



INDUSTRONICS BERHAD
[Registration No. : 197501001969 (23699-X)]
(Incorporated in Malaysia)

**Administrative Guide
for the
Extraordinary General Meeting (“EGM”)
of INDUSTRONICS BERHAD**

Date and time of the EGM : Friday, 18 November 2022 at 11:00 a.m.

Online Meeting Platform : www.vpoll.com.my
(Domain Registration No. with MyNIC Berhad: D1A457149)
hosted on the e-Portal of AI Smartual Learning Sdn. Bhd.

Broadcast Venue : To be held virtually at the Broadcast venue at
No. 9, Jalan Taming 3, Taman Tanming Jaya, 43300 Seri
Kembangan, Selangor Darul Ehsan.
(There will be no physical meeting venue)

1. Virtual Meeting

- 1.1 The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, Directors, staff and other attendees, hence the Company has decided that the EGM shall be conducted on a fully virtual basis through live streaming and online voting via Remote Participation and Voting (“RPV”) facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual EGM. Therefore, it is your responsibility to ensure that connectivity for the duration of the EGM is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants. The Company, its Directors, Officers and management, Share Registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the EGM.

2. Entitlement to Participate and Vote

- 2.1 Only depositors whose names appear on the Record of Depositors as at **Thursday, 10 November 2022** shall be entitled to participate and/or vote at the EGM or appoint proxy/corporate representative(s) to participate and/or vote on his/her behalf by depositing the duly executed Proxy Form(s).
- 2.2 Eligible members are required to pre-register for the RPV at www.vpoll.com.my to ascertain their eligibility to participate and/or vote at the EGM remotely.

3. Appointment of Proxy

- 3.1 If you are unable to attend and participate at the EGM via RPV facilities, you may appoint a proxy(ies) or the Chairperson of the EGM as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
- 3.2 Please ensure that the duly completed and executed Proxy Form is deposited at the office of our Poll Administrator, AI Smartual Learning Sdn. Bhd., at 23-5, Menara Bangkok Bank, Berjaya Central Park, Jalan Ampang, 50450 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the EGM i.e. latest by Wednesday, 16 November 2022 at 11:00 a.m. Details of our Poll Administrator can be found in the enquiry section of this document. Alternatively, the duly completed and executed Proxy Form can also be submitted electronically to proxy@aismartuallearning.com.
- 3.3 All appointed proxy need not register for remote participation on AI Smartual Learning Sdn. Bhd.'s e-Portal. Upon processing of your Proxy Form, we will grant your proxy(ies) access to remote participation at the EGM to which he/she is appointed for instead of you, with the login credentials.
- 3.4 Appointment of Corporate/Authorised Representative(s)
- * Members who are body corporates may appoint their corporate/authorised representative(s) to participate and/or vote at the EGM.
 - * Appointed corporate/authorised representative(s) shall: (i) provide a copy of his identity card, email address and mobile phone number, and (ii) deposit together with the original evidence of his authority (eg. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents providing authority in English or Bahasa Malaysia) to the Poll Administrator at the office of the Poll Administrator, AI Smartual Learning Sdn. Bhd. At 23-5, Menara Bangkok Bank, Berjaya Central Park, Jalan Ampang, 50450 Kuala Lumpur, Malaysia not later than Wednesday, 16 November 2022 at 11:00 a.m., for verification.
 - * Thereafter, the Poll Administrator will create a USER ID for the appointed corporate/authorised representative(s) with the login credentials be sent via email to the appointed corporate/authorised representative(s) to facilitate their access to the RPV.

4. Submission of Questions

- 4.1 Members and proxies may submit their questions via the real time submission of typed texts through a text box within Virtual portal before the start or during the live streaming of the EGM. Members and proxies are also encouraged to submit their questions 48 hours before the commencement of the EGM. Alternatively, the questions can also be submitted electronically to proxy@aismartuallearning.com. The questions and/or remarks submitted by the shareholders and/or proxy(ies) will be broadcasted and responded by the Chairperson/relevant Director/relevant advisers during the EGM.

5. Voting Procedure

- 5.1 Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll.

- 5.2 For the purpose of the EGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.3 The polling will commence from the scheduled starting time of the EGM and close ten (10) minutes after the Chairperson announced the final ten (10) minutes for voting towards the end of the EGM after the question and answer session.
- 5.4 The Independent Scrutineers appointed by the Company will verify the poll results reports upon closing of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

6. Remote Participation and Voting (“RPV”)

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the EGM [(ii) to (iv) through their authorised representative(s)].
- 6.2 If you wish to participate in the EGM, you will be able to view a live webcast of the EGM, pose questions and/or cast your votes in real time whilst the EGM is in progress.
- 6.3 Kindly follow the steps as set out in **Appendix I** to register for RPV.

7. Others

- 7.1 NO recording or photography - Unauthorised recording and/or photography are strictly prohibited at the EGM.

Enquiry and e-Services Assistance

If you have any enquiry or require any e-Services Assistance relating to AI Smartual Learning Sdn. Bhd.’s e-Portal, you may reach out to our Poll Administrator by contacting the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

Poll Administrator

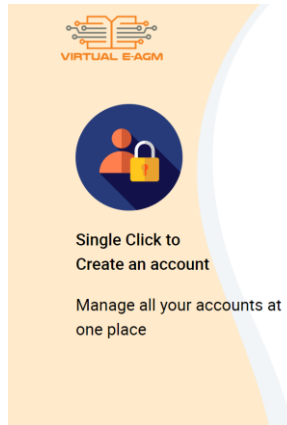
AI Smartual Learning Sdn. Bhd.

Address : 23-5, Menara Bangkok Bank
Berjaya Central Park, Jalan Ampang
50450 Kuala Lumpur, Malaysia
Email : davidcheng@aismartuallearning.com
Contact Person : Mr David Cheng
Telephone No : +6017 770 0887

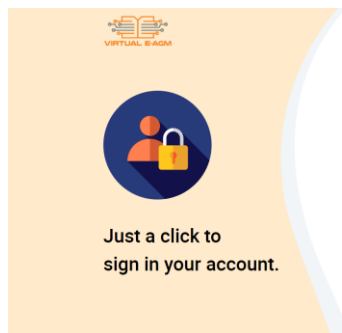
VIRTUAL E-PORTAL USER GUIDE

STEP 1: Please browse the url www.vpoll.com.my to reach the Login Page as shown below to:

a. Sign up

A 'Sign Up' form with the following fields: 'Full Name as per IC / Passport', 'Email Address', 'Phone Number' (with a dropdown arrow), 'NRIC NO. or Passport No.' (with a dropdown arrow), 'Password' (with a note: '** (Minimum 6 characters)'), and 'Confirm Password' (with a note: '** (Minimum 6 characters)'). There is an 'UPLOAD YOUR ID CARD' field with a 'BROWSE' button. A yellow 'SUBMIT' button is at the bottom, with a link 'ALREADY HAVE AN ACCOUNT? LOGIN' below it.

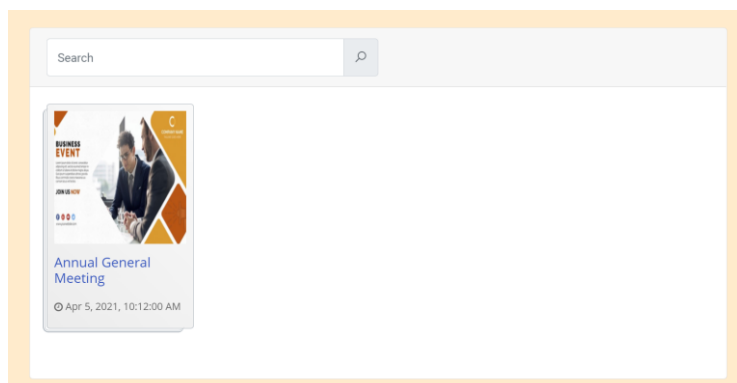
b. Log in

A 'Sign In' form with fields for 'email' and 'Password'. Below the fields is a checkbox: 'I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREED THE STATED PRIVACY POLICY AND TERMS & CONDITIONS'. A yellow 'LOGIN' button is at the bottom. Below the button are links: 'FORGOT PASSWORD?' and 'DON'T HAVE AN ACCOUNT? SIGN UP'.

Notes:

- (1) This is a **ONE-TIME Registration**. If you are already a registered user of the e-Portal, you need not register again. You just need to login at the AI-Portal at the EGM day to participate and/or vote thereat.
- (2) Your email address is your User ID.
- (3) Registration is open from 12 November 2022 at 11.00 a.m. until 17 November 2022 at 11.00 a.m. Please access the URL www.vpoll.com.my, input your details accordingly and click "submit". After verification, registration will be approved within one (1) working day and you will be notified via email with the login credentials to be sent to you. You are advised to change the password to your preferred password for future login.
- (4) *For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of his/her authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). The original evidence of authority, if required, has to be submitted to the office of our Poll Administrator for verification by **Wednesday, 16 November 2022 at 11.00 a.m.***

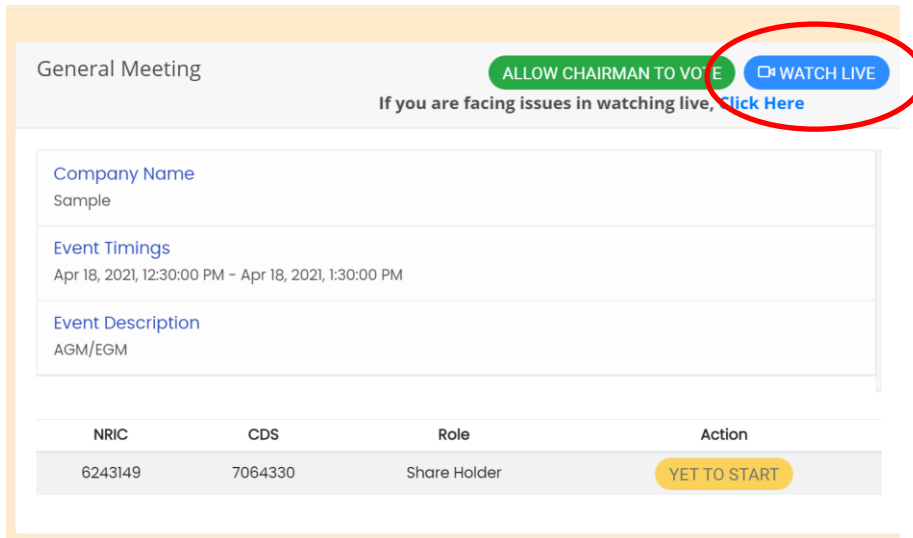
STEP 2: You will see a DASHBOARD screen as shown below. Click on event icon.



Notes:

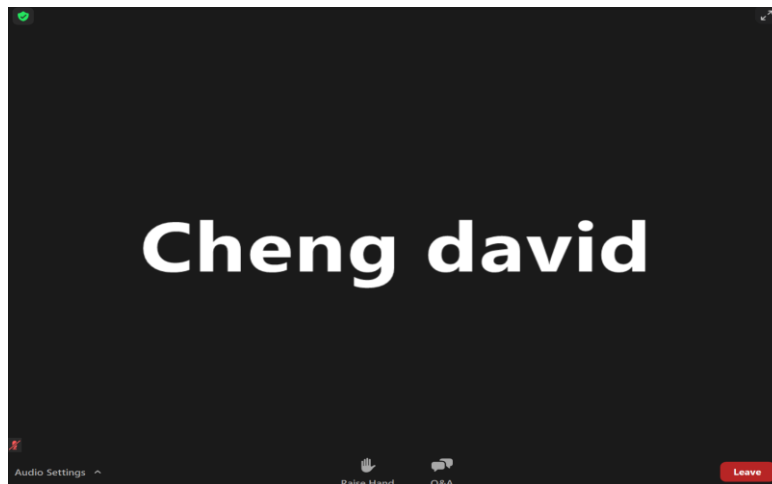
- (1) You can start to log in one (1) hour before the commencement of the EGM.
- (2) The quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
- (3) Log in to www.vpoll.com.my with your registered User ID (email address) and password. For proxy(ies) holder(s), please use the login credential that was sent to you by AI Smartual Learning Sdn. Bhd.'s e-Portal.

STEP 3: Click on EVENT NAME ICON, you will see the following screen.



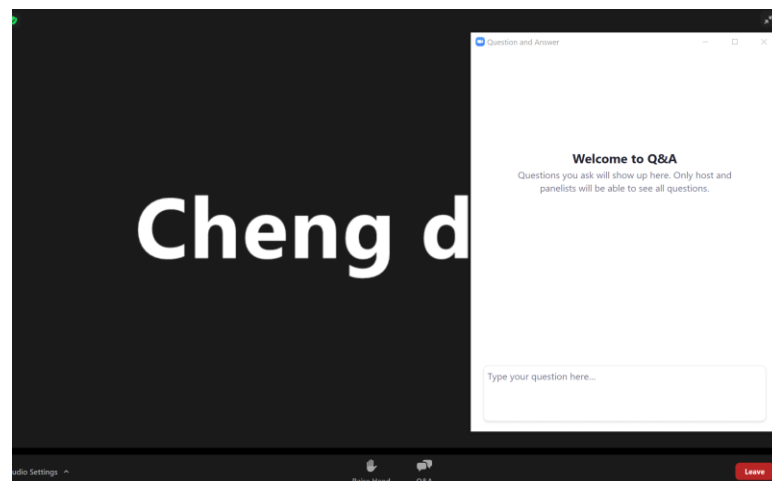
To watch live streaming, please click on the BLUE BUTTON as shown in the top right corner. If you are facing issues in watching live, click the “Click Here” to open the Zoom application directly.

STEP 4: The screen will open in a new tab as shown below:



ASKING QUESTIONS FEATURE

To ask questions, please click on your Q&A icon at the bottom of your screen and type your questions.



If you have any questions to raise at the EGM, type the question in the text box below. You are encouraged to send in your questions 48 hours before the commencement of the EGM. Alternatively, the questions can also be submitted electronically to proxy@aismartuallearning.com. The Chairperson/Board/Management/relevant adviser(s) will endeavour to respond to your question during the EGM.

STEP 5: To vote, please go back to your earlier tab as shown below:

General Meeting ALLOW CHAIRMAN TO VOTE WATCH LIVE
If you are fa

Company Name
Sample

Event Timings
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

Event Description
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	VOTE

Upon confirmation of your name, event details, NRIC and CDS number, please click on the VOTE button.

STEP 6: Vote accordingly and click on the CONFIRM DETAILS AND SUBMIT VOTE button.

General Meeting

Non Voting Resolution
To receive the Audited Financial Statements for the financial year ended 30 September 2020 together with the Reports of the Directors and Auditors thereon.

Sample Ordinary Resolution
Vote Question 1

FOR AGAINST ABSTAIN

Sample Special Resolution
Vote Question 2

FOR AGAINST ABSTAIN

Make sure you vote for all questions. If skipped, your response for that resolution will be saved as ABSTAIN

CONFIRM DETAILS AND SUBMIT VOTE

STEP 7: To view the voting results, please click the "RESULTS".

General Meeting ALLOW CHAIRMAN TO VOTE WATCH LIVE
If you are facing issues i

Company Name
Sample

Event Timings
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

Event Description
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	VIEW RESULTS

VOTING RESULTS BACK

ORDINARY RESOLUTION
Sample Ordinary Resolution
Resolution 1

3333 Units (100%) 0 Units (0%)

SPECIAL RESOLUTION
Sample Special Resolution
Resolution 2

Units (%) Units (%)