



ATA IMS BERHAD

Registration No. 198901012846 (190155-M)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 34th ANNUAL GENERAL MEETING OF ATA IMS BERHAD

Day and date : Tuesday, 29 August 2023
Time : Registration 1:30 p.m. – 2:30 p.m.
AGM to commence at 2:30 p.m.
Venue : Conference Room, No. 6, Jalan Dewani 1, Kawasan Perindustrian Dewani,
81100 Johor Bahru, Johor

ONLINE PRE-REGISTRATION TO ATTEND AND ELECTRONIC LODGEMENT OF PROXY FORM FOR THE 34th ANNUAL GENERAL MEETING OF ATA IMS BERHAD (“ATAIMS 34th AGM” or “AGM”)

Please pre-register your physical attendance online for the ATAIMS 34th AGM to allow the Company to make the necessary arrangements in relation to the meeting infrastructure, logistics and meeting venue to accommodate the meeting participants.

Please follow the steps below to pre-register your physical attendance at the AGM.

1. Visit Tricor Investor & Issuing House Services Sdn Bhd at <https://tiih.online>
2. Login in to TIIH Online website with your user name (i.e. email address) and password under “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.
3. Select the Corporate Event “(REGISTRATION) ATAIMS 34TH AGM”.
4. Read and agree to the Terms & Conditions and confirm the Declaration.
5. Select “Register for Physical Attendance at Meeting Venue”.
6. Review your registration and proceed to register.
7. System will send an email to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
8. After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after 16 August 2023 to confirm your registration to attend physically at the Meeting Venue.

Please note that only a depositor whose name appears on the Record of Depositor as at 16 August 2023 shall be entitled to attend the AGM.

ELECTRONIC LODGEMENT OF PROXY FORM

The appointment of a proxy may be made in a hard copy form to be deposited at the Share Registrar’s Office, 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, the Customer Services Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote.

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

1. Using your computer, please access the website at <https://tiih.online>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.
2. If you are already a user with TIIH Online, you are not required to register again.
3. After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.
4. Select the corporate event: **ATAIMS 34th AGM "Submission of Proxy Form"**.
5. Read and agree to the Terms & Conditions and confirm the Declaration.
6. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.
7. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.
8. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
9. Review and confirm your proxy(s) appointment.
10. Print proxy form for your record.

Last date and time for lodging this proxy form is 2.30 p.m. on Sunday, 27 August 2023

If you have any enquiries on the above, please contact the following person-in-charge 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/Fax No/Email : +603 - 2783 9299 / +603 - 2783 9222 / is.enquiry@my.tricorglobal.com
Ms Lim Lay Kiow : +603 - 2783 9232 / Lay.Kiow.Lim@my.tricorglobal.com
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