



HAP SENG PLANTATIONS

Hap Seng Plantations Holdings Berhad 200701011957 (769962-K)

Creating Value Together

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the 16th annual general meeting of Hap Seng Plantations Holdings Berhad will be conducted virtually through remote participation and electronic voting facilities ("RPEV") at the broadcast venue at the Kinabalu Room, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur on Wednesday, 24 May 2023 at 10am to transact the following:-

AGENDA

ORDINARY BUSINESS

1. To table the audited financial statements for the financial year ended 31 December 2022 together with the reports of directors and auditors. ^{Note 1}

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

2. To re-elect the following directors who shall retire by rotation in accordance with clause 116 of the Company's constitution and being eligible, have offered themselves for re-election:- ^{Notes 2 & 3}

- Datuk Simon Shim Kong Yip, JP
- Ms. Cheah Yee Leng
- Mr. Au Yong Siew Fah
- Datuk Amat Asri @ A.Asrie B.Ab Kadir @ A.Kadir, JP

Resolution 1
Resolution 2
Resolution 3
Resolution 4

3. To approve payment of directors' fees of the Company amounting to RM805,000.00 for the financial year ended 31 December 2022. ^{Note 4}

Resolution 5

4. To reappoint Messrs KPMG PLT as auditors of the Company to hold office until the conclusion of the next annual general meeting at a remuneration to be determined by the directors of the Company. ^{Note 5}

Resolution 6

SPECIAL BUSINESS

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

5. **Authority to allot shares pursuant to section 75 of the Companies Act 2016**

"That subject always to the approvals of the relevant authorities, the directors of the Company be and are hereby empowered pursuant to section 75 of the Companies Act 2016 to allot shares in the Company at any time upon such terms and conditions, and for such purposes as the directors of the Company may in their absolute discretion deem fit, provided that the aggregate number of shares issued pursuant to this resolution does not exceed 10% of the total number of issued shares of the Company for the time being and that the directors of the Company be and are hereby empowered to obtain the approval for the listing and quotation for the additional shares so issued on the Bursa Malaysia Securities Berhad and such authority shall continue to be in force until the conclusion of the next annual general meeting of the Company." ^{Note 6}

Resolution 7

6. **Proposed renewal of shareholders' mandate for recurrent related party transactions of a revenue or trading nature**

"That subject to the provisions of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, approval be and is hereby given to the Company and its subsidiaries to enter into recurrent related party transactions of a revenue or trading nature with the related parties as set out in Part A, section 2.3 of the Circular/Statement to shareholders dated 26 April 2023, which are necessary for the day-to-day operations of the Company and/or its subsidiaries and are carried out in the ordinary course of business, at arm's length and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders of the Company.

That such approval shall continue to be in force until:-

- the conclusion of the next annual general meeting of the Company, at which time the said authority shall lapse, unless renewed by a resolution passed at the annual general meeting; or
- the expiration of the period within which the next annual general meeting of the Company is required to be held pursuant to section 340(2) of the Companies Act 2016 (but must not extend to such extension as may be allowed pursuant to section 340(4) of the Companies Act 2016); or
- revoked or varied by a resolution passed by the shareholders in a general meeting of the Company,

whichever is the earlier;

and that the directors of the Company be and are hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or mandatory to give effect to the proposed renewal of shareholders' mandate." ^{Note 7}

Resolution 8

7. **Proposed renewal of share buy-back authority**

"That subject always to section 127 of the Companies Act 2016, the Company's constitution, Main Market Listing Requirements of Bursa Malaysia Securities Berhad, and the approvals of all relevant governmental and/or regulatory authorities, the directors of the Company be and are hereby authorised to purchase ordinary shares in the Company through Bursa Malaysia Securities Berhad, provided that:-

- the aggregate number of ordinary shares purchased and/or held by the Company as treasury shares shall not exceed 10% of the total number of issued shares of the Company;
- the maximum funds allocated by the Company for the purpose of purchasing its own shares shall not exceed the total retained profits of the Company, based on the Company's audited financial statements for the financial year ended 31 December 2022; and
- the authority conferred by this resolution shall continue to be in force until:-

- the conclusion of the next annual general meeting of the Company, at which time the said authority shall lapse, unless renewed by the passing of a resolution at that meeting, either unconditionally or subject to conditions; or
- the expiration of the period within which the next annual general meeting of the Company is required to be held pursuant to section 340(2) of the Companies Act 2016 (but shall not extend to such extension as may be allowed pursuant to section 340(4) of the Companies Act 2016); or
- revoked or varied by a resolution passed by the shareholders in a general meeting of the Company,

whichever occurs first;

and that the directors of the Company be and are hereby authorised to deal with the shares purchased in their absolute discretion in the following manner:-

- cancel all the shares so purchased; and/or
- retain part thereof as treasury shares and cancel the remainder; and/or
- retain the shares so purchased in treasury for distribution as dividend to the shareholders and/or sell on the market of Bursa Malaysia Securities Berhad; and/or
- transfer the treasury shares or any of the said shares as purchase consideration; and/or
- in any other manner as prescribed by section 127(7) of the Companies Act 2016,

and further that the directors of the Company be and are hereby authorised to take all such steps as are necessary and/or enter into any and all agreements, arrangements and guarantees with any party or parties to implement, finalise and give full effect to the aforesaid purchase with full powers to assent to any conditions, modifications, revaluations, variations and/or amendments (if any) as may be imposed by the relevant authorities from time to time to implement or to effect the purchase of its own shares." ^{Note 8}

Resolution 9

By order of the Board

Cheah Yee Leng (LS 0009398)
SSM Practising Certificate No. 202008000771
Lim Guan Nee (MAICSA 7009321)
SSM Practising Certificate No. 202008003410
Company Secretaries

Kuala Lumpur
26 April 2023

Explanatory notes to the Agenda:-

- Pursuant to section 340(1) and (2) of the Companies Act 2016 ("Act"), the directors shall lay before the Company at its annual general meeting ("AGM") its audited financial statements made up to a date not more than 6 months before the date of the AGM. This agenda 1 is meant for discussion only and will not be put forward for voting.
- Pursuant to clause 116 of the Company's constitution, at least one-third of the directors of the Company for the time being shall retire from office at every AGM and be eligible for re-election. The current board size is twelve. Hence, four out of twelve directors are to retire in accordance with clause 116 of the Company's constitution.
- The nominating committee conducted directors' self and peer assessment, fit and proper assessment and independence of the independent directors to evaluate as well as determined the respective performance and eligibility of each of the directors who are to retire in accordance with clause 116 of the Company's constitution to stand for re-election. In their evaluation, the retiring directors had met the criteria of character, experience, integrity, competence and time required to effectively discharge their respective roles as directors and satisfied the directors' fit and proper assessment criteria. Accordingly, the board approved of the recommendations of the nominating committee, namely such retiring directors are eligible to stand for re-election during the AGM. The retiring director had abstained from deliberation and decision on their respective re-election at the relevant nominating committee and board meetings.
- Pursuant to section 230(1) of the Act, the Company shall at every AGM approve of the fees payable to the directors of the Company and its subsidiaries. The remuneration committee is responsible for conducting a regular review of the fees payable to non-executive directors and members of the board committees. This is to ensure that they are appropriately remunerated in line with the market benchmarking.
- Pursuant to section 271(4) and section 273(b) of the Act, the Company shall at every AGM appoint its auditors who shall hold office until the conclusion of the next AGM. The audit committee had assessed the suitability and independence of Messrs KPMG PLT ("KPMG"), the auditors of the Company based on the following criteria:-
 - their performance and quality of work;
 - experience and competency of professional staff assigned to the audit;
 - adequacy of resources;
 - independence throughout the conduct of the audit engagement; and
 - level of non-audit services and fees rendered to the Group.

The audit committee was satisfied with the suitability of KPMG in terms of their audit quality, performance, competency and sufficiency of resources as well as provisions of non-audit services, which did not impair their objectivity and independence as auditors of the Company. The board approved of the audit committee's recommendation for shareholders' approval to be sought at this AGM on the proposed reappointment of KPMG as auditors of the Company.
- The proposed resolution 7 is to authorise the Company to allot shares pursuant to section 75 of the Act. This proposed resolution 7, if passed, will empower the directors of the Company to allot ordinary shares in the Company up to 10% of the total number of issued shares of the Company for the time being, subject to compliance with all other regulatory requirement and this authority will enable the Company to finance investment projects, working capital and/or acquisitions by issuing new shares as and when the need arises without delay or incurring costs in convening a separate general meeting. This authority, unless revoked or varied at an earlier general meeting, will expire at the conclusion of the next AGM of the Company.
As at the date of this notice of AGM, the Company has not issued any new shares pursuant to the authority granted by the shareholders at the last AGM held on 25 May 2022, which authority shall lapse at the conclusion of this AGM.
- The proposed resolution 8 is to authorise the Company and its subsidiaries to enter into recurrent related party transactions ("RRPT") which are necessary for day-to-day operations, subject to the transactions being carried out in the ordinary course of business and on terms not detrimental to the minority shareholders of the Company. This would eliminate the need to make regular announcements to Bursa Malaysia Securities Berhad or convene separate general meetings from time to time to seek shareholders' approval as and when RRPT arise, thereby reducing substantial administrative time and expenses in convening such meetings.
Further information on the said RRPT is set out in Part A of the Circular/Statement to shareholders dated 26 April 2023 which is issued together with the Company's Annual Report 2022.
- The proposed resolution 9 is to authorise the Company to purchase its own shares up to 10% of the total number of issued shares of the Company. This authority, unless revoked or varied by the Company at a general meeting, will expire at the conclusion of next AGM of the Company. Further information on the proposed renewal of share buy-back authority is set out in Part B of the Circular/Statement to shareholders dated 26 April 2023 which is issued together with the Company's Annual Report 2022.

Notes to the notice of AGM:-

- The AGM will be conducted virtually through RPEV which is available at <https://meeting.boardroomlimited.my>. Please follow the procedures provided in the administrative guide for the AGM in order to register, participate and vote remotely via RPEV.
- The chairman of the AGM will be at the broadcast venue in compliance with section 327(2) of the Act. No shareholder/proxy shall be physically present at the meeting venue.
- A depositor shall not be regarded as a member entitled to participate and vote thereat unless his/her name appears in the register of record of depositors as at 17 May 2023.
- Subject to note 5 below, a member entitled to participate and vote at this AGM is entitled to appoint a proxy or proxies to participate and vote in his/her stead. Where a member appoints more than one proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy. The proxy or proxies need not be a member of the Company and there shall be no restriction as to the qualification of the proxy or proxies.
- Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("Omnibus Account") as defined under the Securities Industry (Central Depositories) Act, 1991, there is no limit on the number of proxies which the exempt authorised nominee may appoint in respect of each Omnibus Account it holds.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his/her attorney duly authorised in writing, or if the appointor is a corporation, either under the seal or under the hand of an officer or attorney duly authorised. Such duly executed instrument appointing a proxy must either be (a) deposited at Reception Centre, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur; or (b) submitted electronically through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, not less than 24 hours before the time appointed for holding the AGM or any adjournment thereof.



Hap Seng Plantations Holdings Berhad 200701011957 (769962-K)

16th Annual General Meeting (“AGM”) of Hap Seng Plantations Holdings Berhad

Date : Wednesday, 24 May 2023
Time : 10am
Broadcast Venue : Kinabalu Room, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur

ADMINISTRATIVE GUIDE FOR THE AGM

1. Remote Participation and Electronic Voting at the Virtual AGM

- 1.1 The AGM of the Company will be conducted virtually through remote participation and electronic voting facilities (“RPEV”) which is available at <https://meeting.boardroomlimited.my> (“Virtual Meeting Portal”).
- 1.2 The chairman of the AGM will be at the broadcast venue in compliance with section 327(2) of the Companies Act 2016. No shareholders/proxies/corporate representatives shall be physically present at the broadcast venue on the day of AGM.

2. Entitlement of Participation in AGM

- 2.1 Shareholders whose names appear in the record of depositors as at 17 May 2023 are entitled to participate and vote at the AGM.
- 2.2 Shareholders and proxies are encouraged to send in their written questions at least one week before the AGM, so that they could be adequately dealt with during the AGM. Such written questions could either be:-
 - (a) emailed to the Company at inquiry@hapseng.com; or
 - (b) deposited at the Reception Counter, Ground Floor, Menara Hap Seng (Attention: Company Secretary of Hap Seng Plantations Holdings Berhad).
- 2.3 In addition to 2.2 above, questions may be submitted in advance via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> using the same ID and password provided in the item 6, Step 2 below, and select “**Submit Questions**” after selecting “**HAP SENG PLANTATIONS HOLDINGS BERHAD (16TH) ANNUAL GENERAL MEETING**” from “**Meeting Event(s)**” to submit questions.
- 2.4 Alternatively, questions may be submitted using the messaging window facility which will open concurrently with the Virtual Meeting Portal one hour before commencement of the AGM, i.e. from 9am on Wednesday, 24 May 2023.
- 2.5 No recording or photography of the AGM proceeding is allowed.

3. Appointment of Proxy or Proxies

- 3.1 Shareholders are encouraged to participate and vote at the AGM remotely via RPEV. If a shareholder is not able to participate in the AGM via RPEV, he/she may appoint another person or the chairman of the meeting as his/her proxy or proxies and indicate the voting instructions in the proxy form. The proxy form could be (a) deposited at the Reception Counter, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur or (b) submitted electronically through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> no later than Tuesday, 23 May 2023 at 10am. For appointment of proxy or proxies, kindly refer to item 6 below.
- 3.2 Corporate shareholders, authorized nominees and exempt authorized nominees are to refer to item 6 below for appointment of corporate representative or proxy or proxies.
- 3.3 The lodging of the proxy form will not preclude you from personally participating remotely and voting at AGM should you subsequently wish to do so.

ADMINISTRATIVE GUIDE FOR THE AGM

- 3.4 Should you wish to personally participate remotely in the AGM, kindly register your intention to do so via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (Refer to item 6 - Steps 1 to 3 below). Please note that upon your registration to personally participate remotely in the AGM, any proxy or proxies appointment registered earlier will be deemed revoked. Alternatively, please write to bsr.helpdesk@boardroomlimited.com to revoke your earlier proxy or proxies appointment no later than Tuesday, 23 May 2023 at 10am.

4. Poll Voting

Poll voting at the AGM will be conducted electronically (“e-Voting”) with Boardroom Share Registrars Sdn Bhd (“Boardroom”) appointed as the poll administrator and GovernAce Advisory & Solutions Sdn Bhd appointed as the scrutineers to verify the poll results.

5. e-Voting Procedure

- 5.1 Step-by-step e-voting procedure will be explained by the poll administrator at the AGM;
- 5.2 e-Voting could be cast via smart mobile phones, tablets, computers or laptops, using one of the following methods:-
- launch Virtual Meeting Portal by scanning the QR code given to you in the email together with your remote participation user ID and password; or
 - access to Virtual Meeting Portal via website URL at <https://meeting.boardroomlimited.my>.

6. Registration for Remote Participation and Electronic Voting

Step-by-step procedure for registration:-

Step 1 – Register Online with Boardroom Smart Investor Portal (“BSIP”) (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 - Submit request for Remote Participation user ID and password.]

- Access BSIP website <https://investor.boardroomlimited.com>;
- Click “**Register**” to sign up as a user;
- Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”;
- Complete registration with all required information. Upload and attach softcopy of NRIC/MyKAD (front and back) or passport in JPEG, PNG or PDF format;
- For Corporate Holder, kindly upload the authorization letter as well. Click “**Sign Up**”
- You will receive an email from Boardroom for email address verification. Click “**Verify Email Address**” from the email received to continue with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of 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.
- Your registration will be verified and approved within one business day and an email notification will be provided to you.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 26 April 2023]

Individual Shareholders

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above;
- Select “**HAP SENG PLANTATIONS HOLDINGS BERHAD (16TH) ANNUAL GENERAL MEETING**” from the list of Meeting Event(s) and click “**Enter**”;

- Click on "**Register for RPEV**";
- Read and accept the General Terms and Conditions by clicking "**Next**"; and
- Enter your CDS account number and thereafter submit your request.

Appointment of Proxy or Proxies

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select "**HAP SENG PLANTATIONS HOLDINGS BERHAD (16TH) ANNUAL GENERAL MEETING**" from the list of Meeting Event(s) and click "**Enter**";
- Click on "**Submit eProxy Form**";
- Read and accept the General Terms and Conditions by clicking "**Next**";
- Enter your CDS Account Number and number of securities held;
- Select your proxy – either the Chairman of the meeting or individual named proxy or proxies and enter the required particulars of your proxy or proxies;
- Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy or proxies to act upon his/her discretion, please indicate **DISCRETIONARY**;
- Review and confirm your proxy or proxies appointment;
- Click "**Apply**"; and
- Download or print the eProxy form as acknowledgement.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee (Via Email)

- Write to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS account number accompanied by the certificate of appointment of corporate representative or proxy form (as the case may be) to submit the request; and
- Provide a photocopy of the corporate representative's or proxy or proxies holder's NRIC/MyKad (front and back) or passport in JPEG, PNG or PDF format together with his/her email address.

(Via BSIP)

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above;
- Select "**HAP SENG PLANTATIONS HOLDINGS BERHAD (16TH) ANNUAL GENERAL MEETING**" from the list of Meeting Event(s) and click "**Enter**";
- Click on "**Submit eProxy Form**";
- Proceed to download the file format for "**Submission of Proxy Form**" from BSIP;
- Prepare the file for the appointment of proxies by inserting the required date;
- Proceed to upload the duly completed proxy appointment file;
- Review and confirm your proxy appointment and click "**Submit**";
- Download or print the eProxy form as acknowledgement.

Email notification

- (a) You will receive a notification from Boardroom that your request has been received and is being verified;
- (b) Upon system verification of your registration against the AGM's record of depositors as at 17 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. Remote access user ID and password will be provided if your registration is approved; and
- (c) Closing for submission of request is at 10am of 23 May 2023 (24 hours before the AGM).

Step 3 – Login to Virtual Meeting Portal

[Note: Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- (a) The Virtual Meeting Portal will be open for login at 9am on 24 May 2023 (AGM to commence at 10am);
- (b) Follow the steps set out in the email referred to in Step 2(b) above;
- (c) The steps given will also guide you on how to view live webcast, ask questions and vote;
- (d) The live webcast will end and the messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the AGM; and
- (e) You can logout from Virtual Meeting Portal.

7. Vouchers or Door Gifts

There will be **NO** vouchers or any door gifts for shareholders or proxies who participate in the AGM.

8. Enquiry

Should you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate the AGM, please contact Boardroom's helpdesk at 03-7890 4700 or email to bsr.helpdesk@boardroomlimited.com.