ADMINISTRATIVE GUIDE FOR TWENTY-FIRST ANNUAL GENERAL MEETING

Date	:	Wednesday, 19 November 2025
Time	:	10.00 a.m.
Venue	:	Kelab Golf Sultan Abdul Aziz Shah, No. 1, Rumah Kelab Golf 13/6, 40100 Shah Alam, Selangor Darul Ehsan

1. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 7 November 2025 shall be eligible to participate in the 21st Annual General Meeting ("AGM") or appoint a proxy(ies) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

If you wish to participate in the 21st AGM yourself, please do not submit any Form of Proxy for the 21st AGM. You will not be allowed to participate in the 21st AGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/ corporate representative/ attorney for the 21st AGM, whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 17 November 2025** at 10.00 a.m:-

(i) In hard copy form:-

a) By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, deposit into the Drop-in Box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; or

b) By fax at 03-2783 9222 or e-mail to is.enquiry@vistra.com.

(ii) By electronic means

All shareholders can have the option to submit proxy forms electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") and the steps to submit are summarised below:-

PROCEDURE	ACTION
i. Steps for Individual Shareholders	
(a) Register as a User at The Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.*

PROCEDURE	ACTION
i. Steps for Individual Shareholders (continued)	
(b) Proceed with submission of Proxy Form	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: **"IMASPRO CORPORATION BERHAD 21ST AGM".** 3. Navigate to the 3 dots at the end of the corporate event and choose **"SUBMISSION OF PROXY FORM".** 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(s) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.
i. Steps for Corporation or Institutional Shareholders	
(a) Register as a User at the Portal	1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. *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 Tricor if you need clarifications on the user registration.*
(b) Proceed with submission of Proxy Form	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: **"IMASPRO CORPORATION BERHAD 21ST AGM".** 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder's name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select "Confirm" to complete your submission. 10. Print the confirmation report of your submission for your record

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2. VOTING AT MEETING

The voting at the 21st AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed Tricor to conduct the poll voting electronically ("e-voting") via Tricor e-Vote application ("Tricor e-Vote App") and Scrutineer Solutions Sdn Bhd as Independent Scrutineers to verify the poll results.

Shareholders/ proxies/ corporate representatives/ attorneys may proceed to vote on the resolutions at the time announced by the Chairman at the 21st AGM.

Steps to Vote:

1. Proceed to the designated polling kiosk.
2. Scan the QR code on your identification wristband.
3. Follow the on-screen instructions to cast your vote.

3. RESULTS OF THE VOTING

The resolutions proposed at the 21st AGM and the results of the voting will be announced at the 21st AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

4. REGISTRATION AND VERIFICATION

Registration will start at 8:00 a.m. on Wednesday, 19 November 2025 at the AGM Venue and the AGM will start at 10.00 a.m. We strongly encourage you to come early to ensure a smooth registration and verification process.

Please produce your personal identification document (original NRIC for Malaysians or valid passport for foreigners) for verification. Corporate Representatives will be required to present an authorisation letter along with their personal identification document.

Upon verification you will be given an identification wristband. No person will be allowed to register on behalf of another person using the personal identification document of another person.

If you are attending the 21st AGM as shareholder as well as proxy, you will be registered once and will be given only one (1) identification wristband.

You must wear the identification wristband throughout the AGM. No person will be allowed to enter the AGM Venue without wearing the identification wristband. There will not be any replacement in the event that the identification wristband is lost, stolen and/or misplaced.

5. ANNUAL REPORT AND STATEMENT TO SHAREHOLDERS

The Annual Report and Statement to Shareholders are available on the Company's website at www.imaspro.com and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.

You may request for a printed copy of the Annual Report and/or the Statement to Shareholders at https://srmy.vistra.com by selecting "Request for Annual Report/Circular" under the "Investor Services".

Kindly consider the environment before you decide to request for the printed copy of the Annual Report/ Statement to Shareholder. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

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6. NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 21st AGM.

7. ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line	:	+603 - 2783 9299
Email	:	is.enquiry@vistra.com