ADMINISTRATIVE GUIDE

For The Fourteenth Annual General Meeting ("14th AGM")

Date	:	Friday, 6 November 2026 or any adjournment thereof
Time	:	10:00 a.m. (Malaysia time)
Meeting Venue	:	Millennium Ballroom 1, Level 1, Le Méridien Putrajaya, Lebuh IRC, IOI Resort City, 62502 Putrajaya, Malaysia
Meeting Mode	:	Hybrid (**Physical and Virtual**)
Meeting Platform	:	Boardroom Smart Investor Portal ("BSIP") at *https://investor.boardroomlimited.com*
Mode of Communication	:	(1) In person at the physical Meeting Venue (2) Real-time submission of textual questions via BSIP during live streaming of the 14th AGM (3) Early submission of textual questions via BSIP **or** email to *ioicosec@ioigroup.com* prior to the 14th AGM

1. 14th AGM

The 14th AGM of IOI Properties Group Berhad ("Company") will be held on a hybrid format whereby shareholders, proxies and corporate representatives will have the option to attend the 14th AGM:-

(a) physically (in person) at the Meeting Venue ("**Physical Attendance**"); or

(b) virtually using Remote Participation and Electronic Voting ("RPEV") facilities available at BSIP ("**Virtual Attendance**").

The hybrid format of the 14th AGM serves to facilitate more effective interaction between the Company's Board of Directors, key management personnel and shareholders.

2. Eligibility of Shareholders to Participate and Vote

Only shareholders whose names appear in the Record of Depositors ("ROD") and Register of Members as at **21 October 2026** shall be eligible to participate and vote at the 14th AGM or to appoint proxy to participate and vote on his or her behalf.

3. Registration for Attendance at the 14th AGM

For the avoidance of doubt, all shareholders, proxies and corporate representatives wishing to attend the 14th AGM are **NOT** required to pre-register with BSIP or confirm their mode of attendance. This is intended to streamline the administrative process, provide greater flexibility and facilitate participation in the 14th AGM. While pre-registration may have been adopted for previous meetings, this clarification is provided to confirm that such requirement does not apply to this 14th AGM.

(a) Register Online with BSIP *(for first time registration only)*
[Note: You are not required to register again if you have already signed up with BSIP]

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account.

- Launch an internet browser. The latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP website at *https://investor.boardroomlimited.com*

3. Registration for Attendance at the 14th AGM (continued)

PRE-MEETING DAY	
Individual Account (For Shareholder & Proxy)	**Corporate Account (For Representative of Corporate Holder or Authorised Nominee)**
• Click "**Register**" to sign up for a user account and select the correct account type "**Sign up as Individual**". • Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. • Click "**Sign Up**". ***PLEASE NOTE:*** *Please ensure that you sign up for Individual Account if you are an appointed proxy to attend the meeting.*	• Click "**Register**" to sign up for a user account and select the correct account type "**Sign up as Corporate Holder**". • Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter. • Click "**Sign Up**". ***PLEASE NOTE:*** *If you are appointed as the authorised representative for more than one (1) company, click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.*

- You will receive an e-mail from BSIP for e-mail address verification. Click "Verify E-mail Address" from the e-mail received to proceed with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click "Request OTP Code" and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click "Enter" to complete the process.
- Once your mobile number is successfully verified, registration of your new BSIP account will be pending for final verification.
- An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account registration. Once the registration is completed, you can login at BSIP website at *https://investor.boardroomlimited.com* with the email address and password that you provided during registration to proceed with the next step.

(b) Register your attendance for the 14th AGM

MEETING DAY	
Physical Attendance	**Virtual Attendance**
• Please produce your original MyKad (for Malaysians) or Passport (for foreigners) for verification purpose at the registration counter on the AGM day. • Kindly note that your attendance at the AGM is only confirmed after verification.	• Login to BSIP website at *https://investor.boardroomlimited.com* with your registered email address and password. • Meeting platform will be made available at any time from 9:00 a.m. i.e. one (1) hour before the commencement of the 14th AGM at 10:00 a.m. on Friday, 6 November 2026. • Click into "**Meeting Event**" and go to "**IOI PROPERTIES GROUP BERHAD – 14TH ANNUAL GENERAL MEETING**" and then click "**Join Live Meeting**" to join the proceedings of the 14th AGM remotely. • Please follow the user guides in BSIP to view the live webcast, submit questions and vote. • To view the live webcast, select the broadcast icon • To ask a question during the 14th AGM, select the messaging icon • Type your question in the chat box and click the send button to submit

4. Appointment or Revocation of Proxy

(a) Appointment of Proxy

If you are unable to attend the 14th AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions on the Proxy Form in accordance with the notes and instructions printed therein.

The instrument appointing proxy/proxies may be submitted in hard copy 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 14th AGM or any adjournment thereof at which the person named in the appointment proposes to vote, i.e. by 10:00 a.m. on Wednesday, 4 November 2026:-

(i) In hard copy form

The Proxy Form must be deposited at the office of our Administration and Polling Agent, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

(ii) By electronic means

The Proxy Form can also be lodged electronically via the BSIP.

If you wish to submit your Proxy Form electronically, please refer to the procedures for electronic lodgement of Proxy Form as set out below:-

- Go to the BSIP website at *https://investor.boardroomlimited.com*
- Login your BSIP account with your registered email address and password.
- Enter the **OTP** sent to your registered email address to verify your identity.
  *[**Please Note:** If you do not have an account with BSIP, please sign-up/register with BSIP for free – refer to process "REGISTER ONLINE WITH BSIP" under item 3(a) above].*
- Click "**Meeting Event**".
- Go to "**IOI PROPERTIES GROUP BERHAD – 14TH ANNUAL GENERAL MEETING**" and click "**Enter**".

By Shareholder and Corporate Holder	By Nominee Company
• Select the company that you are representing – for ***Corporate Account user only***. • Go to "**PROXY**" and click "**Submit eProxy Form**". • Enter your nine (9) digits CDS account number and number of securities held. • Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies. • Read and accept the Terms and Conditions and click "**Next**". • Enter the required particulars of your proxy/proxies. • Indicate your voting instructions for each Resolution – **FOR, AGAINST, ABSTAIN or DISCRETIONARY**. If **DISCRETIONARY** is selected, your proxy/proxies will decide on your votes during poll at the meeting. • Review and confirm your proxy/proxies appointment. Click "**Submit**". • Download or print the eProxy Form as acknowledgement.	• Select the nominee company that you are representing. • Go to "**PROXY**" and click "**Submit eProxy Form**". • Click "**Download Excel Template**" to download. • Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and tidy. • Proceed to upload the duly completed excel file. • Review and confirm your proxy/proxies appointment and click "**Submit**". • Download or print the eProxy Form as acknowledgement.

4. Appointment or Revocation of Proxy (continued)

Persons who hold the Company's shares through relevant intermediaries should not use the Proxy Form and should instead approach their respective relevant intermediaries as soon as possible to specify voting instructions, submit questions ahead of the 14th AGM and/or participate in the 14th AGM.

If you wish to participate in the 14th AGM yourself, please do not submit any Proxy Form for the 14th AGM. You will not be allowed to participate in the 14th AGM together with a proxy appointed by you.

(b) Revocation of Proxy

If you have submitted your Proxy Form prior to the 14th AGM and subsequently decide to participate in the 14th AGM yourself, please revoke the appointment of your proxy/proxies at least **forty-eight (48) hours** before the 14th AGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:-

eProxy Form	Hard Copy Proxy Form
• Click "**Meeting Event**" and enter "**IOI PROPERTIES GROUP BERHAD – 14TH ANNUAL GENERAL MEETING**". • Go to "**Submitted eProxy Form list**" and click "**View**" for the eProxy Form. • Click "**Cancel/Revoke**" at the bottom of the eProxy Form. • Click "**Proceed**" to confirm.	Please write in to *bsr.proxy@boardroomlimited.com* to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate in the 14th AGM. In such event, shareholders should advise their proxy/proxies accordingly.

(c) Corporate Representative

Corporate shareholders who require their corporate representative to participate and vote at the 14th AGM must deposit their ORIGINAL certificate of appointment of corporate representative(s) with Boardroom at least **forty-eight (48) hours** before the 14th AGM.

The Certificate of Appointment should be executed in the following manner:-

(i) If the corporate shareholder has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate shareholder.

(ii) If the corporate shareholder does not have a common seal, the Certificate of Appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:-

- at least two (2) authorised officers, of whom one shall be a director; or
- any director and/or authorised officers in accordance with the laws of the country under which the corporate shareholder is incorporated.

5. Submission of Questions

(a) Prior to the 14th AGM

You can submit your questions and comments on the resolutions to be tabled at the 14th AGM as well as on the Integrated Annual Report 2026 and Sustainability Report 2026 via the BSIP at *https://investor.boardroomlimited.com* **not later than Wednesday, 4 November 2026 at 10:00 a.m.** Click 'Submit Questions' after selecting "**IOI PROPERTIES GROUP BERHAD – 14TH ANNUAL GENERAL MEETING**" from "**Meeting Event**" or email to *ioicosec@ioigroup.com* prior to the 14th AGM.

5. Submission of Questions (continued)

(b) During the 14th AGM

For submission of questions "live" at the 14th AGM:-

Physical Attendance	Virtual Attendance
• You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting. • Click on the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 14th AGM which is from 8:00 a.m. on Friday, 6 November 2026. • You may also speak or raise questions during the meeting.	• Authenticated shareholders, proxies and corporate representatives can submit questions "live" *(via BSIP with their mobile phones, tablets, laptops or computers)* by clicking the "**Messaging icon** feature at the Meeting Platform:- • To submit a written question, please select "**Type a Question**" and input your queries in the text box provided.

Where there are substantially similar questions for the 14th AGM, the Company will consolidate such questions and hence, such questions may not be addressed individually. If responses cannot be provided in their entirety during the 14th AGM, these will be published on the Company's website.

6. Voting Procedure

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all ordinary resolutions set out in the Notice of the 14th AGM shall be put to vote by way of poll.

The Company has appointed Boardroom as the Administration and Polling Agent to conduct the polling process, as well as Quantegic Services Sdn Bhd as the independent Scrutineers to verify the results of the poll.

During the 14th AGM, Boardroom will be presenting a video to explain the electronic voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

Voting will be carried out simultaneously for all shareholders, proxies and corporate representatives participating in the physical meeting or the virtual meeting. You may follow the steps below to cast your votes:-

Physical Attendance	Virtual Attendance
• Please vote using your smartphone/ tablet with the QR code which will be provided upon registration on the day of the meeting. • Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator.	• Once the voting is open, click on the voting icon . The resolutions and voting choices will be displayed. • To vote, please select your voting options shown on screen. A confirmation message will appear indicating that your votes have been received. • To change your vote, re-select another voting option. If you wish to cancel your vote, please click "Cancel". • Upon completion of the vote casting, you may click the video button to continue to view the live webcast for the announcement of the poll results by the Chairman.

7. Other Information for Physical Attendance

(a) Safety and Health Measures

If you are unwell with sore throat, flu, fever, cough or other common symptoms of COVID-19, you are strongly advised to attend the 14th AGM remotely using the RPEV facilities. The Company also reserves the right to reject entrance of any attendee who does not meet the foregoing health standard operating procedures.

(b) Verification of Attendance

(i) Verification of attendance will commence at **7:30 a.m.** at the Meeting Venue and will remain open until the start of the 14th AGM.

(ii) Kindly present your original MyKad/passport at the registration counter for verification. You will not be allowed to register on behalf of another person even with the original MyKad/passport of that person is presented.

(iii) Once verified, you will also be given a coloured wristband. No person will be allowed to enter the meeting room without wearing the coloured wristband.

(iv) The registration counters will only handle verification for identities and registration. If you have any queries, please proceed to the Help Desk.

(c) Meeting Room Etiquette

(i) You will be allowed to enter the meeting room from 9:30 a.m. onwards. Kindly switch off your mobile phone or put it on silent mode before you enter the meeting room.

(ii) No recording or photography of the 14th AGM proceedings (in person or live streaming) is allowed without the prior permission of the Company.

(iii) To ensure the safety of our guests, auxiliary police will be present at the Meeting Venue. These auxiliary police may ask to check the contents of your bags for security reasons.

(iv) Behaviour that may interfere with anyone's security or safety or the good order of the 14th AGM (whether physical, verbal or otherwise) will not be tolerated.

7. Other Information for Physical Attendance (continued)

(d) Complimentary Parking



(i) If you are driving to the Meeting Venue, parking bays are available at the basements of Le Méridien Putrajaya and IOI City Mall, both at IOI Resort City, 62502 Putrajaya. If you are parking at IOI City Mall, you are encouraged to park at **Zone A**. A location map of Le Meridien, IOI City Mall is attached hereto.

(ii) To waive parking charges, please approach our Complimentary Parking Counter prior to exiting the Meeting Venue.

(iii) Valet parking is not entitled to the complimentary ticket.

(e) Public Transport

(i) Alternatively, shareholders may travel via MRT and public bus services which are available at regular intervals (subject to traffic conditions) as follows:-

- Shareholders may take the **MRT Putrajaya Line** to **Putrajaya Sentral Station**.
- Upon arrival at Putrajaya Sentral Station, please proceed to the **bus terminal** and board the available **public bus services** to IOI City Mall.
- Alternatively, shareholders may opt for **e-hailing or taxi services** from Putrajaya Sentral Station to the Meeting Venue.

(ii) Public bus services operate throughout the day at varying intervals. For detailed directions and the latest public transportation routes, please refer to *https://www.ioicitymall.com.my/location-getting-here/* under Public Bus section.

7. Other Information for Physical Attendance (continued)

(f) Refreshment

Refreshment will be served from 7:30 a.m. until the conclusion of the 14th AGM. Meal voucher for redemption of the refreshment will be provided to **verified physical attendees**:-

- One (1) meal voucher for each shareholder present in person, regardless of the number of CDS accounts represented.
- One (1) meal voucher for each proxy present in person, regardless of the number of shareholders/ CDS accounts represented.
- If you are a shareholder who is also appointed as proxy by another shareholder, only one (1) meal voucher will be given to you.
- If you are a corporate representative who is also a shareholder and/or proxy appointed by another shareholder, only one (1) meal voucher will be given to you.
- If the proxy has collected the meal voucher earlier, the shareholder(s) who decide to attend and request to revoke the proxy appointment will not be given any meal voucher.

8. Touch n' Go ("TNG") eWallet Credit

Only shareholders who attend the 14th AGM, either in person or virtually (i.e. Physical Attendance or Virtual Attendance), are eligible to receive the TNG eWallet credit worth RM50. The distribution criteria are as follows:-

Category	Door Gift Entitlement
Shareholder who attends the 14th AGM physically or virtually	TNG eWallet credit worth **RM50/-** will be given for each CDS account represented
Proxy who attends the 14th AGM physically or virtually	**NO** TNG eWallet credit will be given

Eligible shareholders will receive the TNG eWallet credit via email within fifteen (15) business days (excluding Saturdays, Sundays and public holidays) from the date of the 14th AGM.

9. Documents for Inspection

Copies of the Register of Directors, Managers and Secretaries, Registers of Substantial Shareholders and Constitution of the Company ("the Documents") are available for inspection during normal business hours (9:30 a.m. - 5:30 p.m.) from Mondays to Fridays (except public holidays) at the registered office of the Company at Level 29, IOI City Tower 2, Lebuh IRC, IOI Resort City, 62502 Putrajaya, Malaysia. The Documents will also be available for inspection at the foyer of the Meeting Venue from 10:00 a.m. until the conclusion of the 14th AGM.

10. Enquiry

(a) For enquiries, please do not hesitate to contact Boardroom as follows:-

Email : *bsr.helpdesk@boardroomlimited.com*
Telephone No. : +603 7890 4700
Availability : Mondays to Fridays (8:30 a.m. to 5:30 p.m.), except public holidays

(b) For enquiries on the administrative details of the 14th AGM, please contact the following persons on Mondays to Fridays (9:30 a.m. to 5:30 p.m.):-

- Ms Joanne Swee Hui Cheng (+603 8947 8987)
- Ms Suzanna Tai (+603 8947 6672)
- Cik Nur Sabrina binti Anuar (+603 8947 8892)

Fax : +603 8947 8909
Email : *ioicosec@ioigroup.com*