

**Administrative Guide for the
Twenty-Fifth Annual General Meeting
("25th AGM")**



IFCA MSC Berhad

[Company No. 199701037892 (453392-T)]

(Incorporated in Malaysia)

Date : Monday, 29 May 2023
Time : 10.00 a.m.
Venue : Auditorium, IFCA MSC Berhad, Block F2, No. 19, Jalan PJU 1/42A, Dataran Prima,
47301 Petaling Jaya, Selangor Darul Ehsan.

A. Registration

1. Registration will start at 9.15 a.m. on Monday, 29 May 2023.
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration personnel at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
3. Upon verification, you are required to sign on the Attendance list prepared by the officer at the registration counter.
4. After registration, a printed voting form will be issued to the respective shareholders and proxies.
5. No person will be allowed to register for and on behalf of another person, even with the original MyKad/Passport of that person.
6. The registration counter will handle only verification of identity and registration.
7. For any clarification or enquiry, please proceed to the Company's Helpdesk at the registration counter.

B. Poll Voting

1. In accordance with Paragraph 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 25th 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.
2. During the verification of votes by the Independent Scrutineers, all shareholders and proxies are required to maintain social distancing of 1 meter.
3. Upon completion of the voting session for the 25th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are carried.

B. Light Refreshment

There will be light refreshment provided during the 25th AGM.

C. Enquiry

If you have any enquiries prior to the 25th AGM, please contact the following persons during office hours (8.30 a.m. to 5.30 p.m.): -

Share Registrar

INSURBAN CORPORATE SERVICES SDN BHD
149, Jalan Aminuddin Baki, Taman Tun Dr. Ismail, 60000 Kuala Lumpur
Tel: 603 7729 5529 Fax: 603 7728 5948
Attention: Ms. Aini

Company Secretary

STRATEGY CORPORATE SECRETARIAT SDN BHD
Unit 07-02, Level 7, Persoft Tower, 6B Persiaran Tropicana
Tropicana Golf & Country Resort, 47410 Petaling Jaya
Selangor Darul Ehsan
Tel: 603 7804 5929 Fax: 603 7805 2559
Attention: Mr. Ng Yim Kong