopy of the Proxy Holder's MyKad/Identification Card (Front and Back) or Passport 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 16 June 2020, 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 2.00 p.m. on 21 June 2020 (48 hours before the commencement of the 10th AGM).**

F. Procedure of the 10th AGM

1. The Login User Guide for participation, posing questions and voting at the 10th 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 10th 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 10th AGM

1. You will be able to view the Company's presentation or slides via the live webcast.

2. The Board will endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the 10th AGM, as well as the financial performance/prospects of the Company, to the extent where time permits. In the event the Board is unable to respond to your questions during the 10th AGM, you may email your questions to info@ihhhealthcare.com after the Meeting.

3. Alternatively, you may also submit your questions in advance to info@ihhhealthcare.com by 2.00 p.m. on 21 June 2020 (48 hours before the commencement of the 10th AGM) and the Board will endeavour to respond to the questions submitted during the 10th AGM.

Administrative Details

H. Voting Procedure at the 10th 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 Boardroom 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 10th AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.

4. There are 3 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:

   • Download the free **Lumi AGM** app from Apple App Store or Google Play Store prior to the Meeting; OR
   • 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 to be tabled at the 10th AGM as soon as the Chairman calls for the poll to be opened 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 10th 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:

   Help Desk
   Boardroom Share Registrars Sdn Bhd
   Tel   : +603 – 7890 4700 (helpdesk)
   Fax   : +603 – 7890 4670
   Email : BSR.Helpdesk@boardroomlimited.com