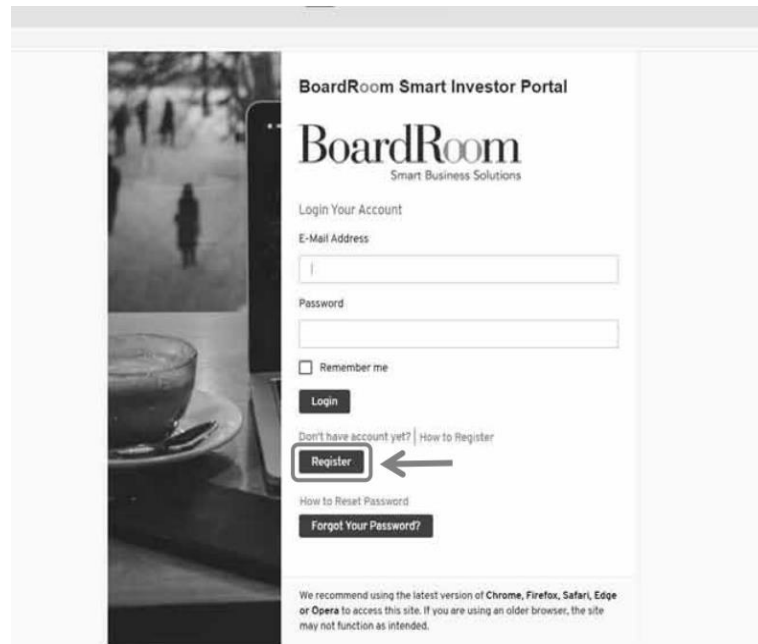


FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID)  
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

**APPENDIX 1: USER GUIDE FOR REGISTRATION AS A BOARDROOM SMART  
INVESTOR PORTAL USER**

1. Navigate to <https://investor.boardroomlimited.com/> and click “Register”.

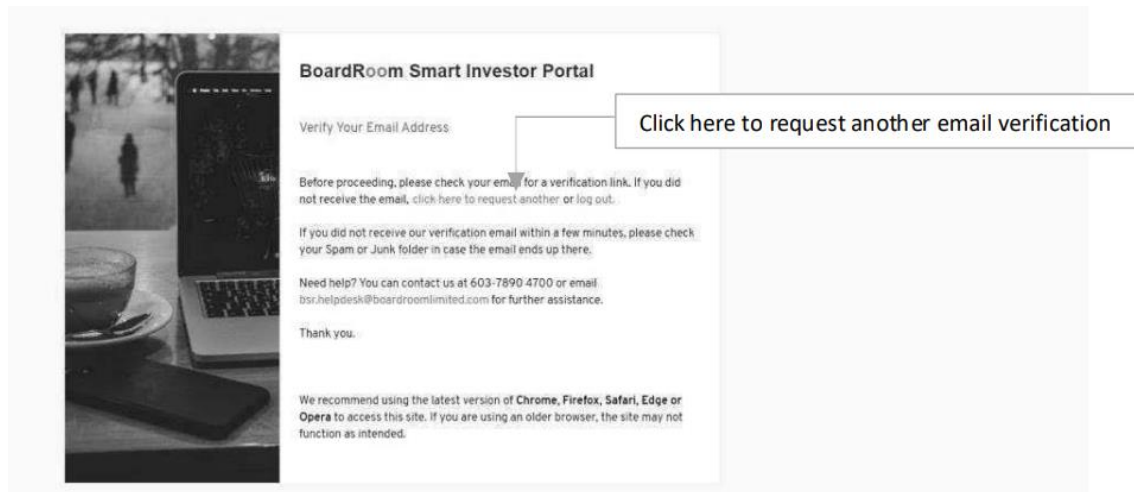


2. Enter your information and upload your identification document then click “Register”.

Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID)  
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

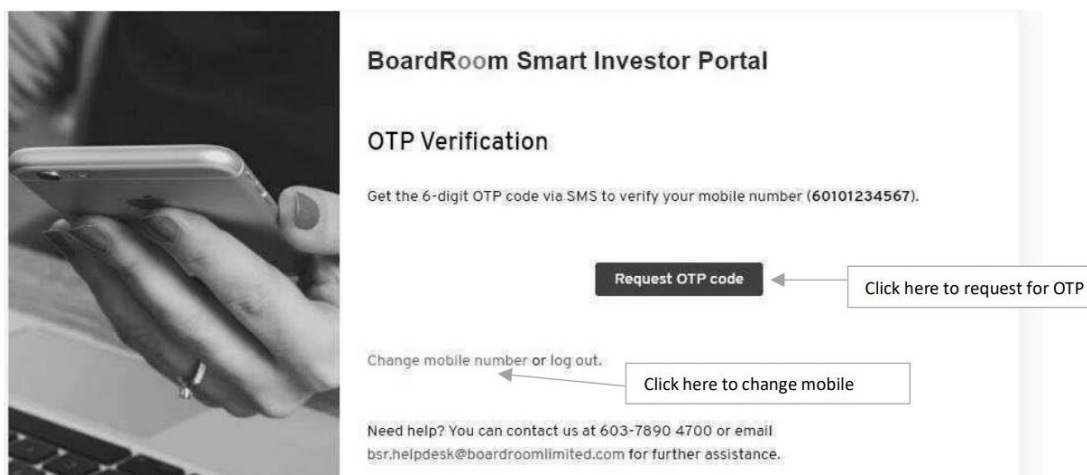
3. Upon register, you will receive an email for verification and be redirected to this page. If email is not received, click request another. Do check both your inbox and spam.



4. Check your email for the below notification. Click “Verify email address”.



5. You will be redirected to verify your mobile no. Check if you have the correct mobile number, then request OTP code to proceed.



Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID)  
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

5. Enter you OTP number and click “Enter”.

**BoardRoom Smart Investor Portal**

**OTP Verification**

OTP code has been sent to 60101234567 ( 26 Sep 2021 10:24:02 ).

Please enter OTP Code

**Enter OTP**

**Verify**

Click here after enter OTP

If you did not receive the code, click here to request for another OTP code or log out.

Need help? You can contact us at 603-7890 4700 or email [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) for further assistance.

6. You had successfully verified your account. Wait for approval from administration. In the meantime, you may edit your profile to update your information.

**BoardRoom**

**Waiting for Approval**

Thank you for verifying your email address and mobile number.

Your account is pending administrator approval.

The approval process will take **1 working business day** (excluding public holiday).

Please log in again for a status update. We appreciate your kind understanding.

For further assistance, kindly email [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) for more information.

Thank you.

**Edit Profile** **Log Out**

Click here to edit profile

7. You will receive an email as below after your account had been approved.

**Your Account Has been Approved**

BoardRoom Smart Investor MY <[donotreply@boardroomlimited.my](mailto:donotreply@boardroomlimited.my)>  
Fri 5/21/2021 9:09 AM  
To: [REDACTED]

[CAUTION: This email originated from outside BoardRoom. Do not click links or open attachments unless you recognise the sender and know the content is safe.]

**BoardRoom**  
Smart Business Solutions

Please be informed that your registration with Boardroom Smart Investor Portal has been approved.

Kindly login with your e-mail address by clicking [here](#) to access the following services and proceed to apply to access respective counter before the closing date of registration :-

- E-proxy Lodgement
- Registration for Virtual Meeting
- And other services

Should you require any clarification in relation to Boardroom Smart Investor Portal, please contact us at 603-7890 4700 or email [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) for further assistance.

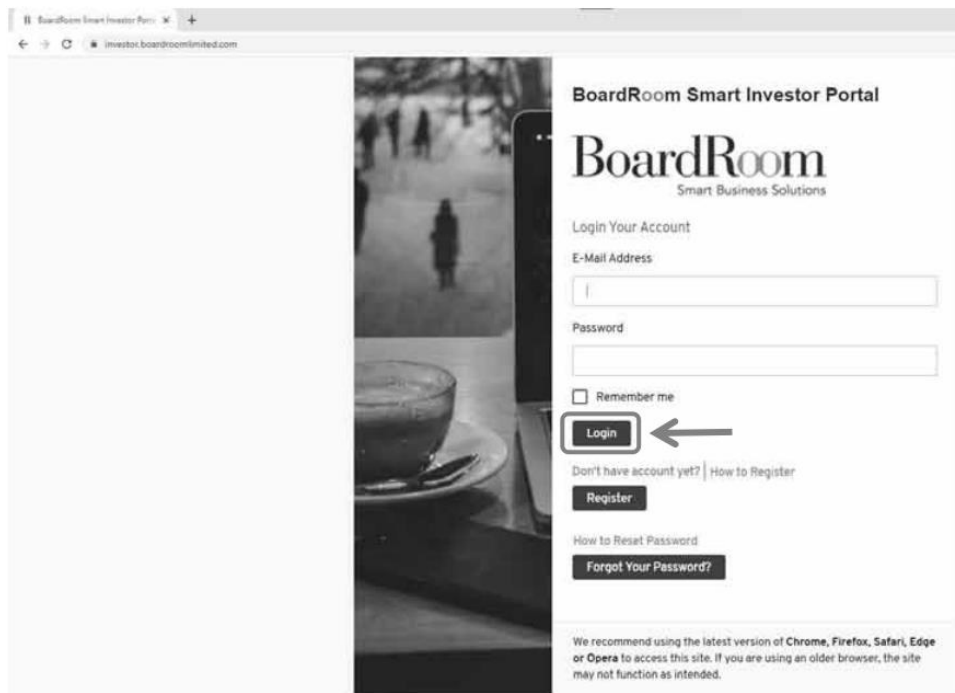
Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID)  
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

## **APPENDIX 2: USER GUIDE FOR REGISTRATION FOR VIRTUAL ANNUAL GENERAL MEETING**

### **Log in page**

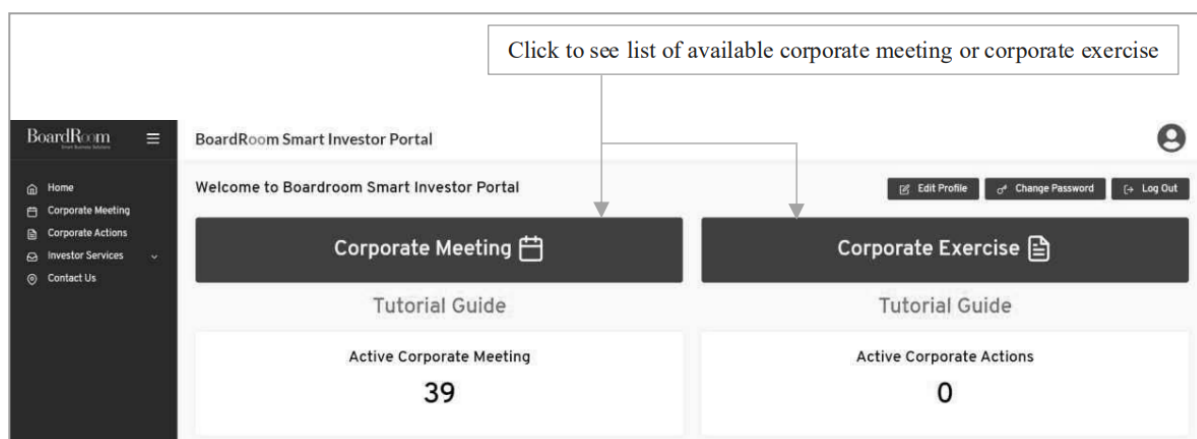
Navigate to boardroomlimited.my. Key in your email address and password to log in.



The screenshot shows the BoardRoom Smart Investor Portal login page. The page has a header with the BoardRoom logo and the text "Smart Business Solutions". Below the header, there is a "Login Your Account" section. This section includes a "E-Mail Address" input field, a "Password" input field, a "Remember me" checkbox, a "Login" button, a "Don't have account yet? | How to Register" link, a "Register" button, a "How to Reset Password" link, and a "Forgot Your Password?" button. A red box highlights the "Login" button, and a red arrow points to it. The page also features a sidebar with a list of links: Home, Corporate Meeting, Corporate Actions, Investor Services, and Contact Us. At the bottom of the page, there is a note: "We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended."

### **Dashboard**

Upon login, you will be redirected to the dashboard.



The screenshot shows the BoardRoom Smart Investor Portal dashboard. The dashboard has a header with the BoardRoom logo and the text "BoardRoom Smart Investor Portal". Below the header, there is a "Welcome to Boardroom Smart Investor Portal" message. The dashboard is divided into two main sections: "Corporate Meeting" and "Corporate Exercise". Each section has a "Tutorial Guide" link and a "Active Corporate Meeting" or "Active Corporate Actions" count. The "Corporate Meeting" section shows a count of 39, and the "Corporate Exercise" section shows a count of 0. A red box highlights the "Corporate Meeting" and "Corporate Exercise" buttons, and a red arrow points to them. The dashboard also features a sidebar with a list of links: Home, Corporate Meeting, Corporate Actions, Investor Services, and Contact Us. At the top right of the dashboard, there are links for "Edit Profile", "Change Password", and "Log Out".

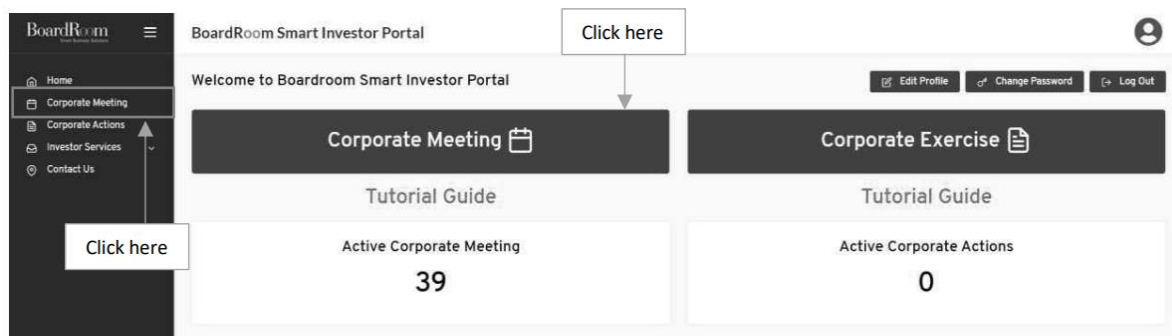
Should you require further inquiry or guidance, you may contact +603-7890 4700.

# FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID) VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

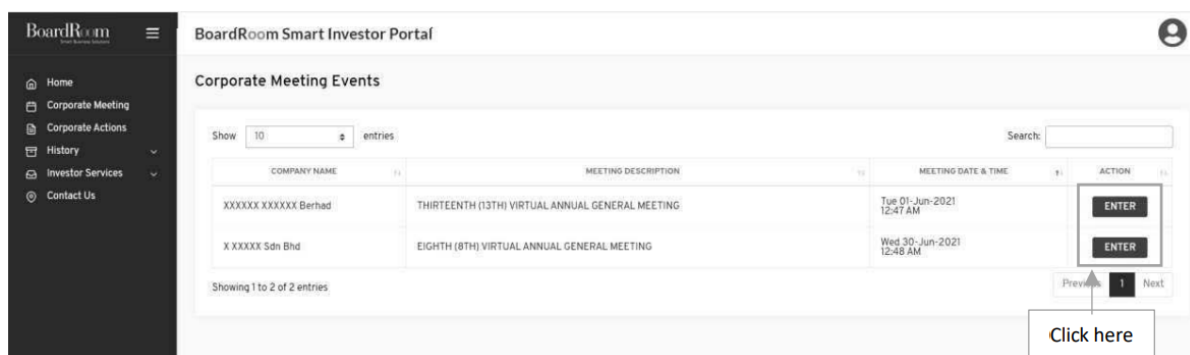
## Meeting Details

### Meeting list

1. At the dashboard, click Corporate Meeting button at the right panel or Corporate Meeting at the side bar to see the list of corporate meetings.

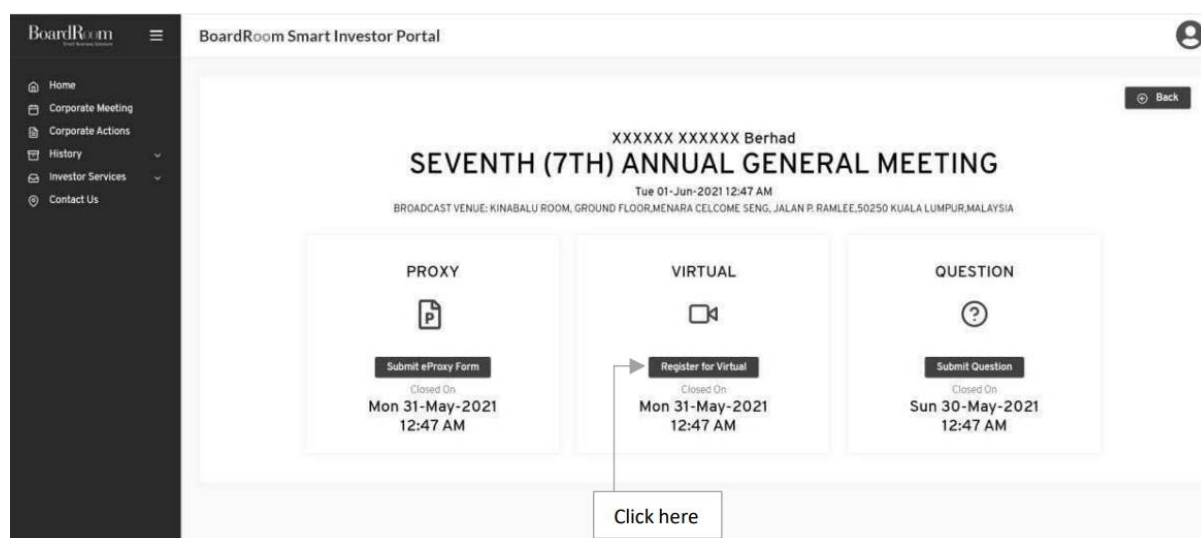


2. Click enter for the corporate meeting you wish to apply for.



## Registration

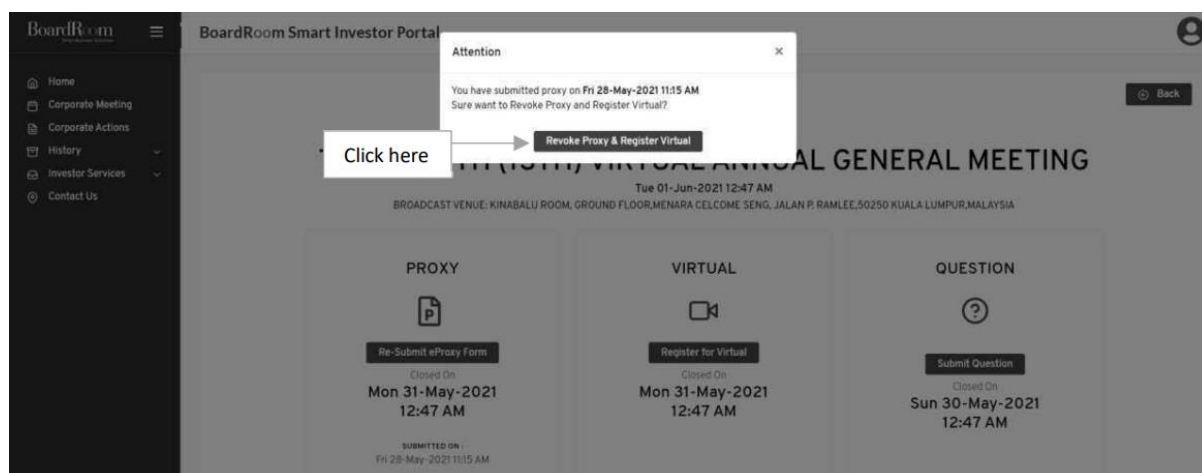
1. Click “Register for virtual” or “Register for physical” to enter registration form page. The steps for both are the same.



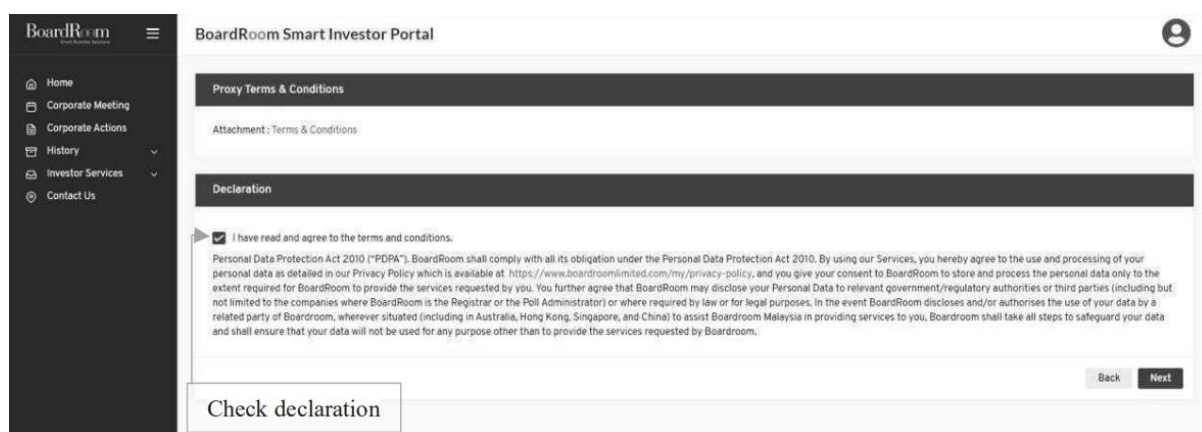
Should you require further inquiry or guidance, you may contact +603-7890 4700.

## FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID) VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

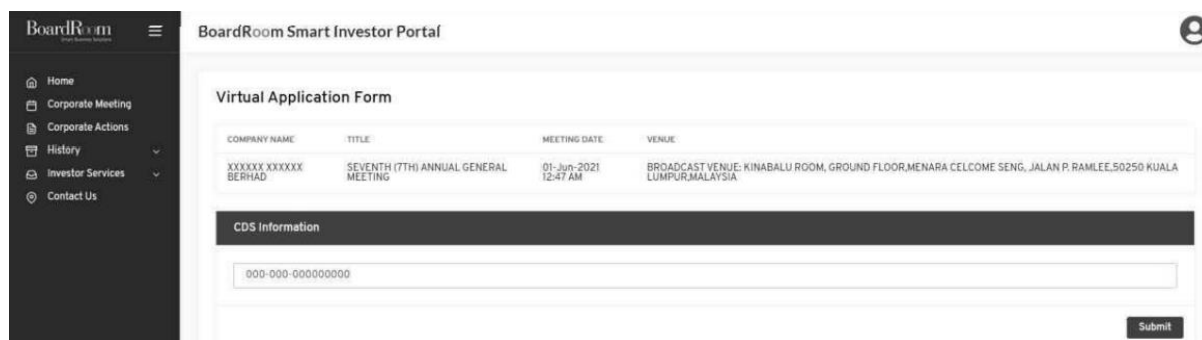
2. Note that if you had already submitted proxy form for this meeting, you will need to click “Revoke Proxy & register virtual” to proceed and vice versa.



3. Check declaration and click “Next” to go to virtual application form.



4. Virtual Application Form/ Physical Application Form



- a. Enter your cds account number.
- b. Click “Next” to submit your registration

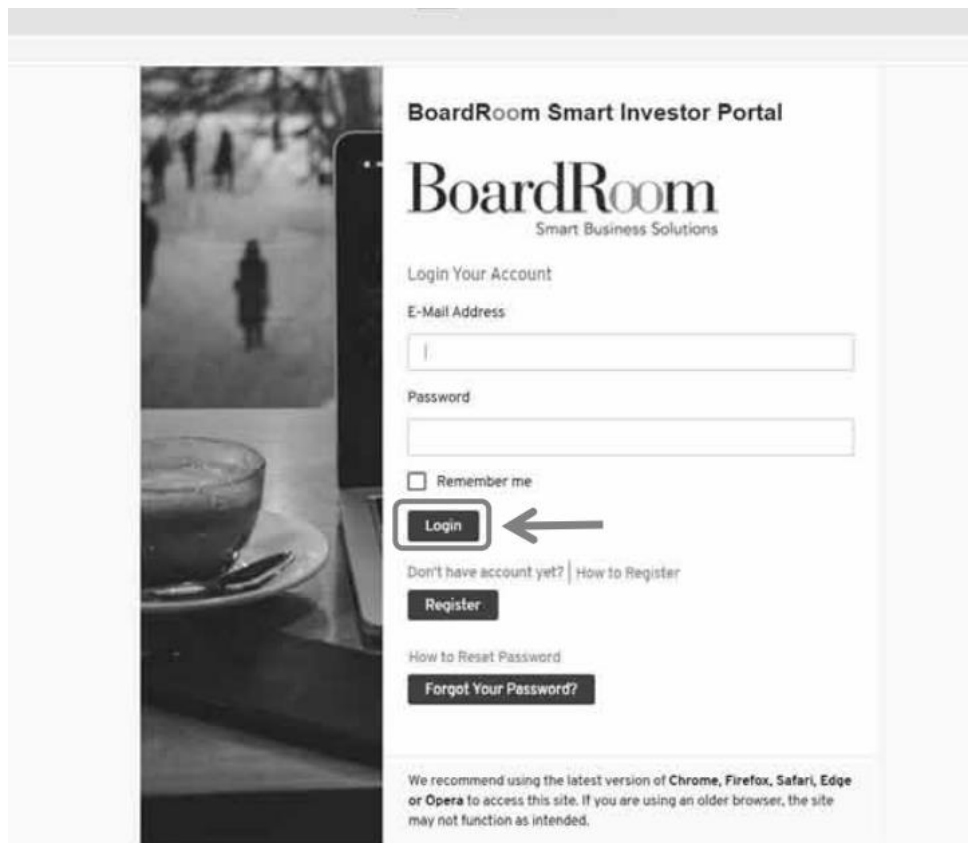
5. Registration for virtual meeting can only be submitted once. You may view the submitted registration under History> Submission History.

Should you require further inquiry or guidance, you may contact +603-7890 4700.

### **APPENDIX 3: USER GUIDE FOR E-PROXY REGISTRATION**

#### **Log in page**

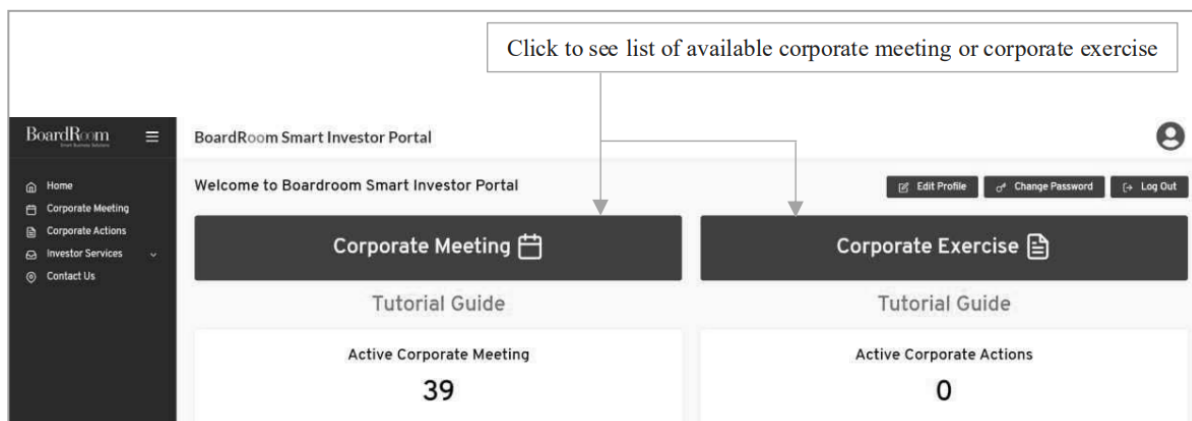
Navigate to boardroomlimited.my. Key in your email address and password to log in.



The screenshot shows the BoardRoom Smart Investor Portal login page. On the left is a vertical image of a person at a desk with a laptop and a cup of coffee. The main content area has the title 'BoardRoom Smart Investor Portal' and the BoardRoom logo. Below the logo is the text 'Login Your Account'. There are two input fields: 'E-Mail Address' and 'Password'. Below these is a checkbox for 'Remember me' and a 'Login' button. To the right of the 'Login' button is a grey arrow pointing left towards it. Below the 'Login' button are links for 'Don't have account yet?' and 'How to Register', a 'Register' button, 'How to Reset Password', and a 'Forgot Your Password?' button. At the bottom, there is a note: 'We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended.'

#### **Dashboard**

Upon login, you will be redirected to the dashboard.



The screenshot shows the BoardRoom Smart Investor Portal dashboard. On the left is a dark sidebar with the BoardRoom logo and a menu with items: Home, Corporate Meeting, Corporate Actions, Investor Services, and Contact Us. The main content area has the title 'BoardRoom Smart Investor Portal' and a welcome message 'Welcome to Boardroom Smart Investor Portal'. In the top right corner are links for 'Edit Profile', 'Change Password', and 'Log Out'. Below the welcome message are two large buttons: 'Corporate Meeting' and 'Corporate Exercise'. Above these buttons is a text box that says 'Click to see list of available corporate meeting or corporate exercise' with arrows pointing to both buttons. Below each button is a 'Tutorial Guide' link. At the bottom, there are two boxes: 'Active Corporate Meeting' with the number '39' and 'Active Corporate Actions' with the number '0'.

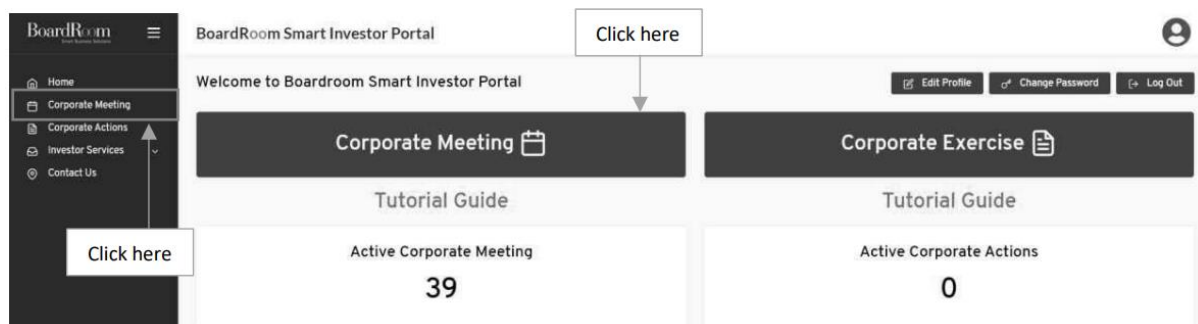


# FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID) VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

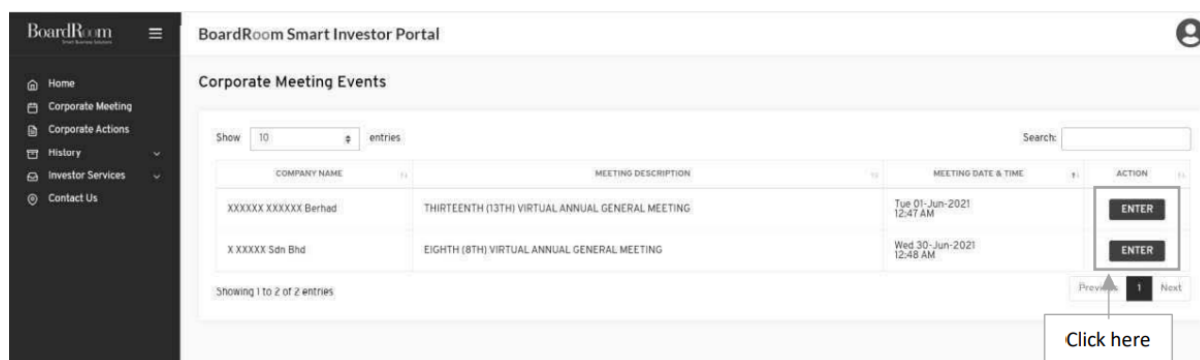
## Meeting Details

### Meeting list

1. At the dashboard, click Corporate Meeting button at the right panel or Corporate Meeting at the side bar to see the list of corporate meetings.

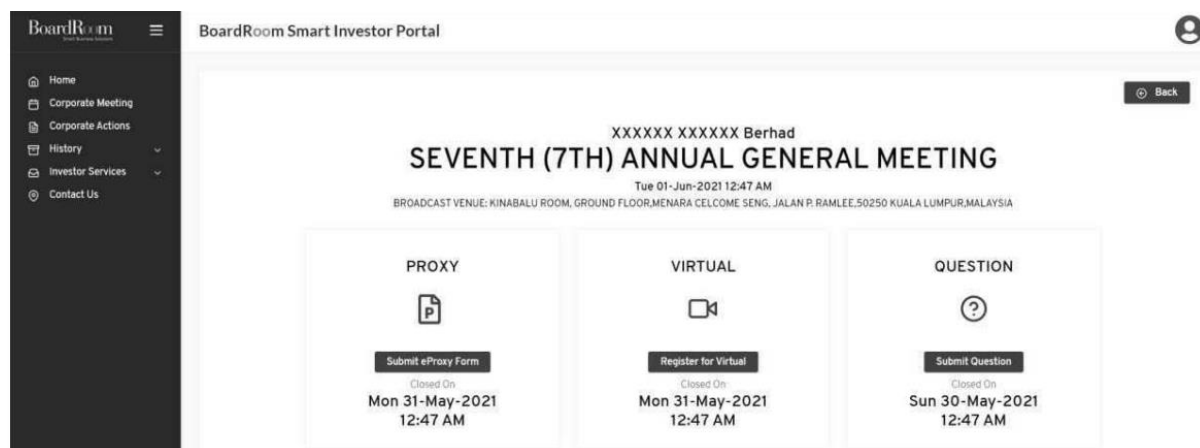


2. Click enter for the corporate meeting you wish to apply for.



## Submit Proxy

1. Upon clicking “Enter” button for a meeting, you will be redirected to this page. Click Submit proxy form.



Should you require further inquiry or guidance, you may contact +603-7890 4700.



## FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID) VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

2. Check declaration and click “Next” to go to proxy application form.

The screenshot shows the 'BoardRoom Smart Investor Portal' interface. On the left is a dark sidebar with navigation links: Home, Corporate Meeting, Corporate Actions, History, Investor Services, and Contact Us. The main content area has a header 'BoardRoom Smart Investor Portal' and a user profile icon. Below the header, there are two sections: 'Proxy Terms & Conditions' with an attachment 'Terms & Conditions', and 'Declaration'. The Declaration section contains a checkbox labeled 'I have read and agree to the terms and conditions.' which is checked. Below the checkbox is a paragraph of legal text regarding the Personal Data Protection Act 2010. At the bottom right of the Declaration section are 'Back' and 'Next' buttons. A white box with the text 'Check declaration' is overlaid on the bottom left of the Declaration section.

3. Proxy application form

The screenshot shows the 'BoardRoom Smart Investor Portal' interface with the 'Proxy Application Form' displayed. The form has a table with the following data: COMPANY NAME: XXXXXX XXXXXX BERHAD, TITLE: SEVENTH (7TH) ANNUAL GENERAL MEETING, MEETING DATE: 01-Jun-2021 12:47 AM, and VENUE: BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOME SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA. Below the table is a section for 'CDS Information' with two input fields: one for the CDS account number (000-000-0000000000) and one for the share units hold (10000). Below this is a radio button option 'The chairman of the meeting as my proxy' and a section for appointing proxies with two radio button options: 'Appoint Proxies' and 'Or failing him/her, the chairman of the meeting as proxy'. The 'Or failing him/her, the chairman of the meeting as proxy' option is selected. At the bottom right are 'Back' and 'Next' buttons. Three callout letters are present: 'a' points to the share units hold field, 'b' points to the radio button options, and 'c' points to the 'Next' button.

a. Enter your cds account number and share units hold.

b. Choose to have chairman as appoint or appoint proxies.

c. Click “Next”

4. Proxy Particulars. If you are appointing proxies, fill in the form as below:

The screenshot shows the 'BoardRoom Smart Investor Portal' interface with the 'Proxy Particular' form displayed. The form has a header section with the following information: XXXXXX XXXXXX Berhad, SEVENTH (7TH) ANNUAL GENERAL MEETING, Tue 01-Jun-2021 12:47 AM, and BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOME SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA. Below the header is a section for 'Proxy Particular' with a note 'Please fill in minimum 1 proxy, maximum 2 proxies'. The form contains two rows for proxy details. Each row has fields for Proxy Name, Type (New IC), Proxy NRIC, Phone, Email, and Shares. The first row is for 'PERSON ONE' with a NRIC of 000000-00-0000, Phone 000-0000000000, Email email@email.com, and Shares 2000. The second row is for 'PERSON TWO' with a NRIC of 000000-00-0000, Phone 000-0000000000, Email email@email.com, and Shares 8000. At the bottom right, there is a 'Total Shares: 10000' label and 'Back' and 'Next' buttons. A white box with the text 'Enter proxy particulars here, with minimum of one proxy' is overlaid on the bottom left of the form. A white box with the text 'Click to proceed' is overlaid on the bottom right of the form, with an arrow pointing to the 'Next' button. The footer of the form says 'Copyright © 2021 BoardRoom Limited. v2.4.7'.

Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 21ST AGM (HYBRID)  
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

- a. Enter particulars of proxies and with the share distribution.
- b. Click “Next” to indicate vote for each resolution.

5. Proxy votes

The screenshot displays the BoardRoom Smart Investor Portal at the URL investor.boardroomlimited.com/proxy/vote. The interface includes a left-hand navigation menu with options: Home, Corporate Meeting, Corporate Actions, History, Investor Services, and Contact Us. The main content area is titled 'MY PROXY(S) IS/ARE TO VOTE AS INDICATED BELOW:'. Above this, there is a button labeled 'Click button to apply same vote for all resolution'. Below the title, there is a table with columns for 'AGENDA', 'FOR ALL', 'AGAINST ALL', 'ABSTAIN ALL', and 'DISCRETIONARY ALL'. The table lists two resolutions: 'Resolution 1 (Special)' with sub-item 'Q1', and 'Resolution 2 (Special)' with sub-item 'Q2'. Each row has radio buttons for the four voting options. At the bottom right of the table, there are 'Back' and 'Apply' buttons.

AGENDA	FOR ALL	AGAINST ALL	ABSTAIN ALL	DISCRETIONARY ALL
Resolution 1 (Special) Q1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolution 2 (Special) Q2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- a. Check you vote indication.
- b. Click “Apply” to complete proxy submission.
- c. An email with proxy form attached will be sent to registered email and you may view the submitted proxy under History> Submission History.

6. You can always resubmit your proxy form.

Should you require further inquiry or guidance, you may contact +603-7890 4700.