



**AIMFLEX BERHAD**  
(Formerly known as I-Stone Group Berhad)

Registration No. 201801011135 (1273151-K)  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THIRD ANNUAL GENERAL MEETING (“3RD AGM”) OF AIMFLEX BERHAD**

Date and Time : Thursday, 17 June 2021 at 10.00 a.m.  
Venue : Dewan Inderaputera Suites, Pulai Springs Resort Johor, Jalan Pontian Lama,  
81110 Johor Bahru, Johor

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Dear Shareholders of AIMFLEX Berhad (Formerly known as I-Stone Group Berhad) (“AIMFLEX” or the “Company”),

In view of the COVID–19 outbreak in Malaysia and globally, the health and safety of the Company’s shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. The Company wishes to advise shareholders that necessary steps and precautionary measures will be undertaken in holding the AGM to comply with the Government and/or relevant authorities’ directives and guidelines on public gatherings or event which may be issued from time to time.

As a precautionary measure, the Company reserves the right to change the Meeting arrangements in accordance to the latest directives to be issued related to the COVID-19 including to impose limitation to the number of attendees, as set by the authorities, if any, to be physically present at the Meeting venue. The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures.

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on 5 March 2021, please find the additional guidance below on the requirements and method of participating in the AGM/EGM:

**PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING**

1. Shareholders are required to register ahead of the 3rd AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.
2. Please do read and follow the following procedures to pre-register your physical attendance at the 3rd AGM via the TIIH Online website at <https://tiih.online> :
  - Login in to TIIH Online website with your username (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
  - Select the corporate event: **“(REGISTRATION) AIMFLEX 3RD AGM”**.
  - Read and agree to the Terms & Conditions and confirm the Declaration.
  - Select “Register for Physical Attendance at Meeting Venue”.
  - Review your registration and proceed to register.
  - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
  - After verification of your registration against the General Meeting Record of Depositors as at 10 June 2021, the system will send you an e-mail after **15 June 2021** to approve or reject your registration to

attend physically at the Meeting Venue.

## PROXY

You may submit your proxy form to the Company Share Registrar's at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the 3rd AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than **Tuesday, 15 June 2021 at 10.00 a.m.** Please do read and follow the procedures below to submit proxy form electronically.

## ELECTRONIC LODGMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>• Select the corporate event: <b>"AIMFLEX Berhad 3rd AGM - "Submission of Proxy Form"</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share</p>

	Registrar if you need clarifications on the user registration.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>▪ Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>▪ Select the corporate exercise name: “<b>AIMFLEX Berhad 3rd AGM: Submission of Proxy Form</b>”</li> <li>▪ Agree to the Terms &amp; Conditions and Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIH Online, select corporate exercise name: “<b>AIMFLEX Berhad 3rd AGM: Submission of Proxy Form</b>”.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>

### GENERAL MEETING RECORD OF DEPOSITORS

Please note that only a depositor whose name appears on the Record of Depositor as at **10 June 2021** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 3rd AGM.

### FOOD VOUCHER AND DOOR GIFT

To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the 3rd AGM, there will be no door gift or food vouchers to the shareholders.

Kindly check the Company’s website or announcements from time to time for the latest updates on the status or changes to the 3rd AGM arrangement.

### ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

#### Tricor Investor & Issuing House Services Sdn Bhd

General Line / Fax +603-2783 9299 / +603-2783 9222

Email [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact Person Nur Qaisara Naaila (+603-2783 9272) / [Nur.Qaisara.Naaila@my.tricorglobal.com](mailto:Nur.Qaisara.Naaila@my.tricorglobal.com)

Nor Faeayzah (+603-2783 9274) / [Nor.Faeayzah@my.tricorglobal.com](mailto:Nor.Faeayzah@my.tricorglobal.com)