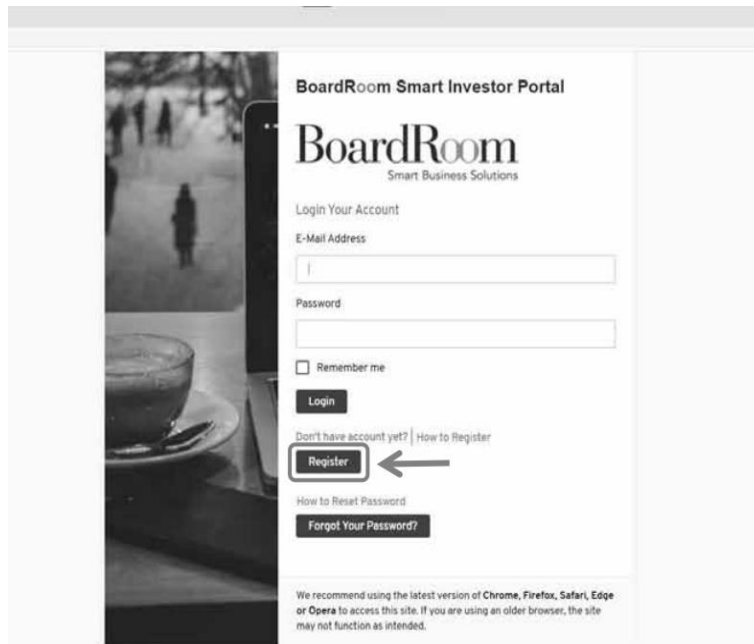


FOR SHARE OWNERS WHO WISH TO SUBMIT PROXY FORMS ELECTRONICALLY  
FOR THE 19<sup>TH</sup> AGM OF ICAPITAL.BIZ BERHAD

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

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

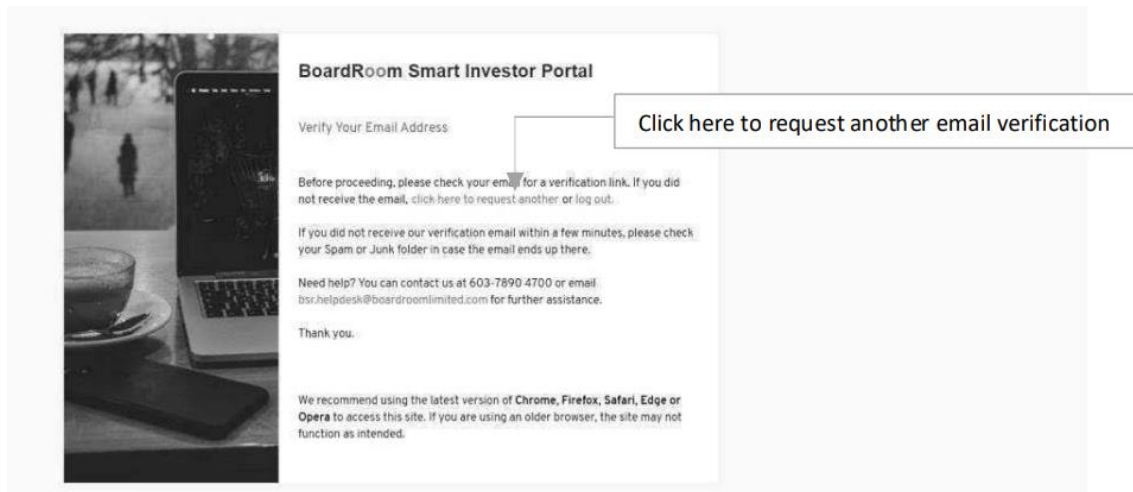


2. Enter your information and upload your identification document then click “Register”.

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

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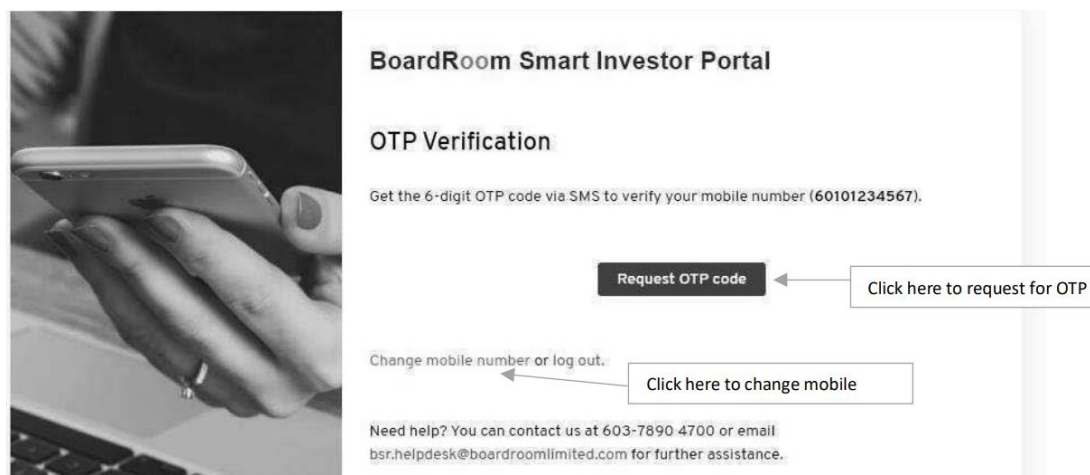
3. Upon register, you will receive an email for verification and redirected to this page. If email is not received, click request another. Do check both your inbox and spam.



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.



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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**

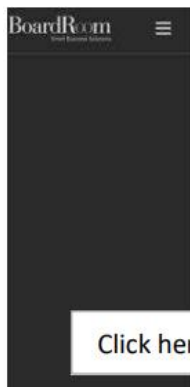
**Verify**

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.



**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.

**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](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.

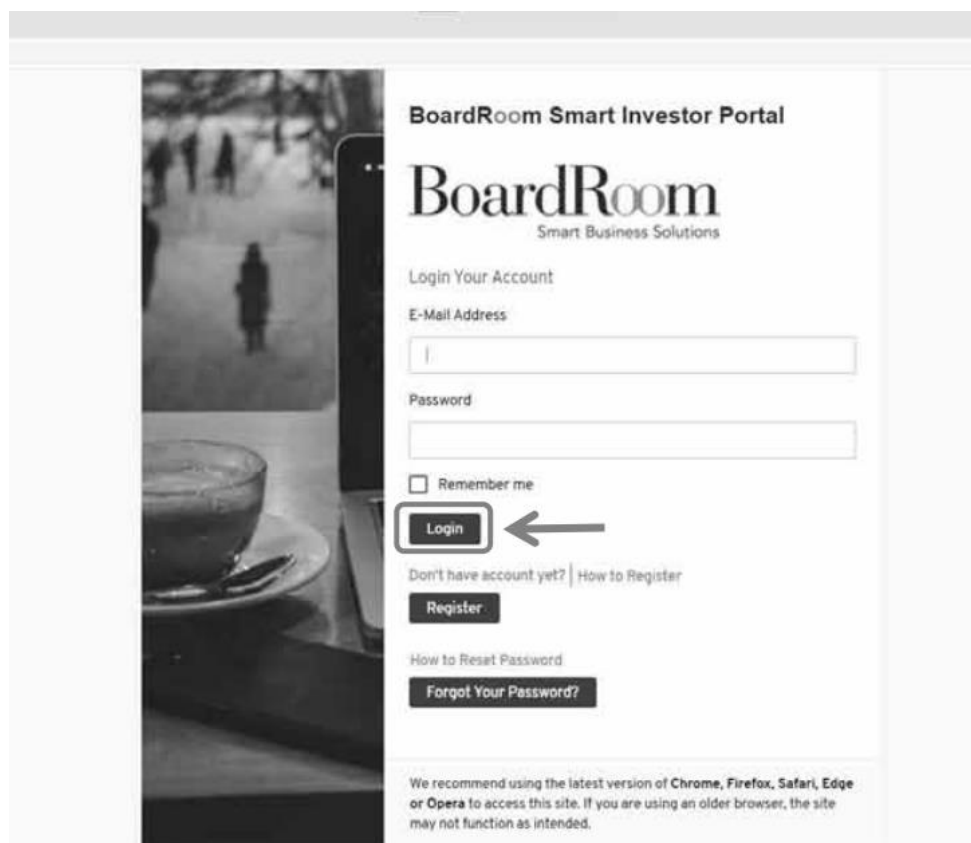
Should you require further inquiry or guidance, you may contact +603-7890 4700.

FOR SHARE OWNERS WHO WISH TO SUBMIT PROXY FORMS ELECTRONICALLY  
FOR THE 19<sup>TH</sup> AGM OF ICAPITAL.BIZ BERHAD

## **APPENDIX 2: USER GUIDE FOR E-PROXY REGISTRATION**

### **Log in page**

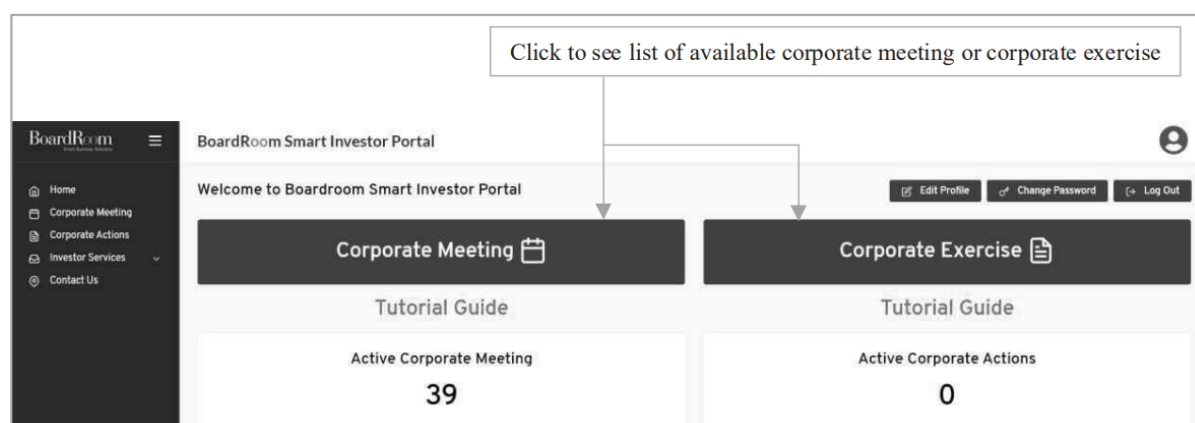
Navigate to boardroomlimited.my. Key in your email address and password to log in.



The screenshot shows the BoardRoom Smart Investor Portal login page. On the left is a vertical image of a laptop with 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, which is highlighted with a red box and a red arrow. Below the 'Login' button are links for 'Don't have account yet? | How to Register', 'Register', 'How to Reset Password', and 'Forgot Your Password?'. At the bottom, there is a note about browser compatibility: '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'. There are two main 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'. In the top right corner, there are links for 'Edit Profile', 'Change Password', and 'Log Out'.

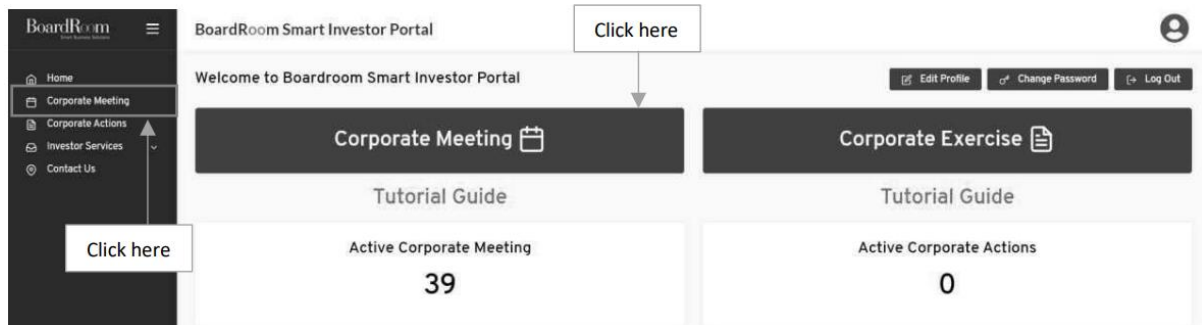
Should you require further inquiry or guidance, you may contact +603-7890 4700.

# FOR SHARE OWNERS WHO WISH TO SUBMIT PROXY FORMS ELECTRONICALLY FOR THE 19<sup>TH</sup> AGM OF ICAPITAL.BIZ BERHAD

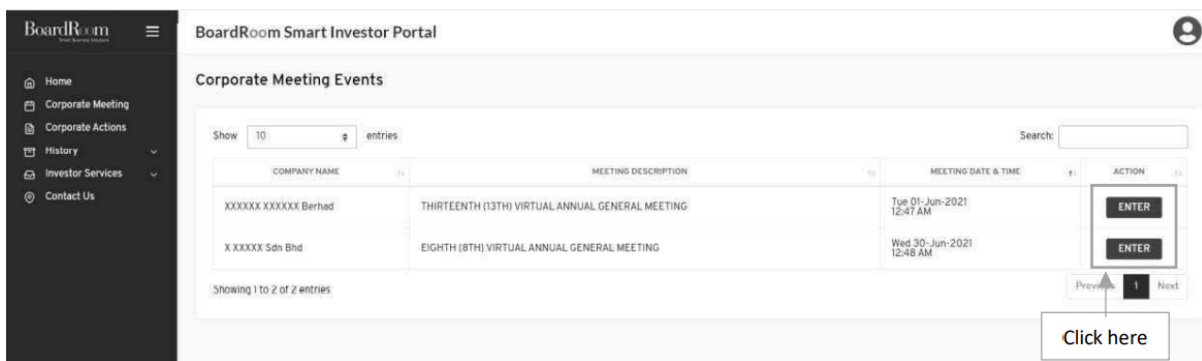
## Meeting Details

### Meeting list

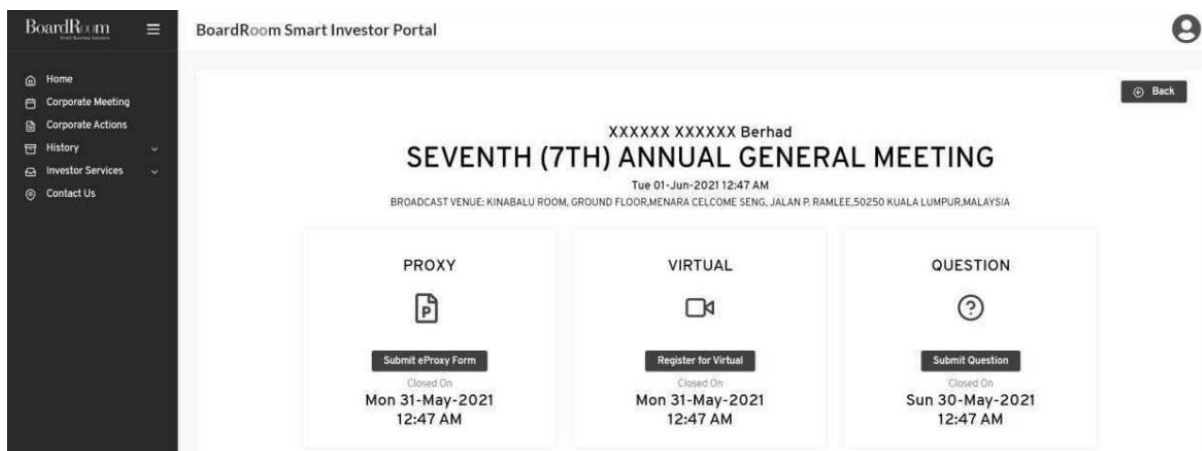
1. At the dashboard, click Corporate Meeting button at the right panel or Corporate Meeting at the side bar to see the list of corporate meetings.



2. Select the relevant corporate meeting and click “ENTER”.



3. 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 SUBMIT PROXY FORMS ELECTRONICALLY FOR THE 19<sup>TH</sup> AGM OF ICAPITAL.BIZ BERHAD

### 4. 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 a 'Proxy Terms & Conditions' section with an attachment link. Below this is a 'Declaration' section with a checkbox labeled 'I have read and agree to the terms and conditions.' which is checked. A text box below the checkbox contains a privacy policy statement. At the bottom right of the declaration section are 'Back' and 'Next' buttons. A callout box labeled 'Check declaration' points to the declaration section.

### 5. Proxy application form

The screenshot shows the 'Proxy Application Form' in the 'BoardRoom Smart Investor Portal'. The form includes 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 a 'CDS Information' section with two input fields: one for the CDS account number (000-000-000000000) and one for share units (10000). A radio button selection is present: 'The chairman of the meeting as my proxy' (unselected) and 'Appoint Proxies' (selected). Under 'Appoint Proxies', there is a checked option 'Or failing him/her, the chairman of the meeting as proxy'. At the bottom right are 'Back' and 'Next' buttons. Callouts 'a', 'b', and 'c' are placed around the form: 'a' points to the CDS fields, 'b' points to the radio buttons, 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”

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

The screenshot shows the 'Proxy Particular' form in the 'BoardRoom Smart Investor Portal'. The header section displays 'XXXXXX XXXXXX Berhad SEVENTH (7TH) ANNUAL GENERAL MEETING' and the meeting details. The form includes a table for entering proxy particulars. The table has columns for Proxy Name, Type, Proxy NRIC, Phone, Email, and Shares. Two rows are filled in: 'PERSON ONE' with 2000 shares and 'PERSON TWO' with 8000 shares. A 'Total Shares: 10000' label is at the bottom right. At the bottom of the form are 'Back' and 'Next' buttons. A callout box labeled 'Enter proxy particulars here, with minimum of one proxy' points to the table. Another callout box labeled 'Click to proceed' points 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 SUBMIT PROXY FORMS ELECTRONICALLY FOR THE 19<sup>TH</sup> AGM OF ICAPITAL.BIZ BERHAD

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

### 7. Proxy votes

The screenshot displays the BoardRoom Smart Investor Portal at the URL [investor.boardroomlimited.com/proxy/vote](http://investor.boardroomlimited.com/proxy/vote). The page title is "BoardRoom Smart Investor Portal". A navigation menu on the left includes links for 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 the voting table, there is a callout box that says "Click button to apply same vote for all resolution" with arrows pointing to the column headers. The voting table has four columns: "FOR ALL", "AGAINST ALL", "ABSTAIN ALL", and "DISCRETIONARY ALL". The rows are categorized under "AGENDA" and include "Resolution 1 (Special)" with sub-item "Q1", and "Resolution 2 (Special)" with sub-item "Q2". Each cell in the table contains a radio button. The "FOR ALL" column for both resolutions has its radio button selected. 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolution 2 (Special) Q2	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

### 8. You can always resubmit your proxy form.

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