



NOTICE OF THE FIFTY-SEVENTH (57TH) ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the Fifty-Seventh (57th) Annual General Meeting (“AGM”) of Land & General Berhad (“L&G”) will be held on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting Facilities (“RPV”) from the broadcast venue at Meeting Room TR12-R02, 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia on Wednesday, 23 September 2020 at 10.00 a.m. for the following purposes:-

Item Agenda

- To receive and adopt the Audited Financial Statements for the financial year ended 31 March 2020 and the Reports of the Directors and Auditors thereon.
Please refer Explanatory Note (i)
- To approve the payment of Directors’ fees of RM489,917 in respect of the financial year ended 31 March 2020.
Ordinary Resolution 1
- To approve Directors’ Meeting Allowances to Non-Executive Directors up to an amount of RM118,000 from 24 September 2020 until the next AGM of the Company.
Ordinary Resolution 2
- To re-elect the following Directors who retire pursuant to Clause 102 of the Constitution of the Company:
 - Low Gay Teck;
 - Tengku Maruan Tengku Ariff; and
 - Chiu Andrew Wah Wai.

issued on Bursa Malaysia Securities Berhad (“Bursa Securities”), subject always to the approval of all relevant regulatory bodies being obtained for such issues.”

- Proposed Share Buy-Back of up to ten percent (10%) of the total number of issued shares of the Company at any given point in time (“Proposed Share Buy-Back”)**
Ordinary Resolution 12

“THAT subject to the Act, provisions of the Company’s Constitution, the Main Market Listing Requirements (“Listing Requirements”) of Bursa Securities and the approvals of all relevant regulatory authorities and parties, the Company be and is hereby authorised to purchase such number of ordinary shares in L&G on the Main Market of Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the interest of the Company, provided that:-

- To re-appoint Messrs KPMG PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.
Ordinary Resolution 6

- the aggregate number of ordinary shares in the Company purchased (“Purchased Share(s)”) and/or held as treasury shares pursuant to this ordinary resolution shall not exceed 10% of the total number of issued shares of the Company at any point in time; and

- the maximum funds to be allocated by the Company for the Proposed Share Buy-Back shall not exceed the total retained earnings of the Company at the time of the purchase.

AS SPECIAL BUSINESS

To consider and if thought fit, to pass the following resolutions :-

- Continuing in Office as Independent Non-Executive Chairman**
- Dato’ Hj Zainal Abidin Puthi
Ordinary Resolution 7

“THAT authority be and is hereby given to Dato’ Hj Zainal Abidin Puthi who has served as an Independent Non-Executive Chairman of the Company for a cumulative term of more than nine years, to continue to serve as an Independent Non-Executive Chairman of the Company.”

- Continuing in Office as Independent Non-Executive Director**
- Dato’ Ir Dr A Bakar Jaafar
Ordinary Resolution 8

“THAT authority be and is hereby given to Dato’ Ir Dr A Bakar Jaafar who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, to continue to serve as an Independent Non-Executive Director of the Company.”

- Continuing in Office as Independent Non-Executive Director**
- Dato’ Hj Ikhwan Salim Dato’ Hj Sujak
Ordinary Resolution 9

“THAT authority be and is hereby given to Dato’ Hj Ikhwan Salim Dato’ Hj Sujak who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, to continue to serve as an Independent Non-Executive Director of the Company.”

- Continuing in Office as Independent Non-Executive Director**
- Tengku Maruan Tengku Ariff
Ordinary Resolution 10

“THAT authority be and is hereby given to Tengku Maruan Tengku Ariff who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, to continue to serve as an Independent Non-Executive Director of the Company.”

- Authority to allot shares pursuant to Section 75 and 76 of the Companies Act, 2016**
Ordinary Resolution 11

“THAT pursuant to Section 75 and 76 of the Companies Act 2016 (“the Act”), the Directors be and are hereby authorised to allot and issue shares in the Company at any time until the conclusion of the next Annual General Meeting and upon such terms and conditions and for such purposes as the Directors may in their absolute discretion deem fit, provided that the aggregate number of shares to be allotted and issued does not exceed 10% of the total issued shares of the Company for the time being and that the Directors be and are also empowered to obtain approval for the listing of and quotation for the additional shares so

“THAT upon purchase by the Company, the Board of Directors of L&G shall have the absolute discretion to decide whether such Purchased L&G Shares are to be cancelled and/or retained as treasury shares, or dealt with in such manner as provided under Section 12(7) of the Act.

THAT the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this ordinary resolution and will continue to be in force until -

- the conclusion of the AGM of the Company at which time the authority shall lapse unless by an ordinary resolution passed at the AGM, the authority is renewed, either unconditionally or subject to conditions;

- the expiration of the period within which the AGM of the Company is required by law to be held; or

- revoked or varied by ordinary resolution passed by the shareholders in general meeting,

whichever occurs first, but not so as to prejudice the completion of the purchase(s) by the Company of the L&G Shares before the aforesaid expiry date and made in any event, in accordance with the provisions of the Act, rules and regulations made pursuant to the Act, the Listing Requirements and any requirements issued by any other relevant government and/or regulatory authorities.

AND THAT the Board be and is hereby authorised to take all such steps as are necessary or expedient to implement, finalise, complete or to give effect to the Proposed Share Buy-Back with full powers to assent to any conditions, modifications, variations and/or amendments in any manner as may be required by the relevant authorities and to deal with all matters relating thereto and to take all such steps and do all acts and things in any manner as they may deem necessary or expedient to implement, finalise and give full effect to the Proposed Share Buy-Back.”

- To transact any other business for which due notice shall have been given in accordance with the Company’s Constitution and the Act.

By order of the Board

Lee Siw Yeng (MAICSA 7048942)
SSM Practising Certificate No. 201908001160
Secretary

Kuala Lumpur
28 August 2020

NOTES:-

- In view of the COVID-19 pandemic and with the primary concern for the safety of the Company’s shareholders, employees and Directors, the Board of Directors (“the Board”) and Management decided that the 57th AGM of the Company shall be conducted on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting Facilities (“RPV”) which are available on the Company’s Poll Administrator website at <https://web.lumigm.com>. Please follow the procedures provided in the Administrative Guide for the 57th AGM in order to register, participate and vote remotely via the RPV facilities.

- The main and only venue of the 57th AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 60 of the Company’s Constitution that require the Chairman of the Meeting to be present at the main venue of the Meeting. Shareholders/proxies/corporate representatives WILL NOT BE ALLOWED TO BE PHYSICALLY PRESENT at the Broadcast Venue on the day of the AGM of the Company.

- A member entitled to attend and vote at this Meeting is entitled to appoint a proxy or proxies to attend and vote in his stead. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy. A member shall be entitled to appoint not more than two proxies to attend and vote at the AGM.

- Where a Member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA.

- Where a Member appoints two proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.

Where an exempt authorised nominee appoints two (2) or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.

- The instrument appointing a proxy in the case of an individual shall be signed by the appointer or his attorney, and in the case of a corporation either under its common seal or signed by its attorney or by an officer on behalf of the corporation.

- The Proxy Form, duly completed, must be deposited at the Registered Office of the Company at **Strium, Level 21, Menara 1, Jalan Cempaka SD12/5, Bandar Sri Damansara, 52200 Kuala Lumpur** via post/courier/hand or via email to lgbsc@land-general.com or via facsimile to Fax No. 603-6277061, or alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, not less than forty-eight (48) hours before the time set for holding the Meeting i.e. Monday, 21 September 2020 at 10.00 a.m. or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. **(Important Note: Please refer Administrative Guide for the 57th AGM for details.)**

- Only members whose names appear in the Record of Depositors as at 17 September 2020 will be entitled to attend and vote at the meeting or appoint proxy (proxies) to attend and vote on their behalf.

EXPLANATORY NOTE ON THE AGENDA:-

- Item 1 of the Agenda – Audited Financial Statements for the financial year ended 31 March 2020**
This agenda is laid before the AGM pursuant to Section 340(1) of the Companies Act, 2016, and does not require a formal approval of the shareholders. As such, it is meant for discussion only and not put forward for voting.

- Ordinary Resolution 1 – Payment of Directors’ fees**
The directors’ fees for the financial year ended 31 March 2020 was RM489,917 (2019: RM552,375). The directors’ fees for the financial year ended 31 March 2020 is lower as compared to the preceding financial year due to lower number of directors’ circular resolutions signed by the Directors during the financial year. There was no change in fee and its structure since the preceding financial year. Please refer to the Corporate Governance Overview Statement for the components of the Directors’ remuneration.

- Ordinary Resolution 2 – Meeting Allowances**
The meeting allowance for each Non-Executive Director is RM1,000.00 per meeting attendance and the total estimated meeting allowances amounting to RM118,000.00 are calculated based on the estimated number of meetings for Board and Board Committees from 24 September 2020 until the next AGM in year 2021.

- Ordinary Resolution 7 – Continuing in Office as Independent Non-Executive Chairman – Dato’ Hj Zainal Abidin Puthi**
The Nominating Committee has assessed the Independence of Dato’ Hj Zainal Abidin Puthi, who has served as an Independent Non-Executive Chairman of the Company for a cumulative term of more than nine years, and recommended Dato’ Hj Zainal Abidin Puthi to continue to serve as an Independent Non-Executive Chairman of the Company based on the following justifications:-

- he fulfills the criteria of an Independent Director pursuant to the Listing Requirements of Bursa Securities;

- he provides the Board a diverse set of experience, skill and expertise as he is a highly qualified person with diverse and in-depth work experience in different industries;

- he is familiar with the Company’s business operations and the property development market as he has been with the Company for more than 9 years and is aware of current issues confronting the Company and he continues to provide valuable input to steer the Company forward; and

- he has devoted sufficient time and attention to his professional obligations for informed and balanced decision making and he has not over-committed himself to other directorships, his personal affair or business.

- Ordinary Resolution 8 – Continuing in Office as Independent Non-Executive Director – Dato’ Ir Dr A Bakar Jaafar**
The Nominating Committee has assessed the Independence of Dato’ Ir Dr A Bakar Jaafar, who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, and recommended Dato’ Ir Dr A Bakar Jaafar to continue to serve as an Independent Non-Executive Director of the Company based on the following justifications:-

- he fulfills the criteria of an Independent Director pursuant to the Listing Requirements of Bursa Securities;

- he provides the Board a diverse set of experience, skill and expertise as he is a highly qualified person who has been contributing to academic fields relating to science and technology as well as serving government agencies for many years;

- he is familiar with the Company’s business operations and the property development market as he has been with the Company for more than 9 years and is aware of current issues confronting the company and he continues to provide valuable input to steer the Company forward; and

- he has devoted sufficient time and attention to his professional obligations for informed and balanced decision making and he has not over-committed himself to other directorships, his personal affair or business.

- Ordinary Resolution 9 – Continuing in Office as Independent Non-Executive Director – Dato’ Hj Ikhwan Salim Dato’ Hj Sujak**
The Nominating Committee has assessed the Independence of Dato’ Hj Ikhwan Salim Dato’ Hj Sujak, who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, and recommended Dato’ Hj Ikhwan Salim Dato’ Hj Sujak to continue to serve as an Independent Non-Executive Director of the Company based on the following justifications:-

- he fulfills the criteria of an Independent Director pursuant to the Listing Requirements of Bursa Securities;

- he provides the Board a diverse set of experience, skill and expertise as he is highly experienced in financial and risk matters;

- he is familiar with the Company’s business operations and the property development market as he has been with the Company for more than 9 years and is aware of current issues confronting the Company and he continues to provide valuable input to steer the Company forward; and

- he has devoted sufficient time and attention to his professional obligations for informed and balanced decision making and he has not over-committed himself to other directorships, his personal affair or business.

- Ordinary Resolution 10 – Continuing in Office as Independent Non-Executive Director – Tengku Maruan Tengku Ariff**
The Nominating Committee has assessed the Independence of Tengku Maruan Tengku Ariff who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine years, and recommended Tengku Maruan Tengku Ariff to continue to serve as an Independent Non-Executive Director of the Company based on the following justifications:-

- he fulfills the criteria of an Independent Director pursuant to the Listing Requirements of Bursa Securities;

- he provides the Board a diverse set of experience, skill and expertise as he is a well-qualified person with diverse work experience in different industries;

- he is familiar with the Company’s business operations and the property development market as he has been with the Company for more than 9 years and is aware of current issues confronting the Company and he continues to provide valuable input to steer the Company forward; and

- he has devoted sufficient time and attention to his professional obligations for informed and balanced decision making and he has not over-committed himself to other directorships, his personal affair or business.

- Ordinary Resolution 11 – Authority to allot shares pursuant to Section 75 and 76 of the Companies Act, 2016**
The proposed Ordinary Resolution 11, if passed, will empower the Directors to allot and issue ordinary shares of the Company up to an amount not exceeding 10% of the total issued shares of the Company for purpose of fund raising exercise including but not limited to further placement of shares for purpose of funding current and/or future projects, working capital, acquisition and/or for issuance of shares as settlement of purchase consideration. This authority unless revoked or varied at a general meeting will expire at the next AGM.

As at the date of this notice, there was no issuance of new ordinary shares by the Company pursuant to the mandate obtained at the 56th AGM held on 18 September 2019 and the Directors do not intend to utilise the mandate from the date of issuance of this Annual Report up to the expiry of the said mandate.

- Ordinary Resolution 12 – Proposed Share Buy-Back of up to ten percent (10%) of the total number of issued shares of the Company at any given point in time**

This proposed Ordinary Resolution 12, if passed, will empower the Company to purchase and/or hold up to 10% of the issued and paid-up share capital of the Company. This authority unless revoked or varied by the Company at a General Meeting will expire at the next AGM of the Company. Further information on the Proposed Share Buy-Back is set out in the Circular to Shareholders which is dispatched together with the notice of 57th AGM.

ADMINISTRATIVE GUIDE FOR THE 57TH AGM

AGM Date & Time	: Wednesday, 23 September 2020 at 10.00 a.m.
Meeting Platform	: https://web.lumiagm.com
Registration	: Virtual Meeting via Remote Participation and Voting ("RPV") facilities
Broadcast Venue	: Meeting Room TR12-R02, 12 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia
Mode of Communication	: Shareholders may:- (i) Submit questions prior to the 57 th AGM by <u>17 September 2020</u> via Query Form enclosed herewith; and (ii) Pose questions during live streaming at https://web.lumiagm.com .

1. Virtual Meeting

1.1 In view of the COVID-19 pandemic and with the safety of the Company's shareholders, employees and Directors being of primary concern, the Board of Directors of the Company ("**the Board**") and Management of the Company have decided that the 57th AGM of the Company shall be conducted on a fully virtual and entirely via RPV facilities.

1.2 The main and only venue of the 57th AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 60 of the Company's Constitution that require the Chairman of the Meeting to be present at the main venue of the Meeting. **Shareholders/proxies/corporate representatives WILL NOT BE ALLOWED TO BE PHYSICALLY PRESENT at the Broadcast Venue on the day of the 57th AGM of the Company.**

Shareholders can participate in our full virtual 57th AGM by registering online via the Boardroom Smart Investor Portal at <https://boardroomlimited.my>.

1.3 With the RPV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the 57th AGM, safely from your home.

1.4 Kindly ensure the stability of your internet connectivity throughout the 57th AGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.

2. Entitlement to Participate and Vote

Only a depositor whose name appears on the Record of Depositors of the Company as at **17 September 2020** shall be entitled to attend the 57th AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form.

3. Lodgement of Proxy Form

3.1 If you are unable to attend the 57th AGM via RPV facilities and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form at the registered office of the Company at 8trium, Level 21 Menara 1, Jalan Cempaka SD12/5, Bandar Sri Damansara, 52200 Kuala Lumpur via post/courier/by hand **or** via email to lgbsec@land-general.com **or** via facsimile to Fax No. 603-6277 7061 not less than forty-eight (48) hours before the time set for holding the Meeting **i.e. latest by Monday, 21 September 2020 at 10.00 a.m.** or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. Any alteration to the Proxy Form must be initialed.

3.2 Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time set for holding the Meeting **i.e. latest by Monday, 21 September 2020 at 10.00 a.m.** or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

ADMINISTRATIVE GUIDE FOR THE 57TH AGM (CONT'D)

Step 1: Register Online with Boardroom Smart Investor Portal (for first time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2: eProxy Lodgement

- a. Access website <https://boardroomlimited.my>
 - b. Login with your User ID and Password given above.
 - c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "LAND & GENERAL BERHAD FIFTY-SEVENTH (57TH) ANNUAL GENERAL MEETING" and click "APPLY".
 - d. Read the terms & conditions and confirm the Declaration.
 - e. Enter your CDS Account Number and indicate the number of securities.
 - f. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
 - g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
 - h. Review and confirm your proxy(ies) appointment.
 - i. Click submit.
- 3.3 If you wish to participate in the 57th AGM yourself, please do not submit any proxy form for the 57th AGM. You will not be allowed to participate in the 57th AGM together with a proxy appointed by you.

4. Revocation of Proxy

If you have submitted your Proxy Form prior to the 57th AGM and subsequently decide to appoint another person or wish to participate in the 57th AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 57th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 57th AGM. In such event, you should advise your proxy(ies) accordingly.

5. Voting Procedures

- 5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Securities' Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Download Lumi AGM App (free of charge) onto your personal voting device prior to the AGM from Apple App Store or Google Play Store; or
 - (ii) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - (iii) Access to Lumi AGM via website URL <https://web.lumiagm.com>.
- 5.2 During the 57th AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of this 57th AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.
- 5.4 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- 5.5 The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

ADMINISTRATIVE GUIDE FOR THE 57TH AGM (CONT'D)

6. Remote Participation and Voting (RPV)

- 6.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the 57th AGM.
- 6.2 If you wish to participate in the 57th AGM, you will be able to view a live webcast of the 57th AGM, ask questions and submit your votes in real time whilst the 57th AGM is in progress.
- 6.3 Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:

Before the day of the AGM	
Procedure	Action
i. Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.)</i></p> <ol style="list-style-type: none"> a. Access website https://boardroomlimited.my b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport. d. Please enter a valid email address and wait for Boardroom’s email verification. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
ii. Submit request for remote participation (User ID and Password)	<p><i>(Note: Registration for remote access will be opened on 28 August 2020. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the 57th AGM, i.e. <u>latest by Monday, 21 September 2020 at 10.00 a.m.</u>)</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> a. Login to https://boardroomlimited.my using your user ID and password. b. Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event “LAND & GENERAL BERHAD FIFTY-SEVENTH (57TH) ANNUAL GENERAL MEETING”. c. Read and agree to the Terms & Conditions. d. Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders</p> <ol style="list-style-type: none"> a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. b. Please provide a copy of Corporate Representative’s MyKad/Identification Card (front and back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. b. Please provide a copy of the proxy holder’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.
iii. Email notification	<ol style="list-style-type: none"> a. You will receive notification from Boardroom that your request(s) has been received and is being verified. b. Upon system verification against the Record of Depositories of the 57th AGM as at 17 September 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. d. Please note that the closing date and time to submit your request is by Monday, 21 September 2020 at 10.00 a.m.

ADMINISTRATIVE GUIDE FOR THE 57TH AGM (CONT'D)

Before the day of the AGM	
Procedure	Action
iv. Login to Virtual Meeting Platform	<p>a. The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the 57th AGM at 9.00 a.m. on Wednesday, 23 September 2020.</p> <p>b. The Meeting Platform can be accessed via one of the following methods:-</p> <ul style="list-style-type: none"> - Download the free Lumi AGM application from Apple App Store or Google Play Store; - Launch Lumi AGM by scanning the QR Code provided in the email notification; - Access to Lumi AGM webportal via website at https://web.lumiagm.com <p>c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii).</p>
v. Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.)</p> <p>a. If you would like to view the live webcast, select the broadcast icon.</p> <p>b. If you would like to ask a question during the AGM, select the messaging icon.</p> <p>c. Type your message within the chat box, once completed click the send button.</p>
vi. Voting	<p>a. Once the AGM is opened for voting, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
vii. End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the Meeting Platform.</p>

7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at this virtual 57th AGM.

8. Recording or Photography

No recording or photography of the 57th AGM proceedings is allowed without the prior written permission of the Company.

9. Enquiries

If you have any enquiries prior to the 57th AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Professor Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan Malaysia

General Line : 603-7890 4700 (Helpdesk)

Fax Number : 603-7890 4670

Email : BSR.Helpdesk@boardroomlimited.com