



ADMINISTRATIVE GUIDE FOR THE GENERAL MEETINGS OF i-STONE GROUP BERHAD

- Date and Time : Wednesday, 19 August 2020 at 10.00 a.m. (2nd AGM) & 11.00 a.m. (EGM) or immediately after the conclusion or adjournment (as the case may be) of the Second Annual General Meeting of the Company which will be held at the same venue and on the same day at 10.00 a.m., whichever is later, or at any adjournment thereof, for the purpose of considering and, if thought fit.
- Venue : Kayangan Suite, Pulau Springs Resort Johor, Jalan Pontian Lama, 81110 Johor Bahru, Johor Darul Takzim.
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Dear Shareholders of i-Stone Group Berhad (“i-Stone” or the “Company”),

In view of the COVID–19 outbreak in Malaysia and globally, the health and safety of the Company’s shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. The Company wishes to advise shareholders that necessary steps and precautionary measures will be undertaken in holding the AGM to comply with the Government and/or relevant authorities’ directives and guidelines on public gatherings or event which may be issued from time to time.

As a precautionary measure, the Company reserves the right to change the meeting arrangements in accordance to the latest directives to be issued related to the COVID-19 including to impose limitation to the number of attendees, as set by the authorities, if any, to be physically present at the Meeting venue. The Company also reserves the right to reject entrance of any attendee who does not meet the health standard operating procedures.

Further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission Malaysia as revised on 11 June 2020, please find the additional guidance below on the requirements and method of participating in the AGM/EGM:

PRE-REGISTRATION TO ATTEND THE GENERAL MEETING

1. Shareholders are required to register ahead of the AGM/EGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.
2. Please do read and follow the following procedures to pre-register your physical attendance at the AGM/EGM via the TIIH Online website at <https://tiih.online> :
 - Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the “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.
 - Select the corporate event: **“(REGISTRATION) I-STONE 2ND AGM/EGM”**.
 - Read and agree to the Terms & Conditions and confirm the Declaration.
 - Select “Register for Physical Attendance at Meeting Venue”.
 - Review your registration and proceed to register.
 - System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.

- After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after **17 August 2020** to approve or reject your registration to attend physically at the Meeting Venue.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the AGM/EGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 17 August 2020**, 48 hours before the time appointed for holding the General Meeting or adjourned General Meeting. The Board will endeavor to answer the questions received at the AGM/EGM.

GENERAL MEETING RECORD OF DEPOSITORS

Please note that only a depositor whose name appears on the Record of Depositor as at **12 August 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the AGM/EGM.

FOOD VOUCHER AND DOOR GIFT

To ensure social and physical distancing as well as a measure to reduce the number of crowd or attendees at the AGM/EGM, there will be no door gift or food vouchers to the shareholders.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the AGM/EGM arrangement.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd

General Line / Fax	+603-2783 9299 / +603-2783 9222
Email	is.enquiry@my.tricorglobal.com
Contact Person	Nur Qaisara Naaila (+603-2783 9272) / Nur.Qaisara.Naaila@my.tricorglobal.com Nor Faeayzah (+603-2783 9274) / Nor.Faeayzah@my.tricorglobal.com