

**ADMINISTRATIVE DETAILS FOR  
THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA  
31ST ANNUAL GENERAL MEETING**

**1. HYBRID 31<sup>ST</sup> ANNUAL GENERAL MEETING (31<sup>ST</sup> AGM)**

The 31<sup>st</sup> AGM of The Institute of The Internal Auditors Malaysia (“the Institute or IIAM”) will be conducted in hybrid format in accordance with the Clause 3(b) of the Company’s Constitution.

The date, time and venue of the 31<sup>st</sup> AGM of IIAM are as follows:

Date : 13<sup>th</sup> June 2026 (Saturday)

Time : 10.00 a.m

Main Venue : a) Pullman 1, Pullman Kuala Lumpur City Centre Hotel & Residences Jalan Conlay, 50450 Kuala Lumpur

Online Platform : b) Online Platform

Vistra Share Registry and IPO (MY) portal (the VISTRA SRMY Portal) at <https://srmy.vistra.com> with Remote Participation and Voting (RPV) facilities

Individual Members and Corporate members of the Institute shall have the option to attend the hybrid 31<sup>st</sup> AGM either in person at the Main Venue (**Physical Attendance**) or virtually using the RPV facilities at the VISTRA SRMY Portal at <https://srmy.vistra.com> (**Virtual Attendance**). The Main Venue is in Malaysia where the Chairman of the Meeting will be present in person in accordance with Section 327(2) of the Companies Act, 2016.

**Only Fellow Members and Professional Members of the Institute are entitled to vote at the Annual General Meeting.**

**Associate Members, Audit Committee Members, Honorary Members, Student Members and Nominees of Corporate Members may attend the meeting but shall not have voting rights.**

**2. ATTENDANCE AT THE 31<sup>ST</sup> AGM**

**(a) Physical Attendance**

Pre-registration is required for Physical Attendance at the Main Venue. Please register at the link below by **10th June 2026, 5.00 p.m.**

**[Physical Registration - 31st IIAM Annual General Meeting. – Fill out form](#)**

Further, kindly take note of the following for Physical Attendance:

- (i) Registration at the Main Venue - **Pullman 1, Pullman Kuala Lumpur City Centre Hotel & Residences Jalan Conlay, 50450 Kuala Lumpur** will start at 8.00am and will end at a time as directed by the Chairman of the Meeting.
- (ii) Please read the signage to ascertain which registration table you should approach to register yourself for the meeting.
- (iii) Please produce your original MyKad/Passport (for foreigners) to the registration staff for verification purposes. Please ensure that you collect your MyKad/passport thereafter.
- (iv) No person will be allowed to register on behalf of another person, even with the original MyKad/passport of that other person.
- (v) Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
- (vi) You will be given one (1) identification wristband printed with passcode. No person will be allowed to enter the Main Venue without the wristband. The wristband is to be worn at all times for identification and voting purposes. There will be no replacement of the wristband in the event of loss or misplacement.
- (vii) The registration counter will handle verification of identity and registration. Should you require any other assistance, please proceed to the Help Desk.
- (viii) In the event that you have earlier registered for Virtual Attendance for the 31<sup>st</sup> AGM via RPV and subsequently decide to be present in person at the Main Venue, the registration staff will guide you on how you should register and submit your votes during the voting session.

**(b) Virtual Attendance**

Individual Members and Corporate Members of the Institute who are unable to attend the 31<sup>st</sup> AGM physically at the Main Venue will have the option to attend remotely by using the RPV facilities via the VISTRA SRMY Portal at <https://srmy.vistra.com>.

In order to attend the 31<sup>st</sup> AGM remotely, you will be required to perform the following:

- (i) Register as a user at the VISTRA SRMY Portal (for new users)
  - Access the VISTRA SRMY Portal at <https://srmy.vistra.com>.
  - Click “Register” and select “Individual Holder” and complete the New User Registration Form. Please refer to the tutorial guide posted on the homepage for assistance.
  - For nominees of Corporate Members, you are required to select “Passport” under the “ID Type” field and thereafter key in the membership number under the “Passport Number” column.

- Upon completion of registration, you will receive an email notification to verify your registered email address.
- Upon verification, your registration as a new user will be approved within one (1) working day and you will be notified by email.
- Upon receiving the confirmation email, please activate your user account by creating a new password.

(ii) Pre-register your attendance for the 31<sup>st</sup> AGM

- Individual Members and Corporate Members of the Institute are **required to pre-register** their attendance to ascertain their eligibility to participate in the 31<sup>st</sup> AGM using the RPV facilities.
- Pre-registration is open from the date of the Notice of 31<sup>st</sup> AGM on Friday 22nd May 2026 until such time before the voting session ends at the 31<sup>st</sup> AGM on Saturday, 13 June 2026.
- Go to the VISTRA SRMY Portal at <https://srmy.vistra.com>.
- **For Fellow Members and Professional Members** - Log in with your email address and password and select the corporate event: **“THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA 31<sup>ST</sup> AGM (VOTERS)”**
- **For Associate Members, Audit Committee Members, Honorary Members, Student Members and Nominees of Corporate Members** - Log in with your email address and password and select the corporate event: **“THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA 31<sup>ST</sup> AGM (NON-VOTERS)”**.
- Navigate to the three (3)-dots menu on the right side of the corporate event and choose “Registration”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Review your details and proceed to submit your registration. You may refer to “Submission History” for your registration records.
- VISTRA SRMY Portal will send you an email to confirm your remote participation via RPV.
- In the event your registration is not approved, you will be notified by email.

New users of the VISTRA SRMY Portal are advised to allow sufficient time for the registration approval process to ensure successful log in and participation in the 31<sup>st</sup> AGM.

(iii) Remote participation during the 31<sup>st</sup> AGM

If your request for remote participation at the 31<sup>st</sup> AGM is approved, you will be granted access to the live streamed meeting and the opportunity to vote remotely. Your log in to the VISTRA SRMY Portal indicates your attendance at the 31<sup>st</sup> AGM.

The procedures to attend the 31<sup>st</sup> AGM virtually using the RPV facilities are summarised below:

Procedures	Actions
(1) Log in to the VISTRA SRMY Portal	<ul style="list-style-type: none"> <li>Log in with your email address and password for remote participation at the 31<sup>st</sup> AGM at any time from 8.00 a.m. i.e. 2 hours before the commencement of the 31<sup>st</sup> AGM on Saturday, 13 June 2026 at 10:00 a.m.</li> </ul>
(2) Participate through Live Streaming	<ul style="list-style-type: none"> <li><b>For Fellow Members and Professional Members</b> select the corporate event: <b>“THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA 31<sup>ST</sup> AGM (VOTERS)”</b> to engage in the 31<sup>st</sup> AGM proceedings remotely.</li> <li><b>For Associate Members, Audit Committee Members, Honorary Members, Student Members and Nominees of Corporate Members</b> - select the corporate event: <b>“THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA 31<sup>ST</sup> AGM (NON-VOTERS)”</b> to engage in the 31<sup>st</sup> AGM proceedings remotely.</li> <li>If you have any questions for the Chairman/Board, you may use the <b>Query Box</b> to transmit your question. The Chairman/Board will endeavour to respond to relevant questions submitted by you during the 31<sup>st</sup> AGM. If questions are received late after the conclusion of the Questions &amp; Answers session, the responses will be emailed to you after the meeting.</li> <li>Please note that the quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.</li> </ul>
(3) Online Remote Voting	<ul style="list-style-type: none"> <li>The Online Remote Voting Session commences on Saturday, 13 June 2026 at the time as announced by the Chairman until a time when the Chairman announces the end of the said voting session.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>

(iv) If you experience difficulties logging in, connecting to the live streamed 31<sup>st</sup> AGM or casting your votes online, please contact the Tricor Help Line at:

- +6011 4080 5616
- +6011 4080 3168
- +6011 4080 3169
- +6011 4080 3170

or email to [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com) for assistance.

### 3. SUBMISSION OF QUESTIONS FOR THE 31<sup>ST</sup> AGM

(a) Prior to meeting

Individual Members and Corporate Members of the Institute may submit questions in relation to the agenda items for the 31<sup>st</sup> AGM prior to the 31<sup>st</sup> AGM via the VISTRA SRMY Portal at <https://srmy.vistra.com> by selecting “e-Services” to log in, pose questions and submit electronically not later than 10.00 a.m. on **11 June 2026**. The responses to relevant questions will be shared at the 31<sup>st</sup> AGM.

(b) During the meeting

For submission of questions ‘live’ during the 31<sup>st</sup> AGM

<b>Physical Attendance</b>	<b>Virtual Attendance</b>
Individual Members and Corporate Members of the Institute, will be able to ask questions in person at the Main Venue.	Verified Individual Members and Corporate Members of the Institute, may use the <b>Query Box</b> facility to ask questions real time (in the form of typed text) during the meeting.

### 4. POLL VOTING

- The voting at the 31<sup>st</sup> AGM will be conducted by poll. The Institute has appointed Tricor Investor & Issuing House Services Sdn Bhd (“Tricor-Vistra”) as Poll Administrator to conduct the poll voting via the VISTRA SRMY PORTAL at <https://srmy.vistra.com>
- Fellow Members and Professional Members of the Institute, may proceed to use their own personal devices to vote via electronic voting (“e-voting”) facilities at the Main Venue or remotely via RPV on the resolutions at the time as announced by the Chairman of the meeting at the 31<sup>st</sup> AGM at 10.00 a.m. on Saturday, 13 June 2026 but before the end of the voting session which will be announced by the Chairman of the Meeting.
- Meeting QR will be displayed in the meeting room for physical attendees to scan before submitting your votes. Video tutorial on how to cast votes via e-voting and voting remotely via RPV will be played before the commencement of the voting session.

- Upon completion of the voting session for the 31<sup>st</sup> AGM, the Scrutineers will verify and handover the poll results to the Chairman for announcement and declaration whether the resolutions are duly passed.

## 5. ENQUIRY

If you have any enquiries pertaining to your attendance to the 31<sup>st</sup> AGM, please contact the following persons 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**

Company Registration No. 197101000970 (11324-H)

General Line : +603-2783 9299

Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

Contact : Nur Qaisara Naaila

Persons Tel No : +603-2783 9272 Email : [Nur.Qaisara.Naaila@vistra.com](mailto:Nur.Qaisara.Naaila@vistra.com)

Samantha Goh

Tel No : +603-2783 9236 Email : [Samantha.Goh@vistra.com](mailto:Samantha.Goh@vistra.com)