



## **ADMINISTRATIVE GUIDE FOR VIRTUAL VOTING**

### **POLL VOTING**

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”).
2. For the purposes of this 25th Annual General Meeting (“AGM”), e-Voting can be carried out using either smartphone, tablet, computer or laptop.
3. Below are the 3 options for members and proxies to vote using any of the devices specified in Paragraph 2.
  - i) Download the **LUMI AGM** from Apple App Store or Google Play Store prior to the meeting;
  - ii) Using QR Scanner Code given in the email to you; or
  - iii) Using website <https://web.lumiagm.com>.
4. The polling will only commence upon the announcement of open of poll by the Chairman and until such time when the Chairman announces the closure of poll for each resolution.
5. **Shareholders who are unable to participate in InNature Berhad 25th AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.** You may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment, or deposit your hardcopy proxy form at the Company’s Share Registrar’s office at Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than forty-eight (48) hours before the commencement of the AGM.
6. Once the polling for each resolution has been completed, the Chairman will declare whether the resolution was successfully carried or duly passed. The scrutineer appointed will verify the poll results for all the resolutions passed at the end of the AGM.



## **REMOTE PARTICIPATION AND ELECTRONIC VOTING**

### **BEFORE THE DAY OF THE AGM**

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

*Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password.*

- i) Access website <https://boardroomlimited.my>.
- ii) Click <Login> and click <Register> to sign up as a user.
- iii) Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- iv) Please enter a valid email address and wait for Boardroom's email verification.
- v) Your registration will be verified and approved within one 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 2 June 2020 and the closing time to submit your request is at 10:00 p.m. on 17 August 2020.*

##### **For Individual Members**

- i) Login to <https://boardroomlimited.my> using your user ID and password obtained through Step 1.
- ii) Select <Hybrid/Virtual Meeting> from main menu and select the correct Corporate Event "InNature Berhad 25th AGM"
- iii) Enter your CDS account number.
- iv) Read and agree to the terms & condition and thereafter submit your request.

##### **For Corporate Shareholders**

- i) Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- ii) Corporate shareholder must also provide a copy of Corporate Representative's MyKad (Front and Back) or passport as well as his/her email address.

##### **For Authorised Nominee and Exempt Authorised Nominee**

- i) Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS account number accompanied with the Proxy Form to submit the request.
- ii) Authorised nominee and exempt authorised nominee must also provide a copy of the Proxy Holder's MyKad (Front and Back) or passport as well as his/her email address.

- You will receive a notification from Boardroom that your request has been received and is being verified.



- Upon system verification against the General Meeting Record of Depositories as at 12 August 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- Please note that the closing time to submit your request is at 10:00am on 17 August 2020 (48 hours before the commencement of the AGM).

## ON THE DAY OF THE AGM

### Login to Virtual Meeting Portal (LUMI)

*Note: the quality of the connectivity to LUMI for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.*

- LUMI will be opened for login starting an hour (1 hour) before the commencement of AGM, at 9:00am on 19 August 2020.
- LUMI can be accessed via one of the following:
  - Download the **LUMI AGM** application from apple App Store or Google Play Store;
  - Scan the QR Code provided in the email notification; or
  - Navigate to the website at <https://web.lumiagm.com>.
- Enter the Meeting ID Number and sign in with the user ID and password provided in the confirmation email from Boardroom.

If you have any enquiry prior to the 25th AGM, please contact the Company's Share Registrar during office hours:

### **Boardroom Share Registrars Sdn. Bhd.**

Registration Number: 199601006647 (378993-D)

11th Floor, Menara Symphony

No. 5, Jalan Prof. Khoo Kay Kim

Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan

Telephone Number: 603-7890 4700

Fax Number: 603-7890 4670