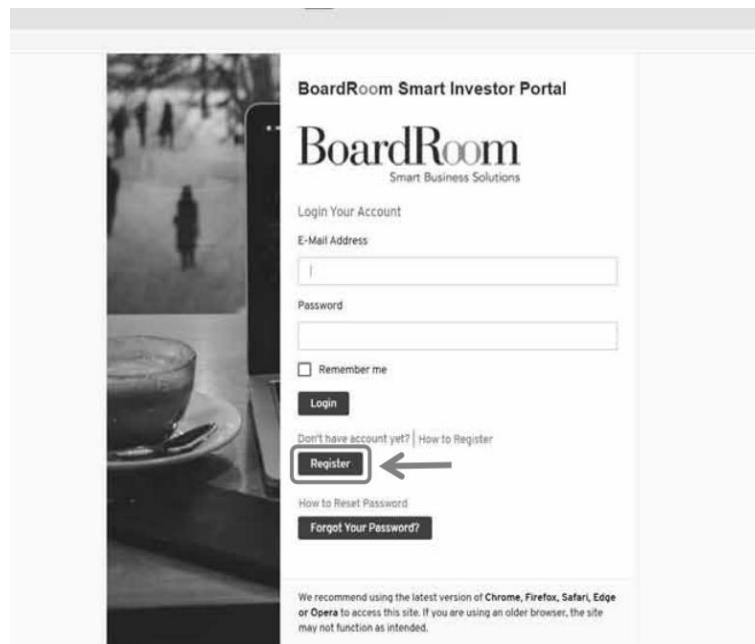


FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

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

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

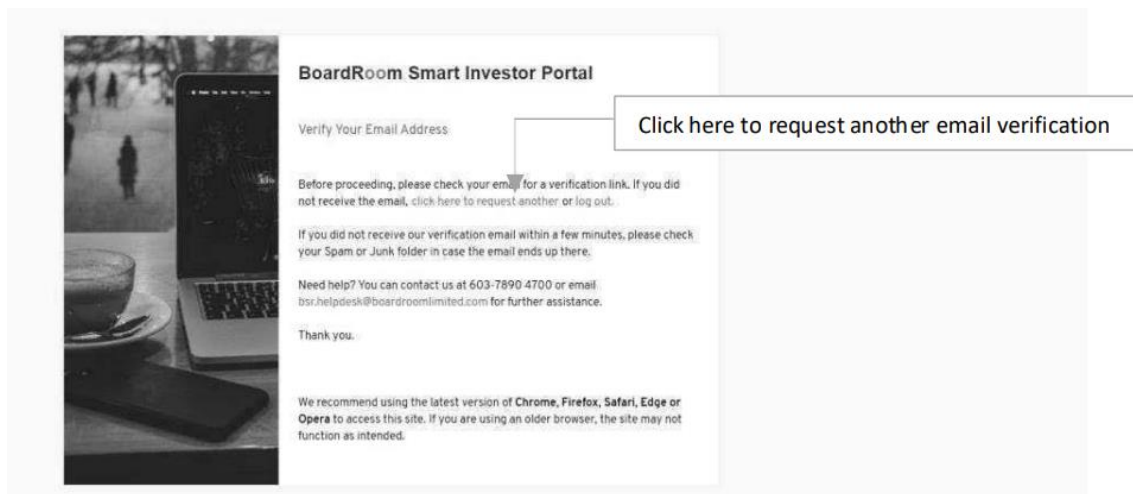


2. Enter your information and upload your identification document then click “Register”.

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

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

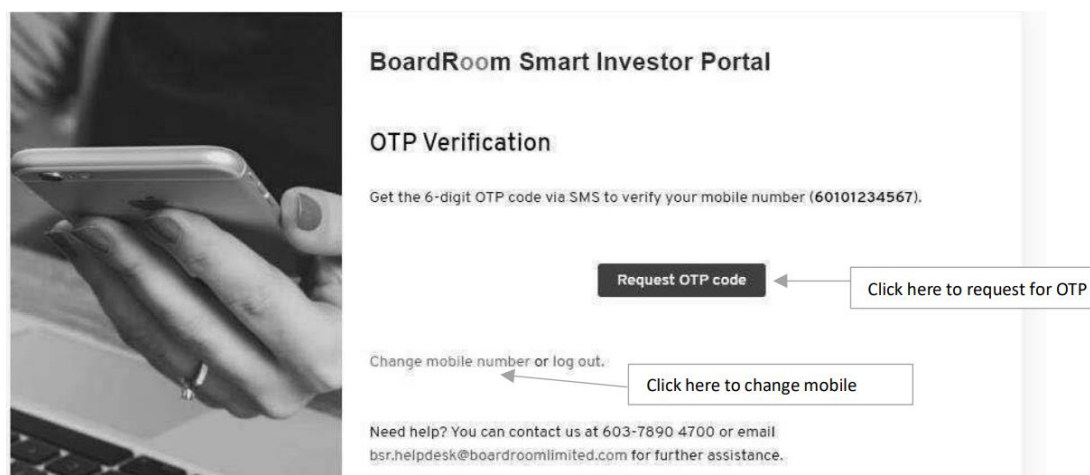
3. Upon register, you will receive an email for verification and redirected to this page. If email is not received, click request another. Do check both your inbox and spam.



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 18TH AGM
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

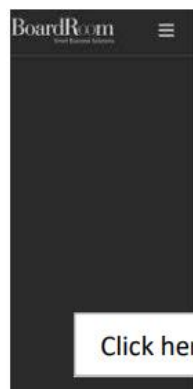
Verify

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 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.



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 for more information.
Thank you.

Click here to edit profile

[Edit Profile](#) [Log Out](#)

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>
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 for further assistance.

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

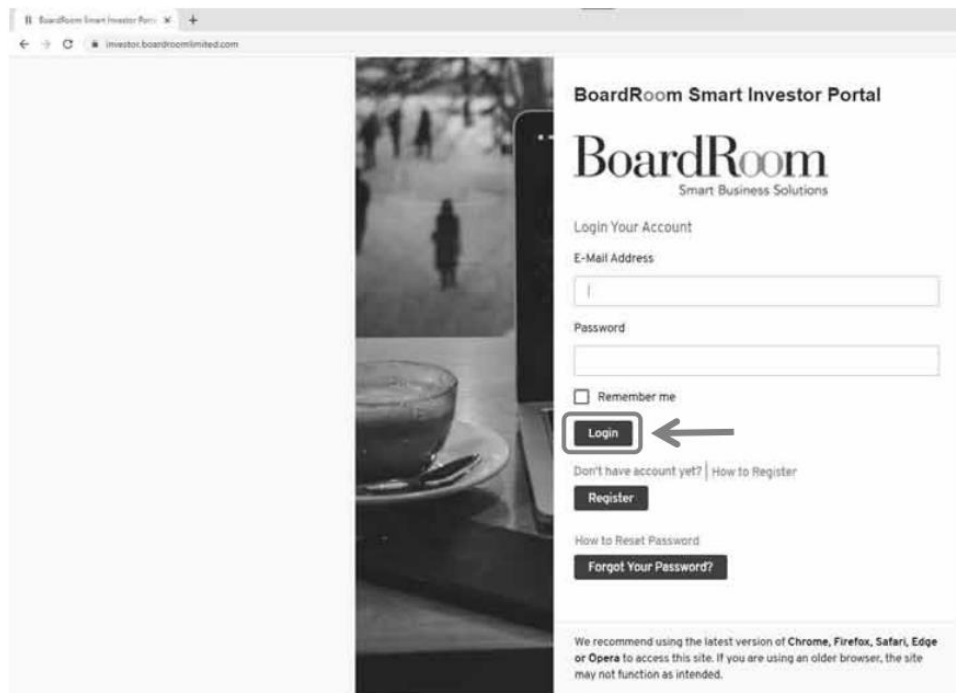
FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

APPENDIX 2: USER GUIDE FOR REGISTRATION FOR VIRTUAL ANNUAL GENERAL

MEETING

Log in page

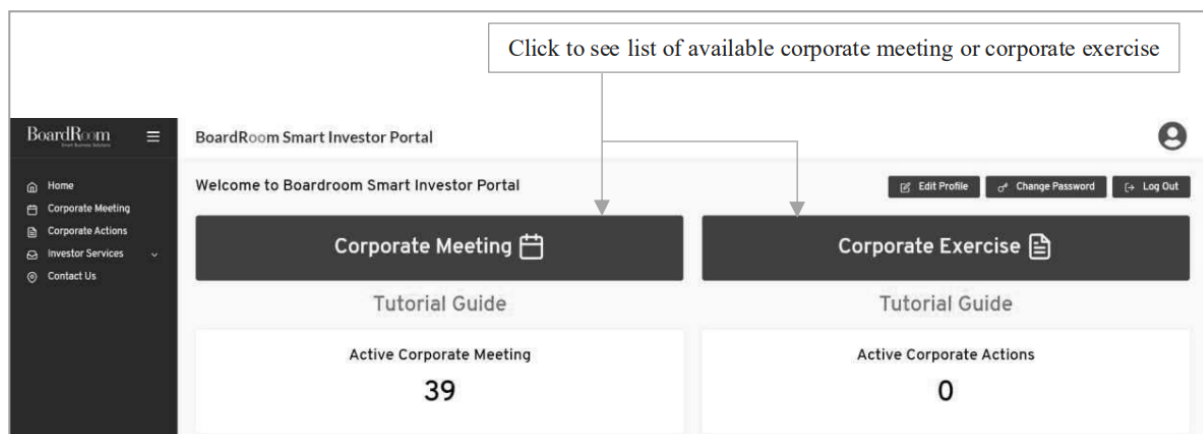
Navigate to boardroomlimited.my. Key in your email address and password to log in.



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 with fields for 'E-Mail Address' and 'Password'. A 'Remember me' checkbox is located below the password field. A 'Login' button is positioned below the 'Remember me' checkbox, with an arrow pointing to it from the right. To the right of the 'Login' button, there are links for 'Don't have account yet? | How to Register' and a 'Register' button. Below these, there is a link for 'How to Reset Password' and a 'Forgot Your Password?' button. 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 page has a header with the BoardRoom logo and the text 'Smart Business Solutions'. Below the header, there is a 'Welcome to Boardroom Smart Investor Portal' message. On the left side, there is a sidebar menu with links for 'Home', 'Corporate Meeting', 'Corporate Actions', 'Investor Services', and 'Contact Us'. On the right side, there are links for 'Edit Profile', 'Change Password', and 'Log Out'. The main content area is divided into two columns. The left column is titled 'Corporate Meeting' and contains a 'Tutorial Guide' section with a box showing 'Active Corporate Meeting' as 39. The right column is titled 'Corporate Exercise' and contains a 'Tutorial Guide' section with a box showing 'Active Corporate Actions' as 0. A callout box with the text 'Click to see list of available corporate meeting or corporate exercise' has arrows pointing to the 'Corporate Meeting' and 'Corporate Exercise' sections.

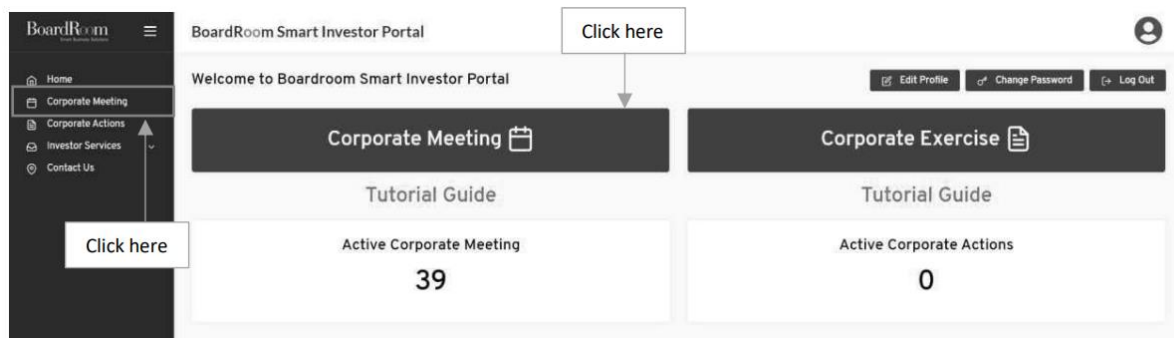
Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

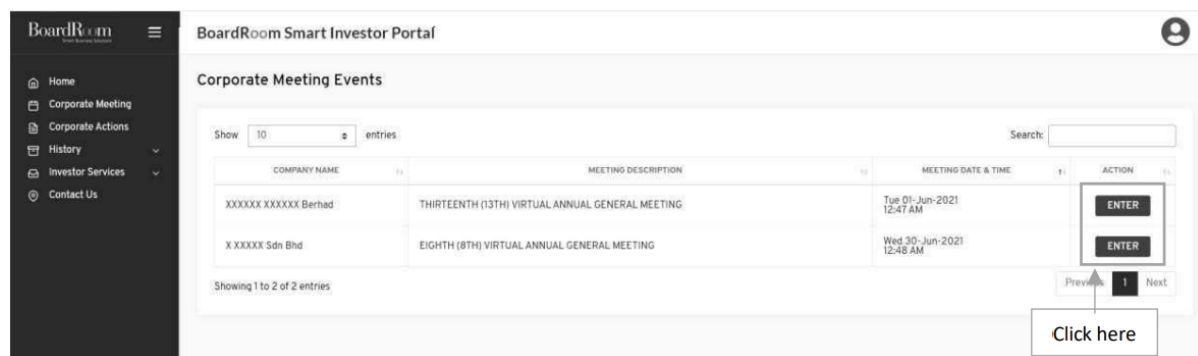
Meeting Details

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.

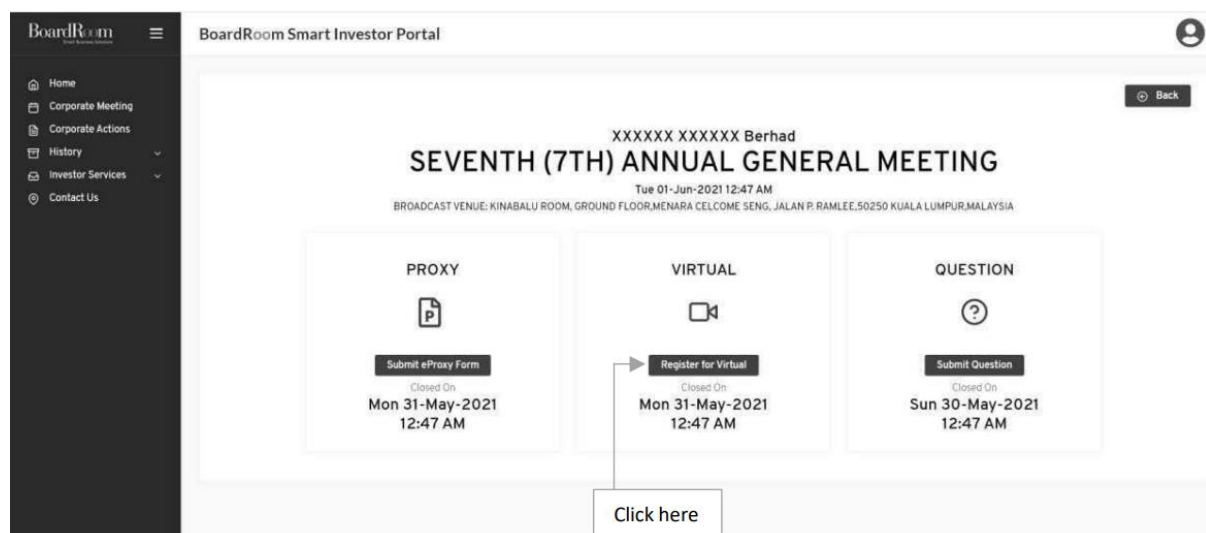


2. Click enter for the corporate meeting you wish to apply for.



Registration

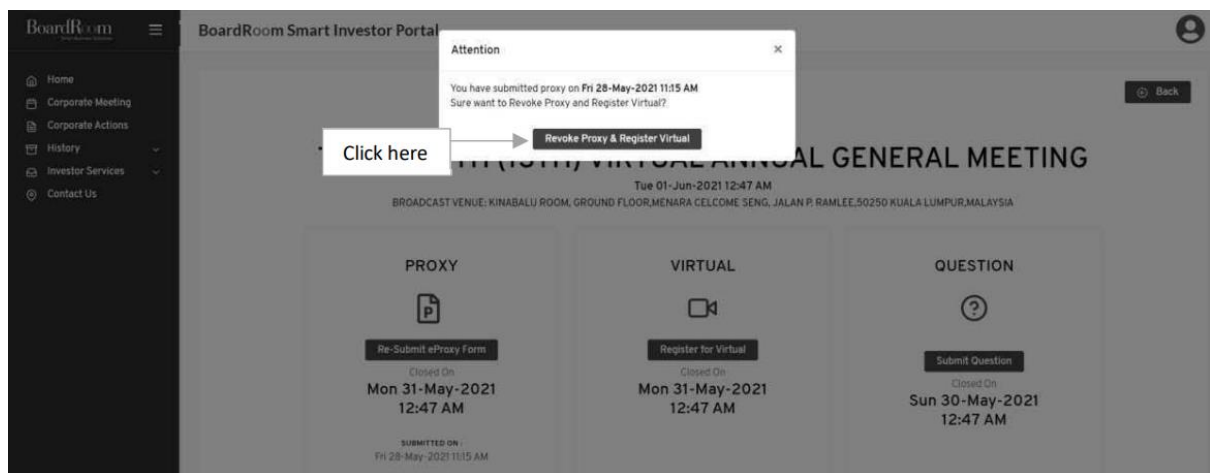
1. Click “Register for virtual” or “Register for physical” to enter registration form page. The steps for both are the same.



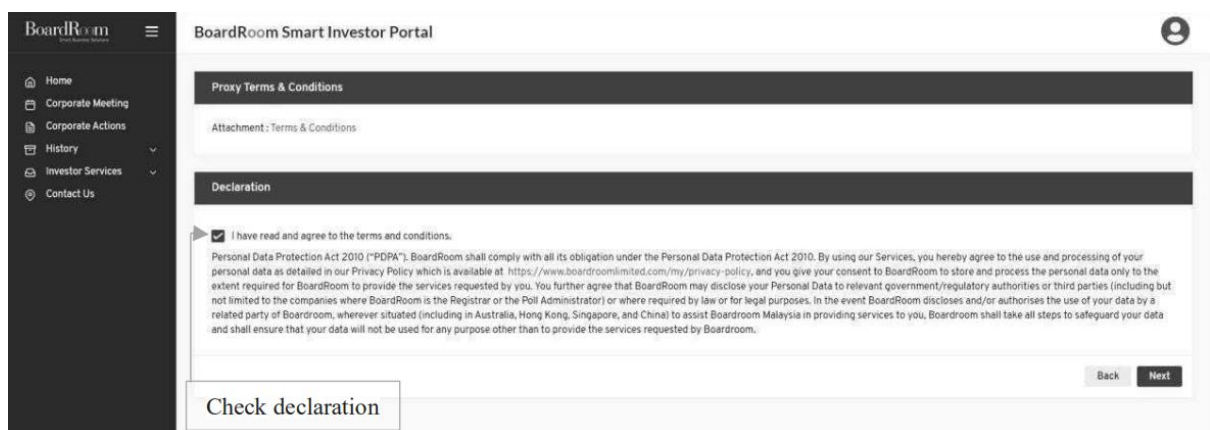
Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM 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



- Enter your cds account number.
- 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.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM
VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

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.

BoardRoom Smart Investor Portal

BoardRoom
Smart Business Solutions

Login Your Account

E-Mail Address

Password

☐ Remember me

Login

Don't have account yet? | How to Register

Register

How to Reset Password

Forgot Your Password?

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.

Click to see list of available corporate meeting or corporate exercise

BoardRoom Smart Investor Portal

Welcome to Boardroom Smart Investor Portal

Corporate Meeting

Tutorial Guide

Active Corporate Meeting

39

Corporate Exercise

Tutorial Guide

Active Corporate Actions

0

Edit Profile Change Password Log Out

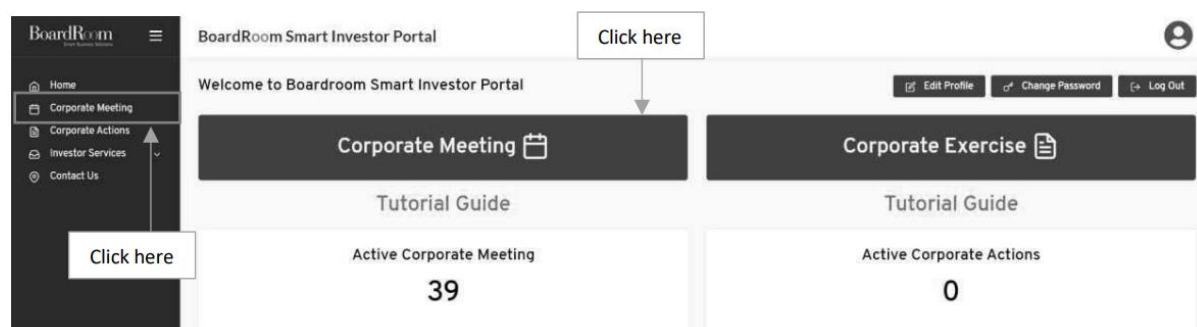
Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO ATTEND ICAPITAL.BIZ BERHAD 18TH AGM VIRTUALLY OR SUBMIT PROXY FORMS ELECTRONICALLY

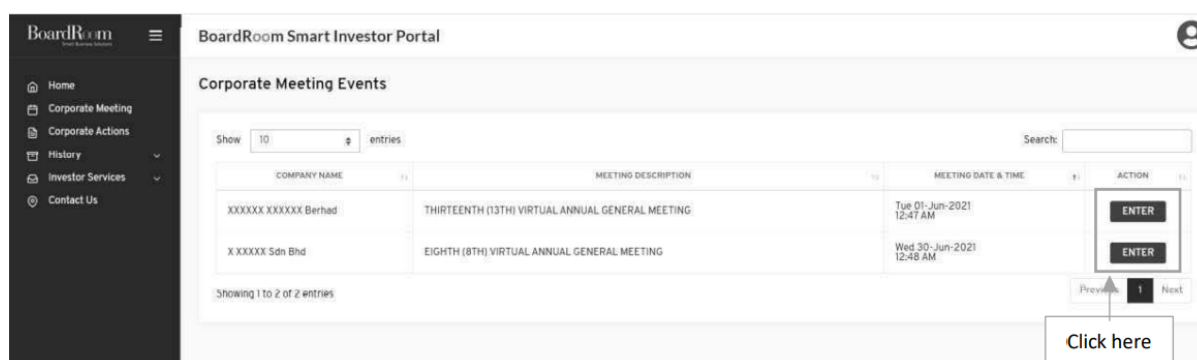
Meeting Details

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.

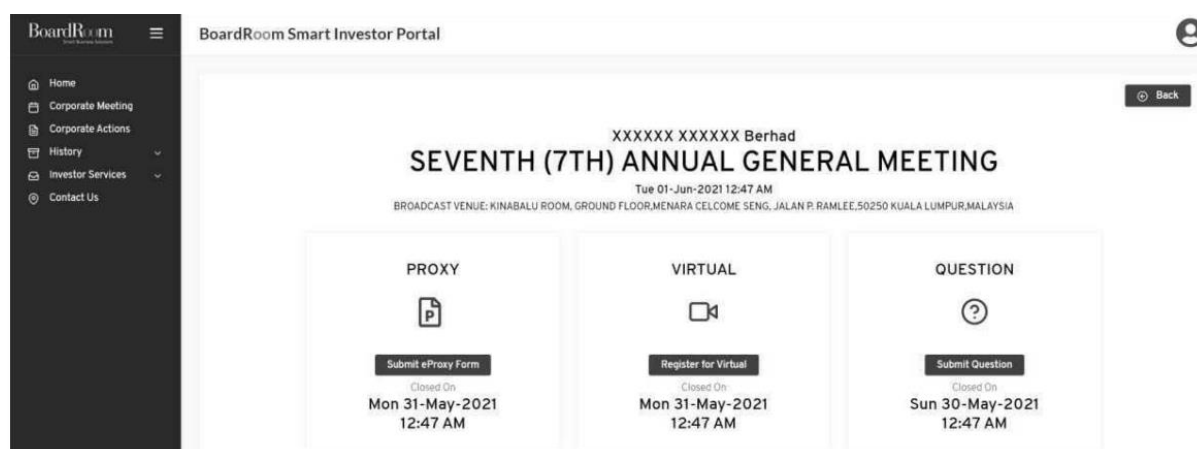


2. Click enter for the corporate meeting you wish to apply for.



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 18TH AGM 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 is titled 'BoardRoom Smart Investor Portal' and contains two sections: 'Proxy Terms & Conditions' with an attachment 'Terms & Conditions', and a 'Declaration' section. In the Declaration section, there is a checked checkbox 'I have read and agree to the terms and conditions.' followed by 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 'Proxy Application Form' in the BoardRoom portal. The form is divided into several sections. The top section contains fields for '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 CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA). Below this is the 'CDS Information' section with two input fields: one for the CDS account number (000-000-000000000) and one for share units (10000). A label 'a' is next to the share units field. The next section has two radio buttons: 'The chairman of the meeting as my proxy' (labeled 'b') and 'Appoint Proxies' (selected). Under 'Appoint Proxies' is a sub-section with a checked radio button 'Or failing him/her, the chairman of the meeting as proxy'. At the bottom right are 'Back' and 'Next' buttons, with a label 'c' next 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 'Proxy Particular' form. At the top, it displays the meeting details: 'XXXXXX XXXXXX Berhad SEVENTH (7TH) ANNUAL GENERAL MEETING' on 'Tue 01-Jun-2021 12:47 AM' at 'BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA'. Below this is the 'Proxy Particular' section with the instruction 'Please fill in minimum 1 proxy, maximum 2 proxies'. It contains two rows of proxy information. The first row is for 'Proxy Name 1' (PERSON ONE), 'Type' (New IC), 'Proxy NRIC' (000000-00-0000), 'Phone 1' (000-0000000000), 'Email 1' (email@email.com), and 'Shares' (2000). The second row is for 'Proxy Name 2' (PERSON TWO), 'Type' (New IC), 'Proxy NRIC' (000000-00-0000), 'Phone 2' (000-0000000000), 'Email 2' (email@email.com), and 'Shares' (8000). A label 'Enter proxy particulars here, with minimum of one proxy' with an arrow points to the first row. At the bottom right, it shows 'Total Shares: 10000', 'Back' and 'Next' buttons, and a label 'Click to proceed' with an arrow pointing to the 'Next' button. The footer shows '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 18TH AGM 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 links to 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:" and features a table for voting on resolutions. Above the table, there are four buttons: "FOR ALL", "AGAINST ALL", "ABSTAIN ALL", and "DISCRETIONARY ALL", with a tooltip that says "Click button to apply same vote for all resolution". The table has two columns: "AGENDA" and four columns corresponding to the voting options. The first row is for "Resolution 1 (Special)" with a sub-row "Q1". The second row is for "Resolution 2 (Special)" with a sub-row "Q2". Each cell in the table contains a radio button. 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)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q1				
Resolution 2 (Special)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q2				

- 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.