

## FGV Holdings Berhad (800165-P)

# CORPORATE IDENTITY MANUAL

# **VERSION 2.0**

fgvholdings.com

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## Introduction

Consistent presentation of the FGV identity is the key to brand recognition, building trust and confidence over time. In this manual, we define the key elements of the brand identity system, from the brand mark and brand architecture to typography and secondary graphics. These elements will help us build the brand through various applications, outlining how it is to be used within creative expression.

## Attention

All items that show the FGV Logo must get the clearance from Group Strategic Communications Department before production. This is to ensure that the designs produced are aligned to our Corporate Identity (CI).

### THE BRAND ELEMENT RATIONALE

The corporate element is inspired by the design of a **plant tag.** It speaks of the agri industry of the company and carries the message of **planting for the future.** 

## The Identity System

Our identity reflects FGV's direction and represents dynamism, momentum, change and progress on our journey to success.

1.0

### THE IDENTITY SYSTEM

## 1.1 FGV Logo

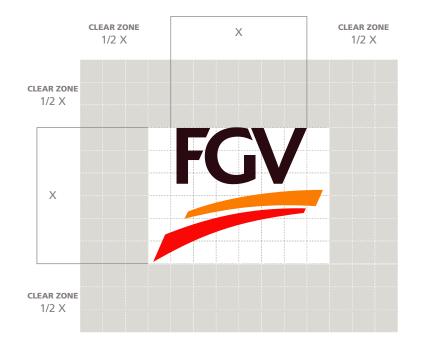
The vibrant colours demonstrate our energy and our vision to be a leading, globally diversified integrated agribusiness while not forgetting our roots and origin. The brown of the typography symbolizes the burnished earth of our fertile tropical climate as the source of our natural resources. The bold and contemporary font style portrays the strength, reach and commitment of our brand as we stride confidently into the future.



THE IDENTITY SYSTEM

## 1.2 Construction Grid

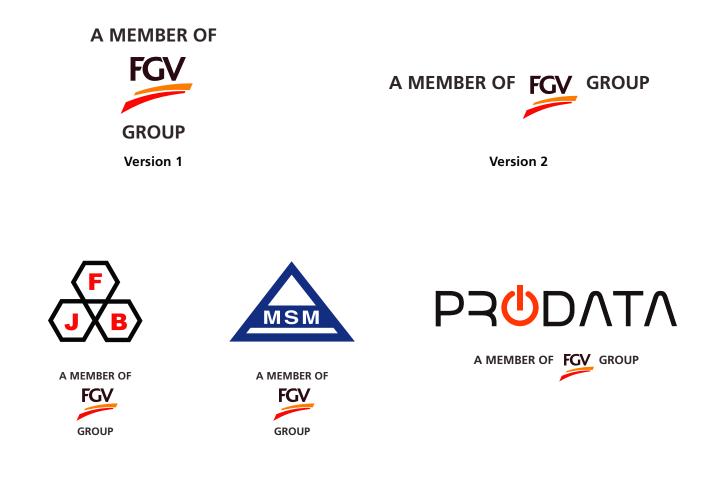
The grid acts as a guide to portray how our Brand Signature should be positioned whenever it is presented. Take note of the spacing needed to ensure there is ample room for the Brand Signature to be seen.



### Version 1

## 1.3 Companies With Own Branding

**Companies with their own branding, subsidiaries, joint ventures and associate companies shall carry "A Member of FGV Group" notice. Department or division within the Group shall not create their own mark or branding.** This notice shall be in two lines as shown in the Version 1, and this shall be the main look and be used whenever possible. The Version 2, where the notice is in a single line, shall only be used in situations where spacing is a problem, as we want to avoid cramming the Brand Signature.



## 1.4 Black & White Version

There will be applications where the FGV Brand Signature has to appear in black and white. The examples shown here demonstrate the use of the Brand Signature on light and dark backgrounds. This is a reference for establishing the relative values for light and dark backgrounds. This is particularly important when considering reproduction in newspapers or other applications with only one colour.



**Positive Version** 

**Reversed White Version** 

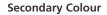


## 1.5 Colour Palette

Colours form a significant and important part of the FGV Brand Identity. The Brand Signature Colour Palette is made up of the FGV Brown, Orange and Red. The Background Colour palette consists of a set of neutral colours, to allow the primary colours to be dominant.



### **Primary Colour**



| FGV Beige         | FGV Grey        | FGV Blue               | FGV Green              |
|-------------------|-----------------|------------------------|------------------------|
| FGV               | FGV             | FGV                    | FGV                    |
| PANTONE           | PANTONE         | PANTONE                | PANTONE                |
| Yellow 7499 C 40% | COOL GREY 427 C | Blue 290 C             | 331 C                  |
| CMYK 5/7/35/0     | CMYK 17/12/13/0 | <b>CMYK</b> 25/6/3/0   | <b>CMYK</b> 32/0/19/0  |
| RGB 242/228/177   | RGB 208/210/211 | <b>RGB</b> 186/216/234 | <b>RGB</b> 166/229/216 |

**Note** The CMYK values represented on this page have not been evaluated by Pantone, Inc and may not match the Pantone system. Please consult a Pantone Colour Formula Guide for reference.

### THE IDENTITY SYSTEM

## 1.6 Brand Signature Unacceptable Usage

The FGV Brand Signature should be treated with 'visual respect'. Every effort should be made to ensure that each element of the Brand Signature fulfills its original intent. It is strongly recommended that any reproduction of the Brand Signature uses the digital master files provided. No elements in the signature may be altered in any way. No borders, unofficial type or graphic elements should be added to the Brand Signature. These examples illustrate unacceptable usage of the Brand Signature.



## 1.7 Special Finishes

In cases where the FGV Brand Signature requires special finishes, the following options can be considered. The FGV Brand Signature can be printed in metallic colours such as matt or gloss silver, gold or silver hot-stamping. Positive or reversed-out versions of the Brand Signature can also be used. However, extra care must be taken to ensure there is a sufficient contrast with the background. Use of metallic colours is not advisable on busy backgrounds where legibility is compromised. For more subtle renderings of the Brand Signature, it can be printed as an embossed or debossed graphic. It may also be matt or gloss varnished.



Brand Signature in Metallic Gold



Brand Signature reversed out in Metallic Gold



Brand Signature embossed on a Gold background



Brand Signature debossed on a material



Brand Signature in Metallic Silver



Brand Signature reversed out in Metallic Silver



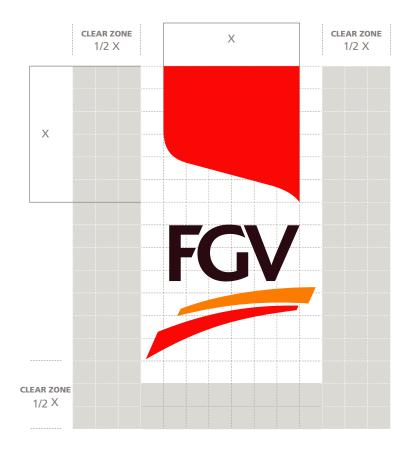
Brand Signature embossed on a Silver background



Brand Signature embossed on a material

## 1.8 FGV Logo Lock-up 1 Construction Grid

The grid acts as a guide to portray how our Brand Signature with logo lock-up should be positioned whenever it is presented. Take note of the spacing needed to ensure there is ample room surrounding it. Version 1 should be used whenever possible. Version 2 should only be used in certain situations where spacing is a concern. Overall, these 2 styles of logo lock-up should be used mainly on design materials with a clean look such as **diaries, calendars, company profiles or stationery**. Take note that the FGV logo should be legible and that the logo lock-up is restricted to one template per campaign.





## 1.9 FGV Logo Lock-up 1 Variations

In cases where the FGV logo lock-up requires a different variation, the following options can be considered. It can be done in full colour or in reversed full colour. It can also be done in positive black or reversed white. Make sure there is sufficient contrast between the elements and the background.



Full Colour

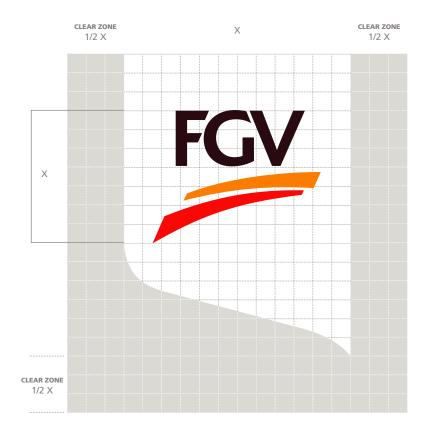
Full Colour (Reversed)

Positive Black

**Reversed White Version** 

## 1.10 FGV Logo Lock-up 2 Construction Grid

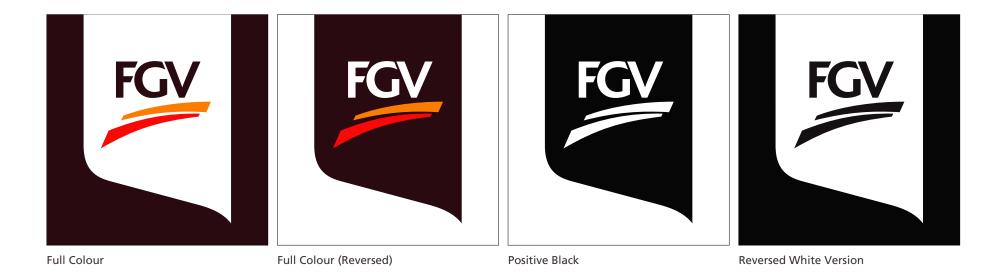
The grid acts as a guide to portray how the second version of our logo lock-up should be positioned whenever it is presented. Take note of the spacing needed to ensure there is ample room surrounding it. This style of logo lock-up should be used mainly for corporate communications such as billboards, press ads, buntings, posters or leaflets. It can be used on design materials only if the FGV logo is legible. The logo lock-up is restricted to one template per campaign.



Lock-up 2

## 1.11 FGV Logo Lock-up 2 Variations

In cases where the FGV logo lock-up requires a different variation, the following options can be considered. It can be done in full colour or in reversed full colour. It can also be done in positive black or reversed white. Make sure there is sufficient contrast between the elements and the background.



## Typography

Typography ensures consistent representation of FGV's Brand Identity. It is an important distinguishing element of the brand.



## 2.1 Primary Typeface - Frutiger

The Frutiger family has been chosen as the corporate typeface for all FGV corporate communications such as outdoor posters, leaflets and other forms of corporate communications. Inspired by the clarity of the classic sans serif typefaces and the contemporary openness of characters, Frutiger makes an ideal typeface for the brand. The type family refers to the different weights and styles that make up the entire typeface. The different weights may be employed at a designer's discretion to suit the requirements of the specific application.



### FRUTIGER 46 LIGHT

## abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

### **FRUTIGER 46 LIGHT ITALIC**

abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

FRUTIGER 66 BOLD ITALIC abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? FRUTIGER 55 ROMAN

abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

FRUTIGER 75 BLACK abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? **FRUTIGER 56 ITALIC** abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

FRUTIGER 76 BLACK ITALIC abcdefghijkImnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*() +=? FRUTIGER 65 BOLD abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

FRUTIGER 95 ULTRA BLACK abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? **TYPOGRAPHY** 

## 2.2 Secondary Typeface - Arial

The Arial Family has been chosen as the secondary typeface for web and internal communications because it compliments the primary FGV typeface, Frutiger. The Arial family should be used across all internal communications and documents such as email, letters, memos, reports, and PowerPoint presentations.



ARIAL REGULAR

## abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

**ARIAL ITALIC** abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? ARIAL BOLD ITALIC abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? ARIAL BOLD abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=? ARIAL BLACK abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890!@#%&\*()\_+=?

**Note** Do NOT use the Arial font family for external communications i.e. marketing related communications materials like Advertisements, Billboards etc. It is ONLY meant for internal communications.

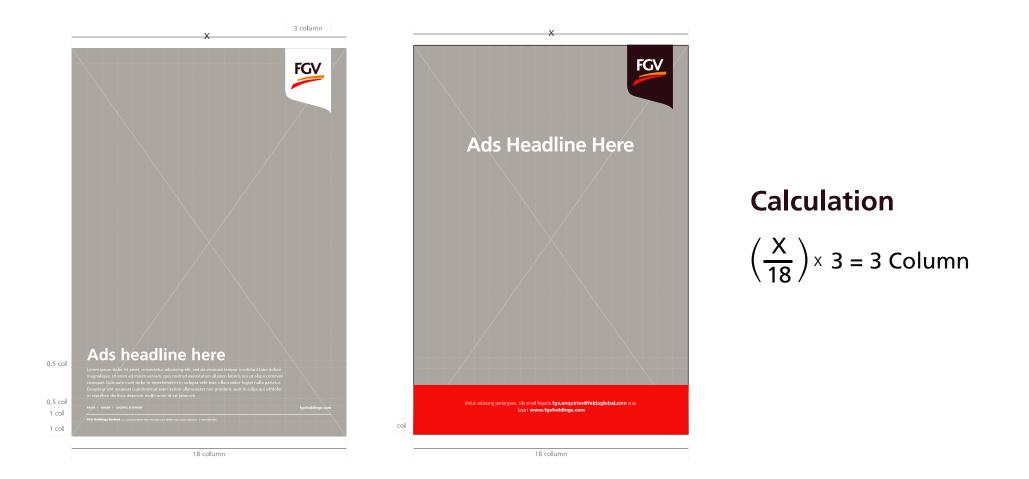
## **Advertising & Promotions Material**

As part of the Brand Identity, it is vital that all promotional and marketing collaterals clearly present a consistent look through proper usage of all the design elements and templates.



## 3.1 Advertisements Grid - Template 1

Use this version when the main emphasis is on the information or content. A simple logo lock-up will help amplify the message and make it stand out more.



## 3.2 Advertisements Sample - Template 1





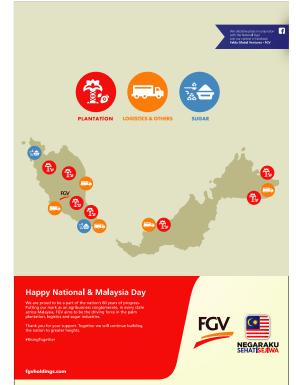
### 3.3 Advertisement Grid - Template 2

Use this version when the main emphasis is on the information or content. A simple logo lock-up will help amplify the message and make it stand out more.



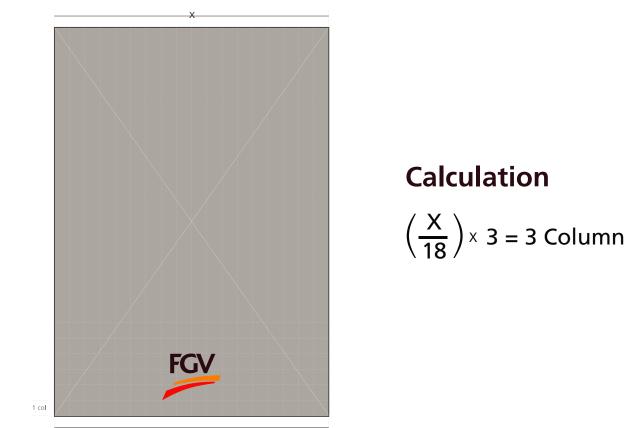
## 3.4 Advertisements Sample - Template 2





## 3.5 Advertisement Grid - Exclusive Template

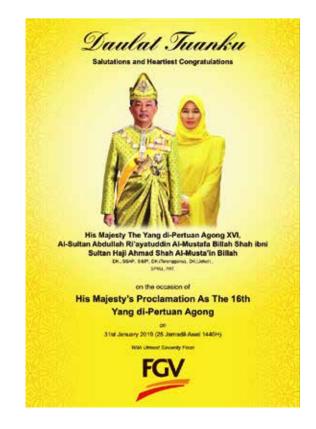
Use this version when the main emphasis is on the information or content. A simple logo lock-up will help amplify the message and make it stand out more.



18 column

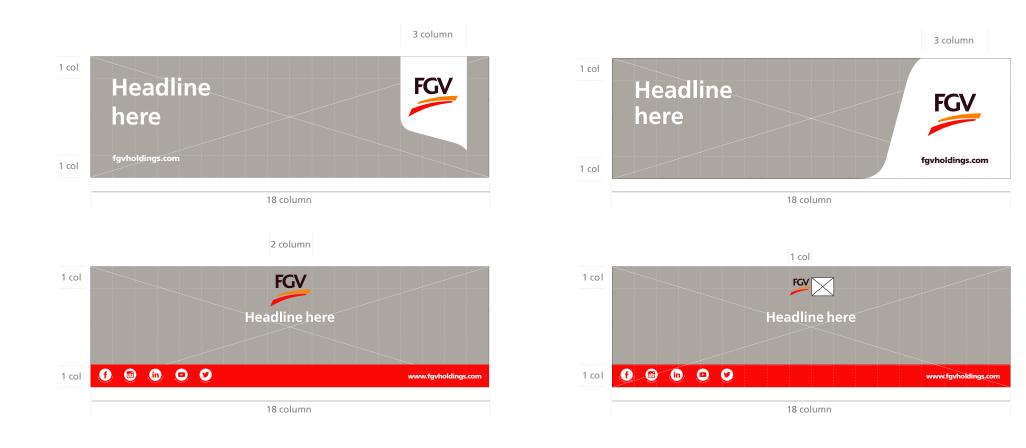
## 3.6 Advertisements Sample - Exclusive Template

Use this version when the main emphasis is on the information or content. A simple logo lock-up will help amplify the message and make it stand out more.



3.7 FGV Banner Grid

## Calculation $\left(\frac{X}{18}\right) \times 3 = 3$ Column



## 3.8 FGV Banner Sample

### **Event banner**



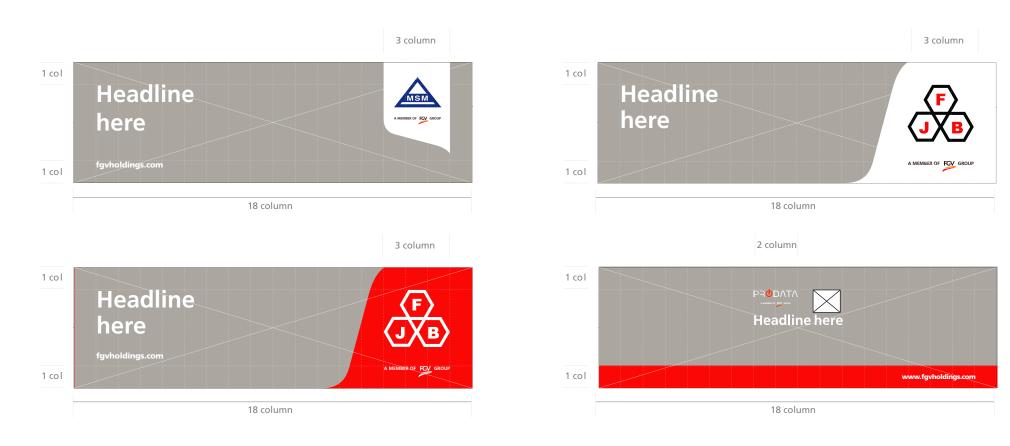






## 3.9 Member Banner Grid

## Calculation $\left(\frac{X}{18}\right) \times 3 = 3$ Column



## 3.10 Member Banner Sample









## 3.11 Billboard (Horizontal)

The mandatory elements are the website address must be below FGV logo and the logo placing should be on the right top.



### **Recommended Size:** 85' (w) x 20' (h) or 130' (w) x 40' (h)

### 3.12 Billboard (Vertical)

The mandatory elements are the website address must be below FGV logo and the logo placing should be on the right top.



### Recommended Size: 20' (w) x 30' (h) or

or 40' (w) x 80' (h)

## 3.13 Backdrop Grid





1 col



## 3.14 Backdrop Sample





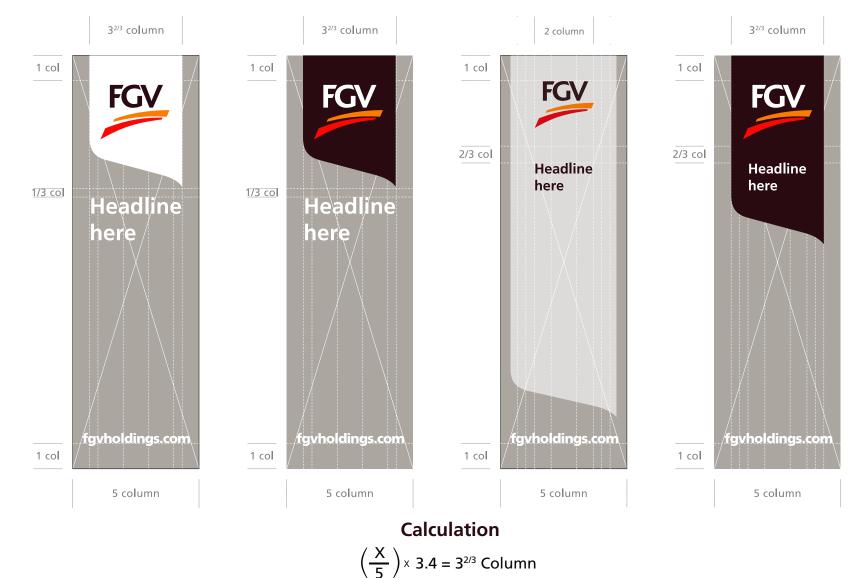


## 3.15 Backdrop Sample



## 3.16 FGV Bunting Grid

**Corporate Bunting** 



## 3.17 FGV Bunting Sample

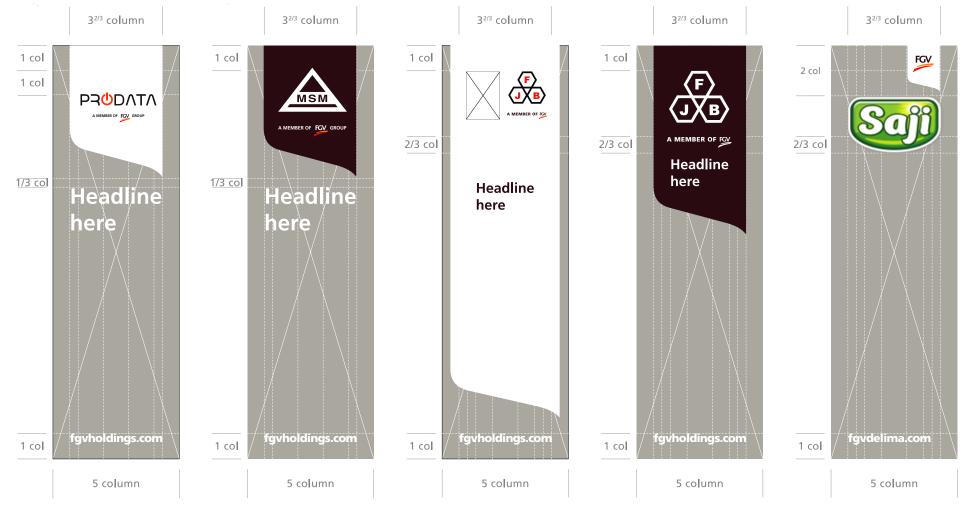






## 3.18 Member Bunting Grid

**Subsidiaries** 



Calculation  $\left(\frac{X}{5}\right) \times 3.4 = 3^{2/3}$  Column

## 3.19 Member Bunting Sample



# 3.20 FGV Sample Plaque (Horizontal)



### Recommended Size: 2' (w) x 3' (h)

## 3.21 FGV Sample Plaque (Vertical)



Recommended Size: 4' (w) x 2' (h)

## 3.22 FGV Sample Mock Cheque

Illustrated below is an example of mock cheque. The FGV logo should be on the right, with the event/name description on the left.



#### Recommended Size: 6' (w) x 2' (h)



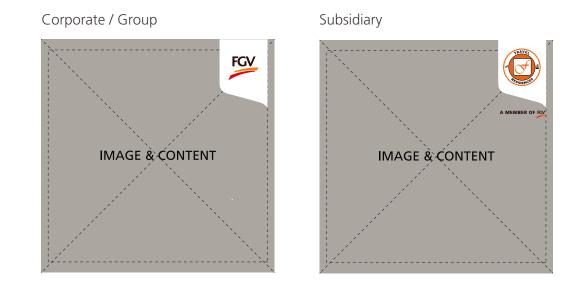
# **Digital Communications**

As part of the Brand Identity, it is vital that all communications clearly present a consistent look through proper usage of all the design elements and templates.



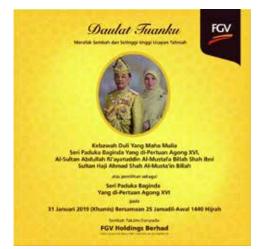
# 4.1 Instagram Posting

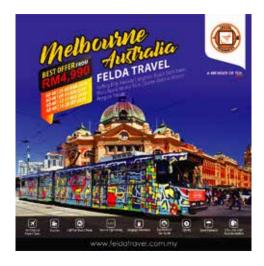
Illustrated below is an example of instagram posting. The FGV logo should be on the top right.



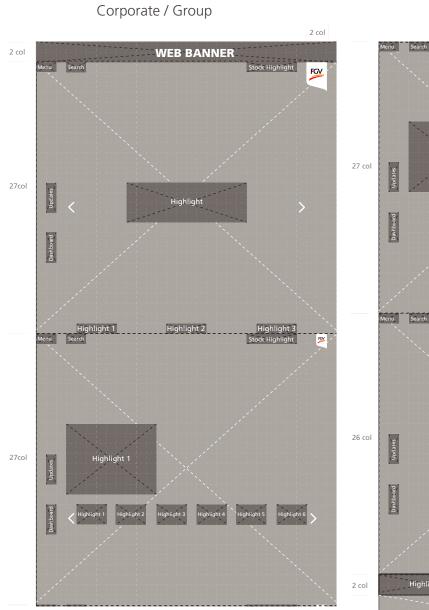
## 4.2 Sample Instagram Posting

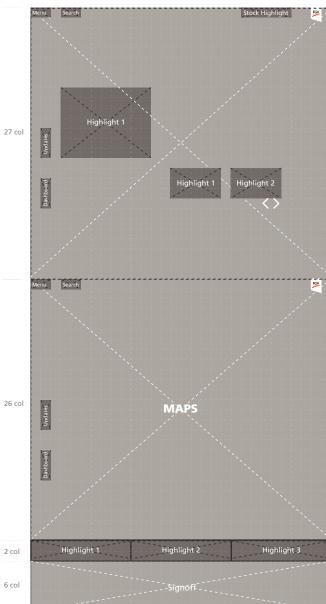




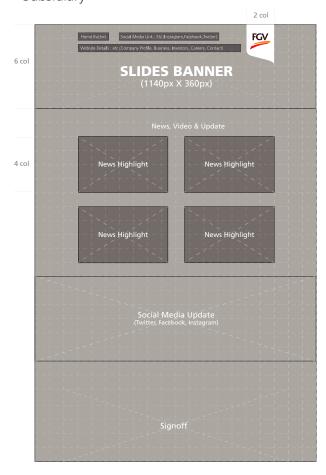


# 4.3 Website Layout





#### Subsidiary



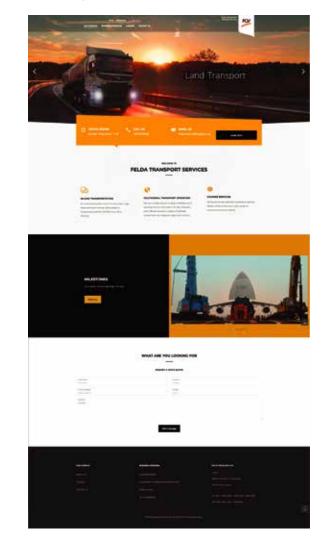
# 4.4 Website Sample

#### Corporate / Group



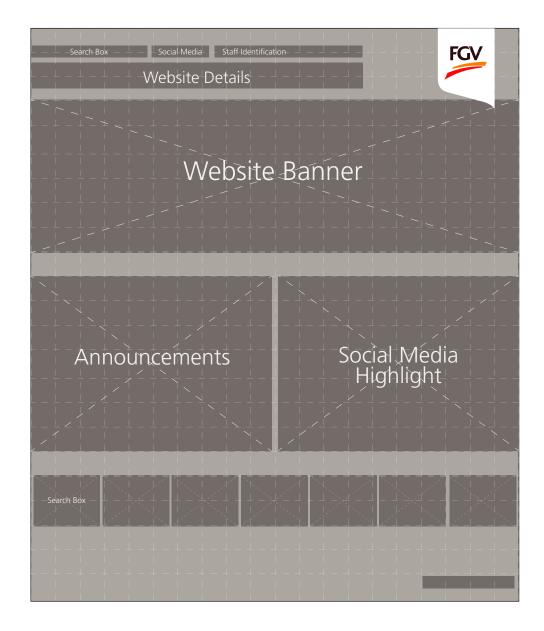


#### Subsidiary



DIGITAL COMMUNICATIONS

# 4.5 FGV Hub Layout



**DIGITAL COMMUNICATIONS** 

## 4.6 Sample FGV Hub Layout



## **Stationery Applications**

This section is in regards to stationery. The general rule is to use the Frutiger typeface for all Romanised languages. Staff member names and company names are presented in bold.



### 5.1 Business Card

| RONT  |     |   |
|---|-----|---|
| Name Frutiger Black   | 7.5 | John Doe  |
| Size 8.5pt Leading 12pt   |     | Senior Executive<br>Group Human Resource Division   |
| Title Frutiger Roman  |     | FGV   |
| Size 6.5pt Leading 8pt  |     |   |
| Mobile & Email Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt   |     |   |
|   |     | <b>M</b> +6019 7777 777<br><b>E</b> _adam.h@fgvholdings.com   |
| CK  | 7   |   |
| Company Name Frutiger Black<br>Size 8.5pt Leading 12pt  |     | 7 Number of characters should not 12 7<br>exceed this line  |
| Registered Number Frutiger Bold   |     |   |
| Size 5pt Leading 12pt Tracking 35   |     |   |
| Size 5pt Leading 12pt Tracking 35<br>Company Address Frutiger Roman   |     | 7 12 7  |
| Size 5ptLeading 12ptTracking 35Company AddressFrutiger RomanSize 7.5ptLeading 10.5pt  |     | 7 12 7  |
| Size 5pt Leading 12pt Tracking 35<br>Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Company Contact Frutiger Black Details Frutiger Roman   | 7.5 |   |
| <ul> <li>Size 5pt Leading 12pt Tracking 35</li> <li>Company Address Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> <li>Company Contact Frutiger Black Details Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> </ul>  | 7.5 | 7 12 7<br>FGV Holdings Berhad 800165-P  |
| Size 5pt Leading 12pt Tracking 35<br>Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Company Contact Frutiger Black Details Frutiger Roman   | 7.5 |   |
| <ul> <li>Size 5pt Leading 12pt Tracking 35</li> <li>Company Address Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> <li>Company Contact Frutiger Black Details Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> <li>Website Frutiger Black</li> <li>Size 8.5pt Leading 10.5pt</li> </ul> | 7.5 | <b>FGV Holdings Berhad</b> 800165-P<br>Level 13, Wisma FGV,<br>Jalan Raja Laut,<br>50350 Kuala Lumpur, Malaysia.                                  |
| Size 5pt Leading 12pt Tracking 35<br>Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Company Contact Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Website Frutiger Black<br>Size 8.5pt Leading 10.5pt<br>Size 90mm (W) x 55mm (H)                             | 7.5 | FGV Holdings Berhad 800165-P<br>Level 13, Wisma FGV,<br>Jalan Raja Laut,<br>50350 Kuala Lumpur, Malaysia.<br>T +603 2789 0000<br>D +603 2789 0417 |
| Size 5pt Leading 12pt Tracking 35<br>Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Company Contact Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt<br>Website Frutiger Black<br>Size 8.5pt Leading 10.5pt   | 7.5 | FGV Holdings Berhad 800165-P<br>Level 13, Wisma FGV,<br>Jalan Raja Laut,<br>50350 Kuala Lumpur, Malaysia.<br>T +603 2789 0000                     |
| <ul> <li>Size 5pt Leading 12pt Tracking 35</li> <li>Company Address Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> <li>Company Contact Frutiger Black Details Frutiger Roman</li> <li>Size 7.5pt Leading 10.5pt</li> <li>Website Frutiger Black</li> </ul>                                    |     | FGV Holdings Berhad 800165-P<br>Level 13, Wisma FGV,<br>Jalan Raja Laut,<br>50350 Kuala Lumpur, Malaysia.<br>T +603 2789 0000<br>D +603 2789 0417 |

## 5.2 Fully Owned Business Card

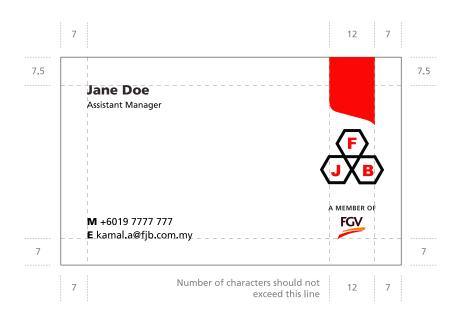
| A   | Name       Frutiger       Black         Size       8.5pt       Leading       12pt                |
|-----|--|
| В   | Title Frutiger Roman<br>Size 6.5pt Leading 8pt   |
| с   | Mobile & Email Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt                |
| AC  | К  |
| D   | Company Name Frutiger Black<br>Size 8.5pt Leading 12pt   |
| E   | Registered Number Frutiger Bold<br>Size 5pt Leading 12pt Tracking 35                             |
| F   | Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt                                      |
| G   | Company Contact Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt               |
| H   | Website Frutiger Black<br>Size 8.5pt Leading 10.5pt  |
|     |  |
| SIZ | ze 90mm (W) x 55mm (H)   |
|     | <b>GO &amp; PLANT TAG COLOURS</b> Pantone 485C, Pantone 4975C, Pantone 144C                      |
|     | KT COLOUR         90% Pantone Black           NTERIAL SPECIFICATIONS         Super White, 250gsm |
|     |  |





### 5.3 Member Business Card

|    | Name Frutiger Black<br>Size 8.5pt Leading 12pt   |
|----|--|
| в  | Title Frutiger Roman<br>Size 6.5pt Leading 8pt   |
|    | Mobile & Email Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt  |
|    | Corporate Qualifier Frutiger Bold Size 5pt Leading 6pt Tracking 35   |
| AC | К  |
|    | Company Name Frutiger Black<br>Size 8.5pt Leading 12pt   |
| F  | Registered Number Frutiger Bold Size 5pt Leading 12pt Tracking 35  |
| G  | Company Address Frutiger Roman<br>Size 7.5pt Leading 10.5pt  |
| H  | Company Contact Frutiger Black Details Frutiger Roman<br>Size 7.5pt Leading 10.5pt   |
|    | Website Frutiger Black<br>Size 8.5pt Leading 10.5pt  |
| LO | <b>ZE</b> 90mm (W) x 55mm (H)<br><b>GO &amp; PLANT TAG COLOURS</b> Pantone 485C, Pantone 4975C, Pantone 144C<br><b>XT COLOUR</b> 90% Pantone Black |
|    | ATERIAL SPECIFICATIONS Super White, 250gsm   |





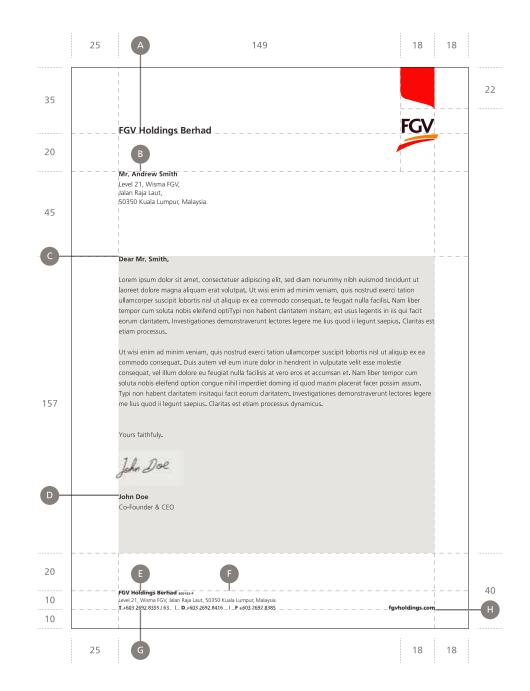
### 5.4 Letterhead

- Company Name Frutiger Bold Size 13.5pt Leading 16.5pt
- Recipient's Name Frutiger Bold Address Frutiger Light Size 10pt Leading 15.5pt Tracking 10
- Salutation Frutiger Bold Content/Message Frutiger Light Size 10pt Leading 15.5pt Tracking 10
- Sender's Name Frutiger Bold Size 10pt Leading 15.5pt Tracking 10
- E Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
  - Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
  - Website Frutiger Black Size 7.5pt Leading 11pt

size 210mm (W) x 297mm (H)
 LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C
 TEXT COLOUR 90% Pantone Black
 MATERIAL SPECIFICATIONS Simili paper, 120gsm

All measurements are in millimetres.

The tinted area is reserved for the content bounding box. All communications should respect the measurements provided in order to follow the designed grid for the stationery.



## 5.5 Fully Owned Letterhead

Company Name Frutiger Bold 22 Size 13.5pt Leading 16.5pt 35 FGV Recipient's Name Frutiger Bold Address Frutiger Light Delima Oil Products Sdn Bhd Size 10pt Leading 15.5pt Tracking 10 20 В Salutation Frutiger Bold Content/Message Frutiger Light Mr. Andrew Smith Level 21, Wisma FGV, Size 10pt Leading 15.5pt Tracking 10 Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia. 45 Sender's Name Frutiger Bold D Size 10pt Leading 15.5pt Tracking 10 Dear Mr. Smith, Company Name Frutiger Black Address Frutiger Roman Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut Size 7.5pt Leading 11pt laoreet dolore magna aliguam erat volutpat. Ut wisi enim ad minim veniam, guis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. te feugait nulla facilisi. Nam liber Registered Number Frutiger Bold tempor cum soluta nobis eleifend optiTypi non habent claritatem insitam; est usus legentis in iis qui facit eorum claritatem. Investigationes demonstraverunt lectores legere me lius quod ii legunt saepius. Claritas est Size 5pt Leading 11pt Tracking 35 etiam processus. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea Contact Frutiger Black Details Frutiger Roman commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie G consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et. Nam liber tempor cum Size 7.5pt Leading 11pt soluta nobis eleifend option conque nihil imperdiet doming id guod mazim placerat facer possim assum. Typi non habent claritatem insitaqui facit eorum claritatem. Investigationes demonstraverunt lectores legere Website Frutiger Black 157 me lius quod ii legunt saepius. Claritas est etiam processus dynamicus. Size 7.5pt Leading 11pt Yours faithfuly. John Doe John Doe Co-Founder & CEO **SIZE** 210mm (W) x 297mm (H) LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C **TEXT COLOUR** 90% Pantone Black 20 **MATERIAL SPECIFICATIONS** Simili paper, 120gsm 40 Delima Oil Products Sdn Bhd 231 All measurements are in millimetres. 10 evel 3A. Wisma EGV, Jalan Raia Laut, 50350 Kuala Lumpur, Malavsia T+603 2692 9800 | F+603 2692 2586 / 8805 | E delima@feldaglobal.com favholdinas.co 10 The tinted area is reserved for the content bounding box. All communications should respect the measurements provided in order to follow the designed grid for the stationery. 18 18 25

25

18

18

149

### 5.6 Member Letterhead



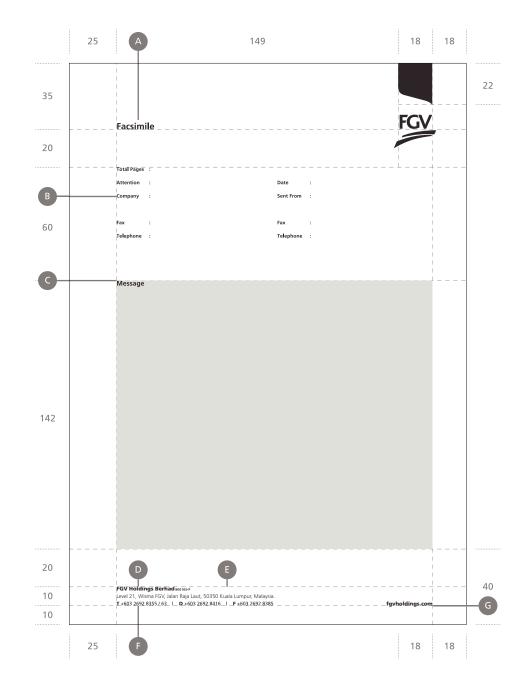
## 5.7 Facsimile

- **Document Type** Frutiger Bold **Size** 13.5pt **Leading** 16.5pt
- Details Frutiger Bold
   Size 7.5pt Leading 20pt Tracking 10
- Content/Message Frutiger Bold Size 10pt Leading 15.5pt Tracking 10
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman
   Size 7.5pt Leading 11pt
- Website Frutiger Black Size 7.5pt Leading 11pt

size 210mm (W) x 297mm (H) LOGO & PLANT TAG COLOURS 90% Pantone Black TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80qsm

All measurements are in millimetres.

The tinted area is reserved for the content bounding box. All communications should respect the measurements provided in order to follow the designed grid for the stationery.



## 5.8 **Invoice**

- Document Type Frutiger Bold Size 13.5pt Leading 16.5pt
- Details Frutiger Bold
   Size 7.5pt Leading 20pt Tracking 10
- Column Descriptors Frutiger Bold Size 7.5pt Leading 9pt Tracking 50
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman
   Size 7.5pt Leading 11pt
- Website Frutiger Black Size 7.5pt Leading 11pt

size 210mm (W) x 297mm (H) LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80gsm

25 18 18 149 22 35 FGV Invoice 20 Company Name В treet Address City, St Zip Code : Invoice No Telephone Date 60 DESCRIPTION HOURS RATE AMOUNT 142 TOTAL 20 40 FGV Holdings Berhad 800165-P 10 Level 21, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia. T+603 2692 8355 / 63 L D+603 2692 8416 L F+603 2692 8385 favholdinas.co 10 25 18 18

### 5.9 **Memo**

Document Type Frutiger Bold Size 13.5pt Leading 16.5pt

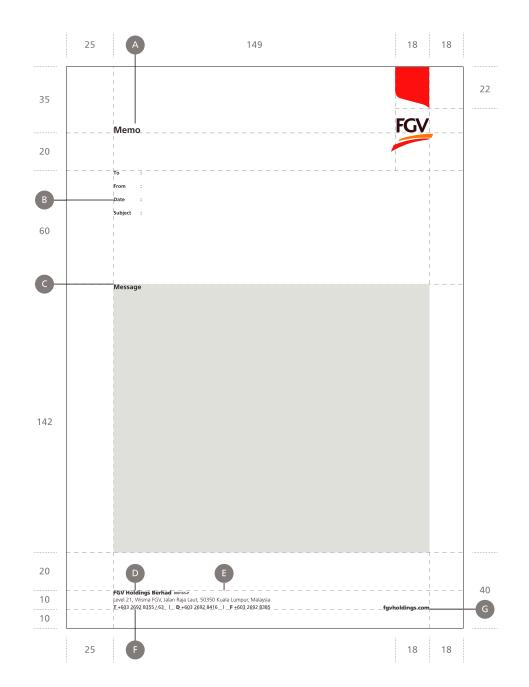
- B Details Frutiger Bold Size 7.5pt Leading 20pt Tracking 10
- Content/Message Frutiger Bold Size 10pt Leading 15.5pt Tracking 10
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman
   Size 7.5pt Leading 11pt
- Website Frutiger Black Size 7.5pt Leading 11pt

size 210mm (W) x 297mm (H)
LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C
TEXT COLOUR 90% Pantone Black

**MATERIAL SPECIFICATIONS** Simili paper, 120gsm

All measurements are in millimetres.

The tinted area is reserved for the content bounding box. All communications should respect the measurements provided in order to follow the designed grid for the stationery.



### 5.10 Inter Office Memo

A Document Type Frutiger Bold Size 13.5pt Leading 16.5pt

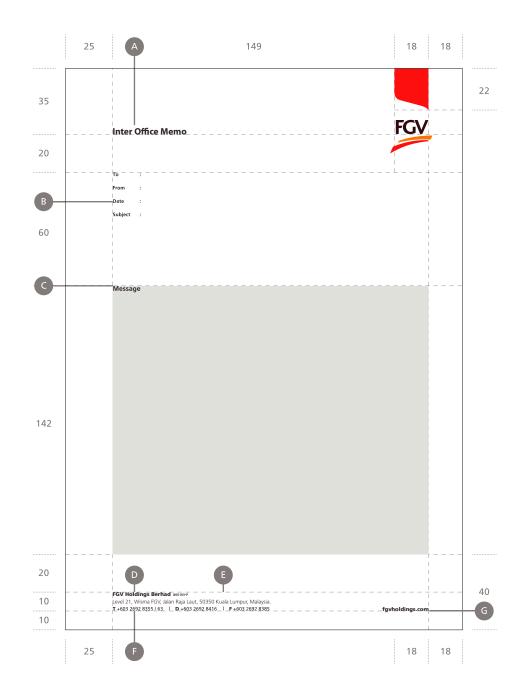
- Details Frutiger Bold
   Size 7.5pt Leading 20pt Tracking 10
- Content/Message Frutiger Bold Size 10pt Leading 15.5pt Tracking 10
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman
   Size 7.5pt Leading 11pt
- G Website Frutiger Black Size 7.5pt Leading 11pt

size 210mm (W) x 297mm (H)
LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C
TEXT COLOUR 90% Pantone Black

material specifications Simili paper, 120gsm

All measurements are in millimetres.

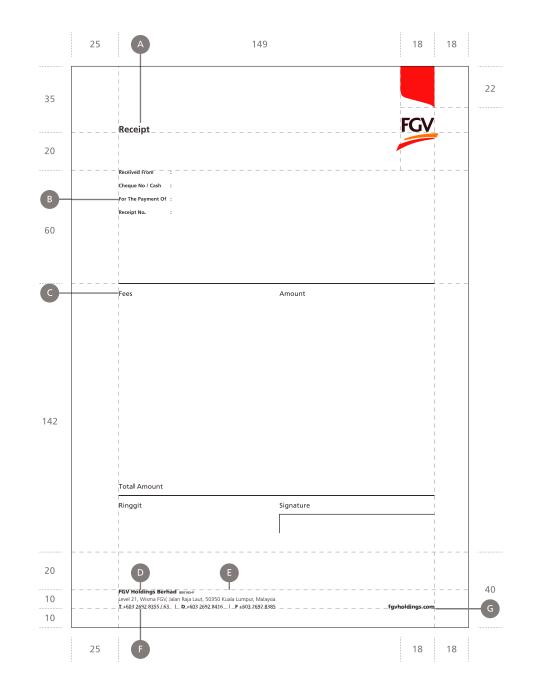
The tinted area is reserved for the content bounding box. All communications should respect the measurements provided in order to follow the designed grid for the stationery.



## 5.11 Receipt

- A Document Type Frutiger Bold Size 13.5pt Leading 16.5pt
- Details Frutiger Bold
   Size 7.5pt Leading 20pt Tracking 10
- Content Details Frutiger Roman Size 10pt Leading 15.5pt Tracking 10
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
- G Website Frutiger Black Size 7.5pt Leading 11pt

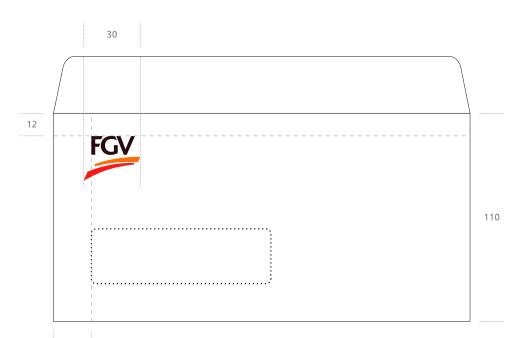
size 210mm (W) x 297mm (H) LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80gsm All measurements are in millimetres.



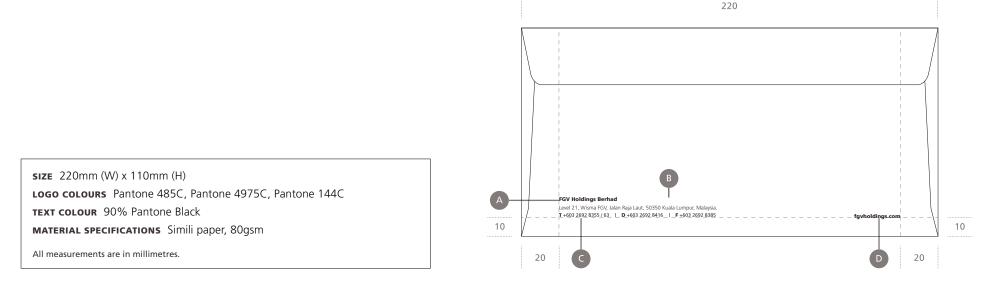
## 5.12 Envelope DL (Wallet)

- A Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold
   Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
- Website Frutiger Black Size 7.5pt Leading 11pt

D



20 Aligned to left window edge or 20mm from the left in absence of a window.



### 5.13 Envelope DL (Pocket)

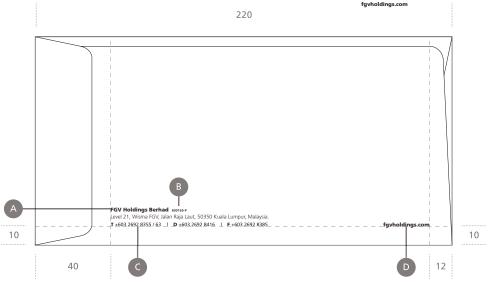
- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- B Registered Number Frutiger Bold Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
- Website Frutiger Black Size 7.5pt Leading 11pt



20 Aligned to left window edge or 20mm from the left in absence of a window.

#### FGV Holdings Berhad

Level 21, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia.

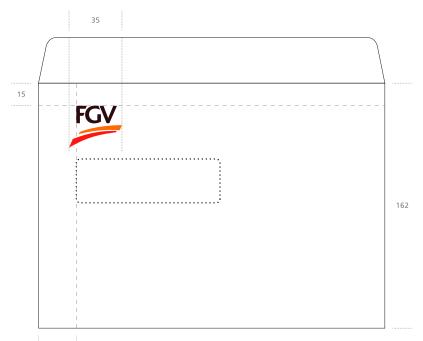


size 220mm (W) x 110mm (H) LOGO COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80gsm

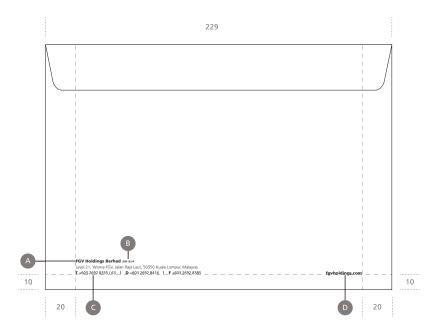
## 5.14 Envelope (Wallet)

- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
  - Website Frutiger Black Size 7.5pt Leading 11pt

D



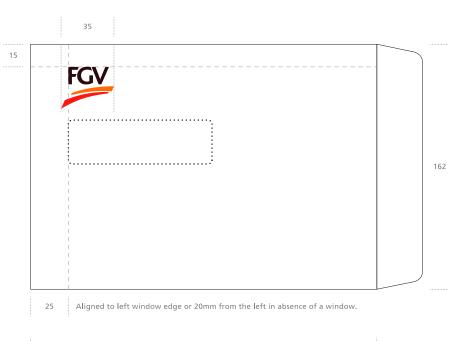
25 Aligned to left window edge or 20mm from the left in absence of a window.

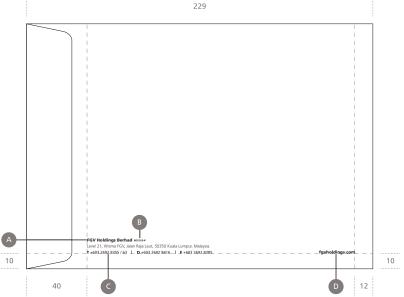


size 229mm (W) x 162mm (H) LOGO COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80gsm

## 5.15 Envelope (Pocket)

- Company Name Frutiger Black Address Frutiger Roman Size 7.5pt Leading 11pt
- Registered Number Frutiger Bold Size 5pt Leading 11pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 7.5pt Leading 11pt
- Website Frutiger Black
   Size 7.5pt Leading 11pt





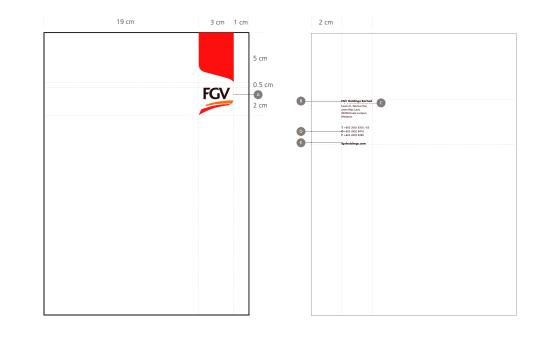
size 229mm (W) x 162mm (H) LOGO COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR 90% Pantone Black MATERIAL SPECIFICATIONS Simili paper, 80gsm

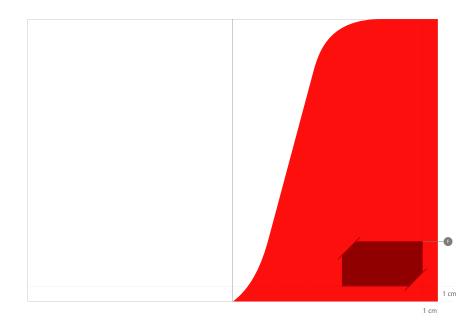
# 5.16 Corporate Folder

#### A Logo

- Company Name Frutiger Black Address Frutiger Roman
   Size 8.5pt Leading 12pt
- Registered Number Frutiger Bold
   Size 5pt Leading 12pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 8.5pt Leading 12pt
- Website Frutiger Black Size 8.5pt Leading 12pt

Name Card





#### **SIZE** 230mm (W) x 317mm (H)

**LOGO & PLANT TAG COLOURS** Pantone 485C, Pantone 4975C, Pantone 144C **TEXT COLOUR** 90% Pantone Black

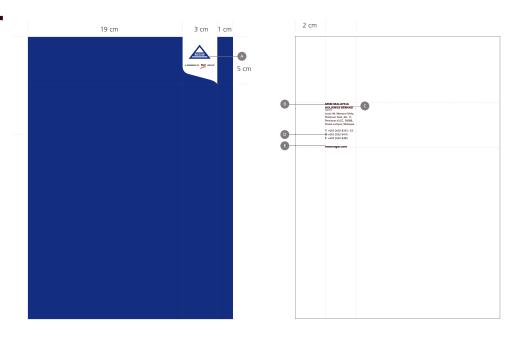
**MATERIAL SPECIFICATIONS** Art card, 300gsm

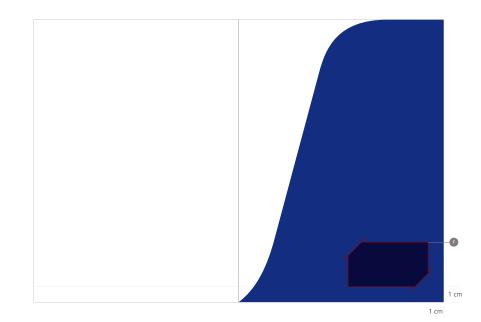
### 5.17 Member Corporate Folder

#### A Logo

- Company Name Frutiger Black Address Frutiger Roman Size 8.5pt Leading 12pt
- C Registered Number Frutiger Bold Size 5pt Leading 12pt Tracking 35
- Contact Frutiger Black Details Frutiger Roman Size 8.5pt Leading 12pt
- Website Frutiger Black Size 8.5pt Leading 12pt

Name Card





**SIZE** 230mm (W) x 317mm (H)

LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

TEXT COLOUR 90% Pantone Black

**MATERIAL SPECIFICATIONS** Art card, 300gsm

## 5.18 Certificate

A Size 125pt Leading 150pt Finishing Emboss

B Title Frutiger Light Size 20pt Leading 25pt

Content Frutiger Light Size 10pt Leading 20pt Tracking 10

Date Frutiger Bold Size 10pt Leading 20pt Tracking 10

Name Frutiger Bold
 Size 10pt Leading 20pt Tracking 10

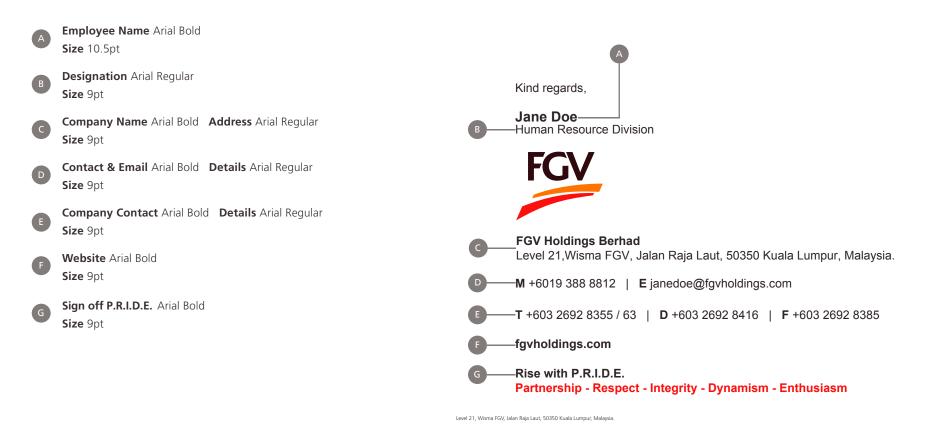
E Certificate Seals Finishing Emboss

| size 210mm (W) x 297mm (H)   |
|--|
| LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C |
| TEXT COLOUR 90% Pantone Black                                      |
| <b>MATERIAL SPECIFICATIONS</b> Conqueror CX22, 250gsm              |



# 5.19 Email Sign-Off

An email signature is a virtual business card automatically added at the bottom of your outgoing email. The signature has your name and relevant business contact details. Please do not include coloured text, very large or complicated fonts, departmental logos, images, clip art or personal quotes. The electronic version of the email sign-off and its installation instructions are available separately.



### 5.20 Member Email Sign-Off

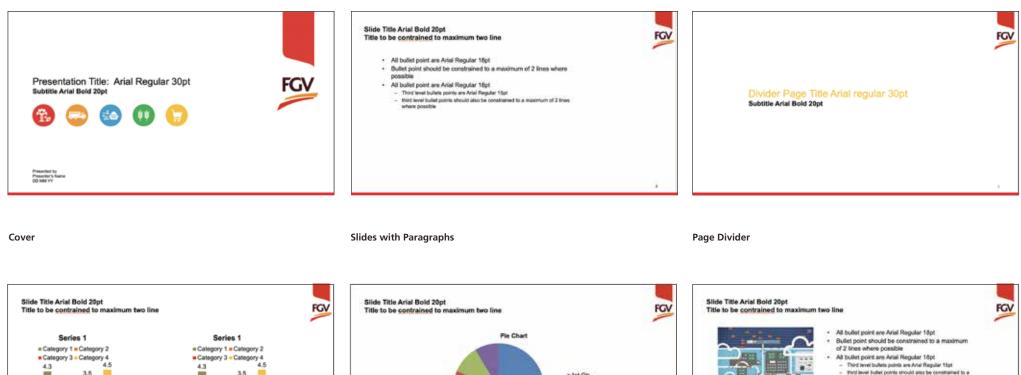
- A Employee Name Arial Bold Size 10.5pt
- B Designation Arial Regular Size9pt
- Company Name Arial Bold Address Arial Regular Size 9pt
- Contact & Email Arial Bold Details Arial Regular Size 9pt
- E Company Contact Arial Bold Details Arial Regular Size 9pt
- F Website Arial Bold Size 9pt
- G Corporate Qualifier Arial Bold Size 7.5pt
- Sign off P.R.I.D.E. Arial Bold Size 9pt

Kind regards, Jane Doe Senior Executive, Human Resource Division
Senior Executive, Human Resource Division
Image: Senior Executive, Human Resource Division
<l

### 5.21 PowerPoint Templates

2.5

Canadani Canadani Canadani



a 1st Qtr

# 2nd Qtr = 3rd Qtr #4th QV

Trird level bullet points should also be constrained to a maximum of 2 lines where possible

Slides with Graph

2.5

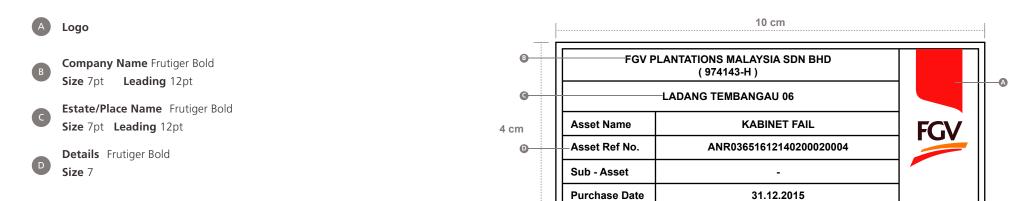
CHARTER CHARTER CHARTER CHARTER

**Slides with Pie Chart** 

**Slides with Text and Picture** 

Detailed guide for FGV PowerPoint template is available separately. Illustrations here are for reference only.

## 5.22 Asset Tagging



**SIZE** 10cm (W) x 4cm (H)

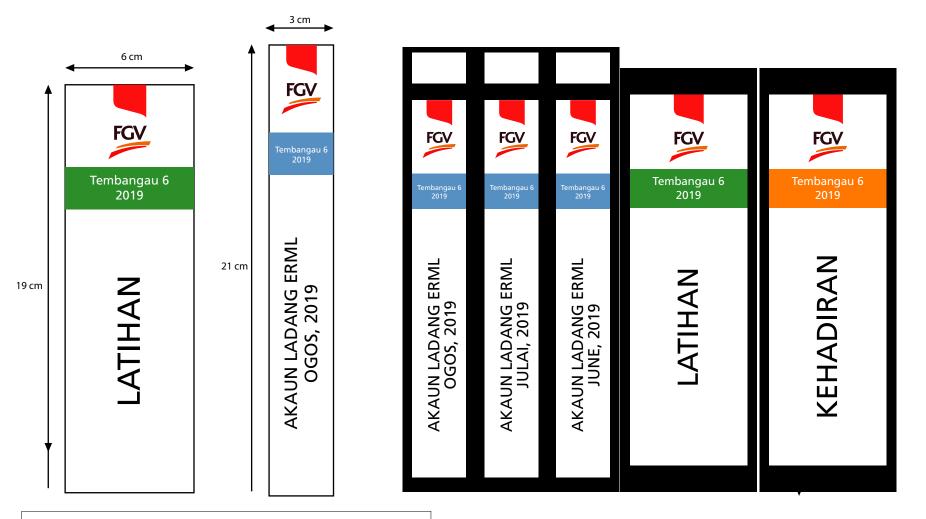
LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

TEXT COLOUR 90% Pantone Black

**MATERIAL SPECIFICATIONS** Sticker

## 5.23 File

This is the main look for some FGV items. The color for each files will be different.



LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

TEXT COLOUR 90% Pantone Black

**MATERIAL SPECIFICATIONS** Paper

## Merchandise

To keep the branding strong, all FGV merchandise should follow the main branding elements and identity.



# 6.1 Corporate gifts and promotional giveaways

This is the main look for some FGV items. We should keep all lines and patterns simple. The colours used should be FGV corporate colours, and the logo should be prominent.



### **Events**

Events are an important platform for the company to showcase itself. Whether internally or externally, the branding elements should be clear and concise, making the overall event presentation come across as professional.



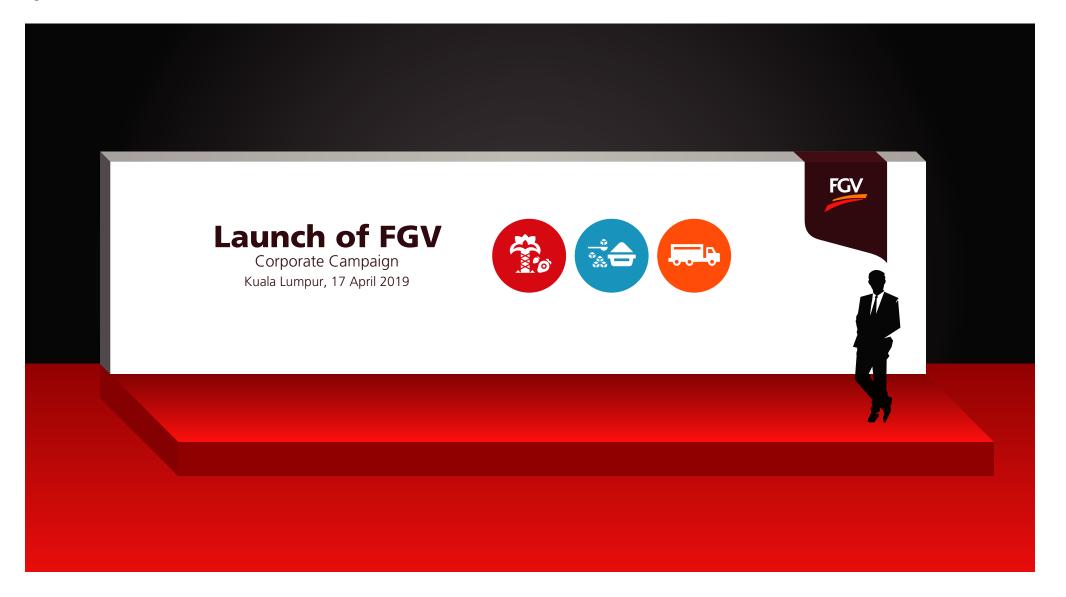
# 7.1 Event Backdrop

This is how the backdrop for an internal event should look like. The event details are displayed clearly in the middle, for easy reading. Event logos can be on the left. The right side will have the plant tag curve, with the space reserved for the FGV logo together with tagline at the top, while other logos are placed at the bottom.



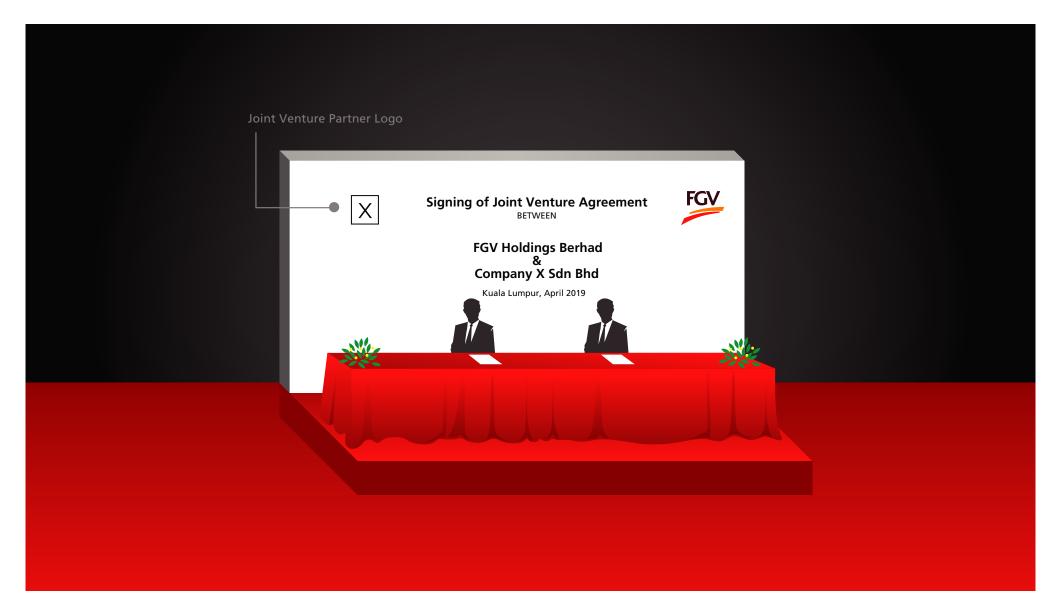
# 7.2 Event Backdrop

For an external event backdrop, the FGV logo with the plant tag lock up will be in the middle. The event title will be on the left, and other details will be on the right. Other illustrations can be at the bottom.



# 7.3 Signing Ceremony Backdrop

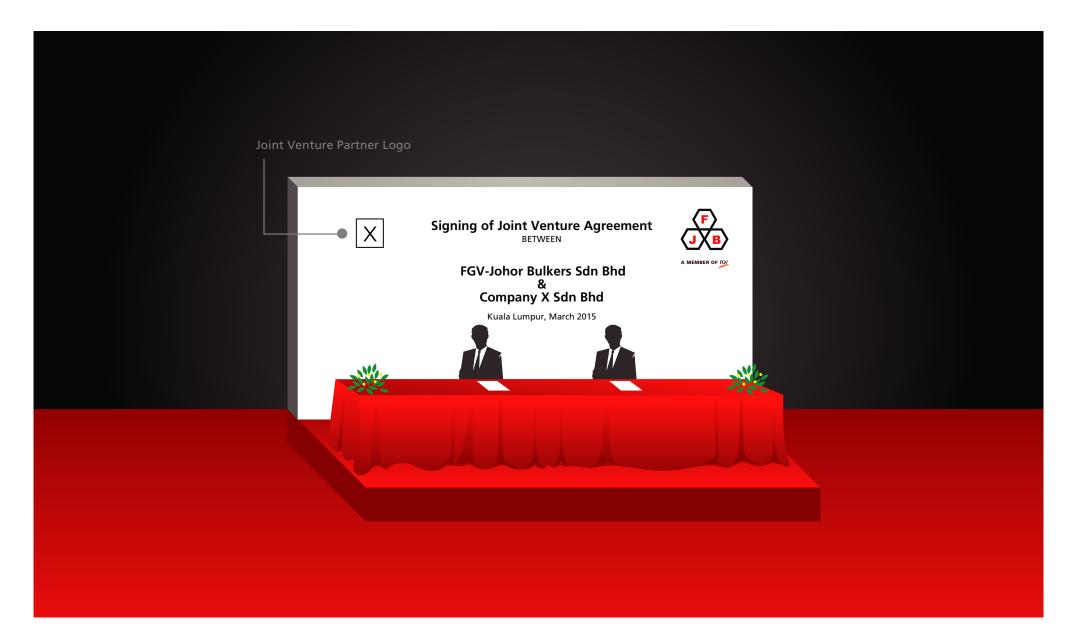
For a signing ceremony, all event details and names of the two parties should be in the middle. The FGV logo should be on the right, with the partner logo on the left.



# 7.4 Member's Event Backdrop



# 7.5 Member's Signing Ceremony Backdrop



## 7.6 Exhibition Booth Guidelines

An FGV event booth should be modern and inviting, that has a good layout with enough space to move about. The exhibition title, details and main illustration should be in the middle. The left will have the FGV logo with plant tag lock up. Standees are on the right. Tables and chairs will be in front, with adequate spacing in between them.



Note The booth design and layout shall be customised to the event's theme while keeping in line with the brand guidelines

# 7.7 Sample Exhibition



# 7.8 Sample Exhibition



# 7.9 Sample Booth



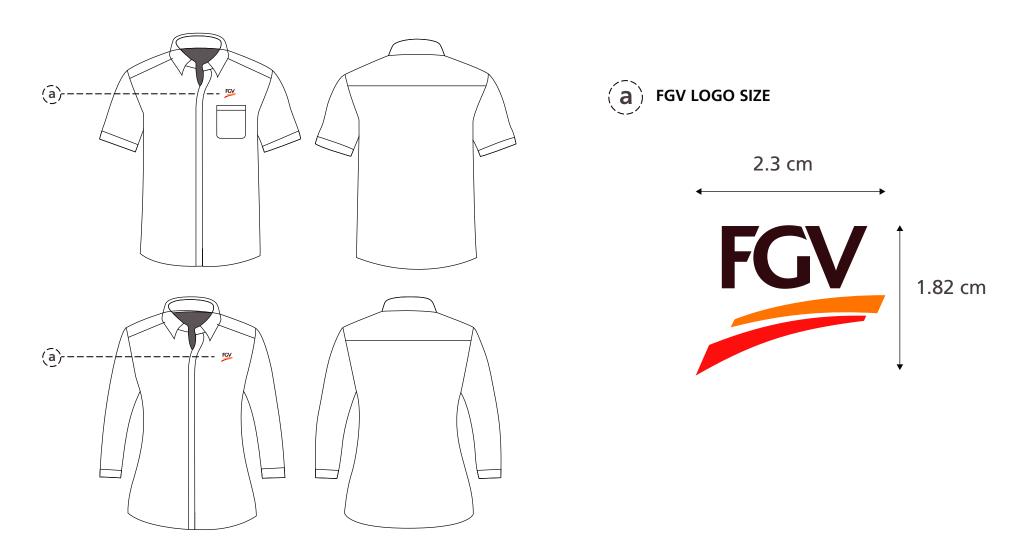
## Uniform

FGV Uniform are an important part of our corporate identity.



## 8.1 Corporate shirt

This is the main look for the FGV corporate shirt. They come in white with red stripes. The FGV logo should be positioned above the pocket.

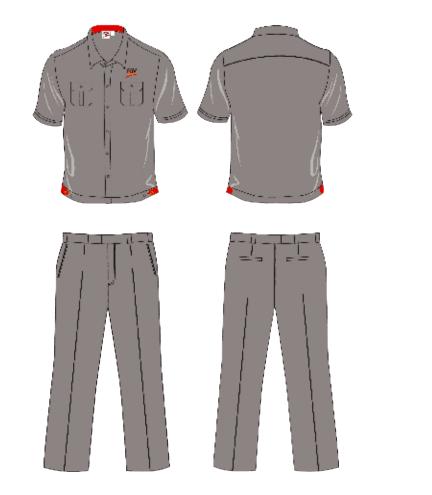


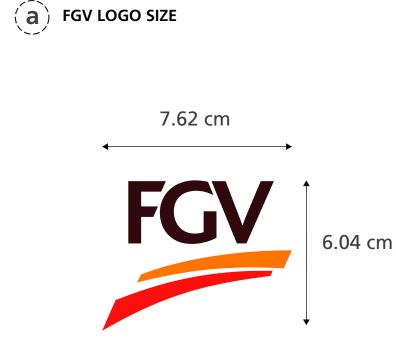
# 8.2 Corporate T-shirt

This is the main look for the FGV Corporate T-shirt. The FGV logo should be positioned at left side.



# 8.3 Uniform - Operation



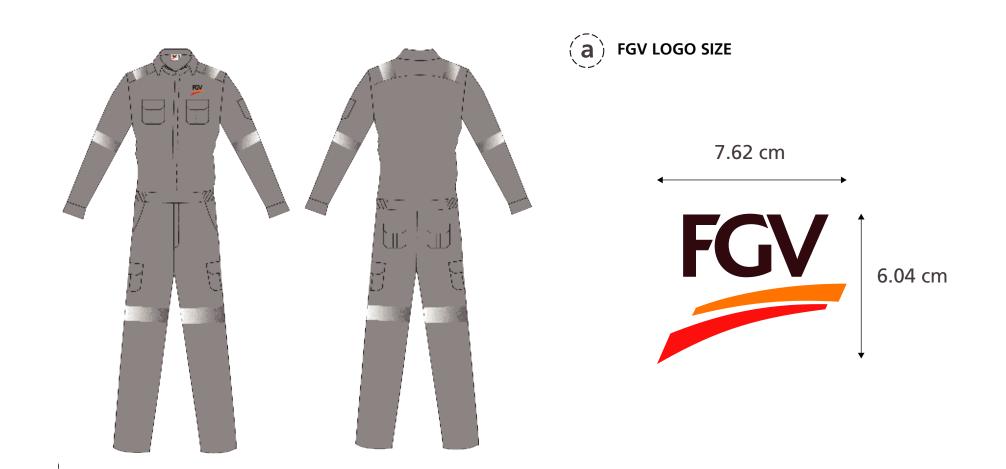


# 8.4 Uniform- Operation (Long Sleeve)

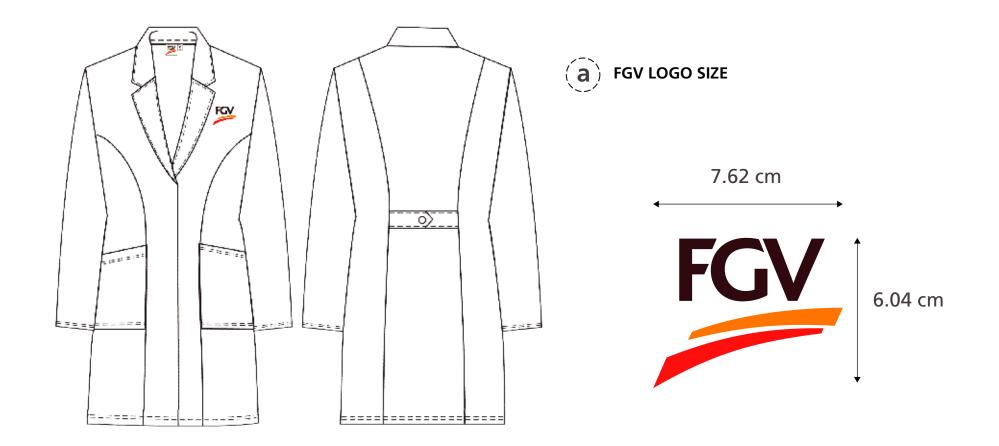




# 8.5 Uniform - Overalls



# 8.6 Uniform - Lab Coat

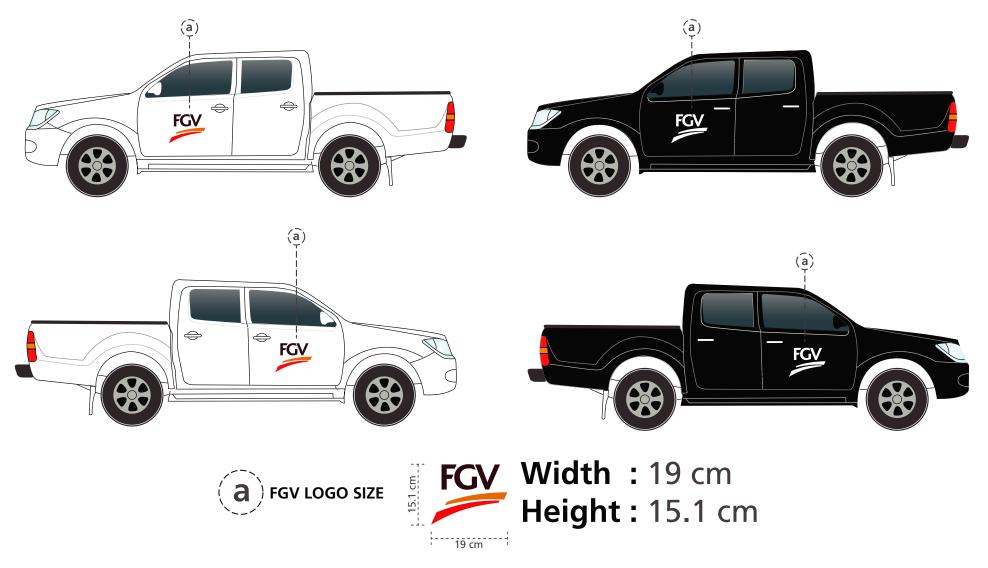


# Vehicles

FGV vehicles are an important part of our identity, therefore it is crucial that they carry consistent brand design elements.



# 9.1 **Pick up trucks**

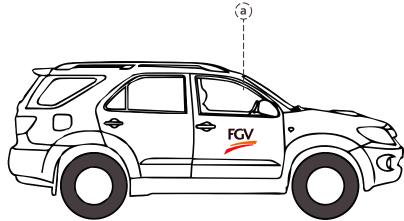


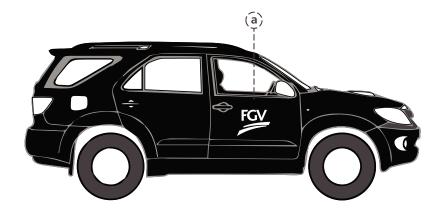
VEHICLE

9.2 **4WD** 

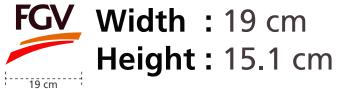






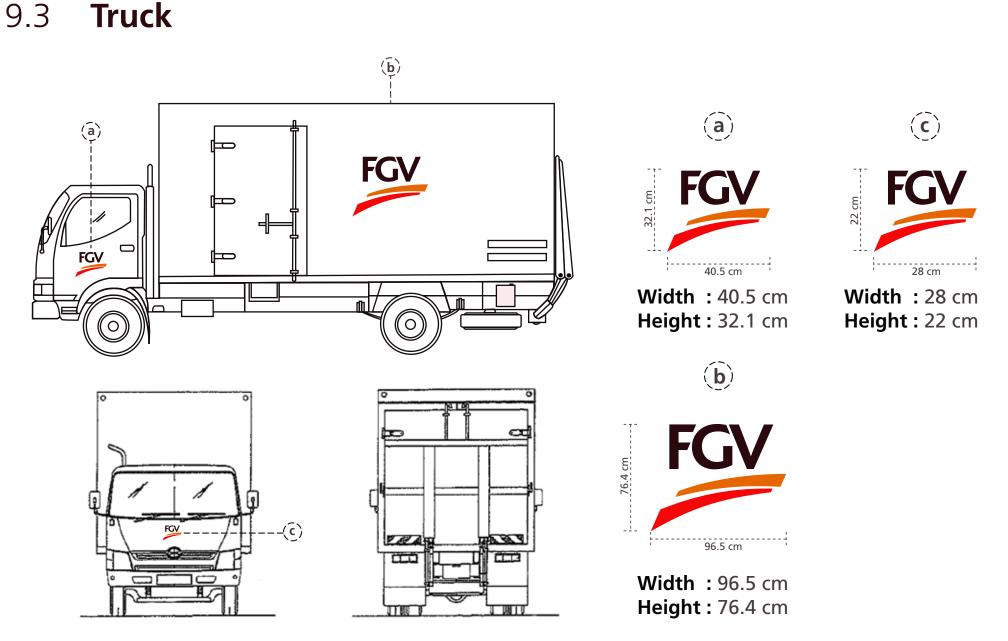






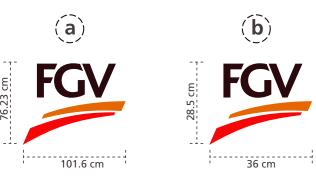
VEHICLE

Truck



### VEHICLE Tanker (GOLD) 9.4



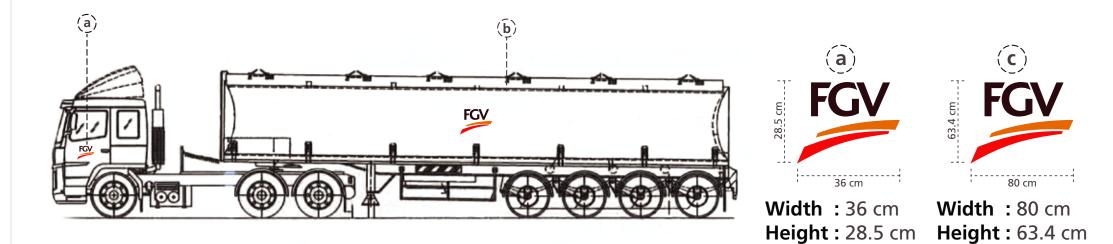


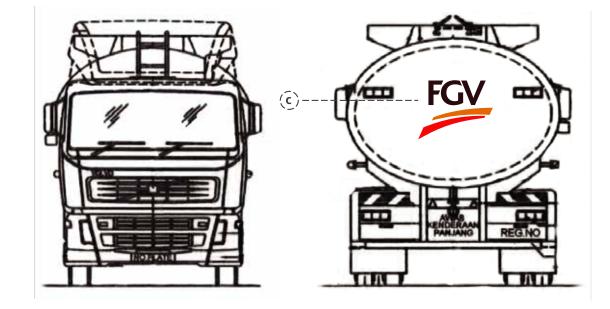
Height: 76.23 cm Height: 28.5 cm

**Width** : 101.6 cm **Width** : 36 cm

VEHICLE

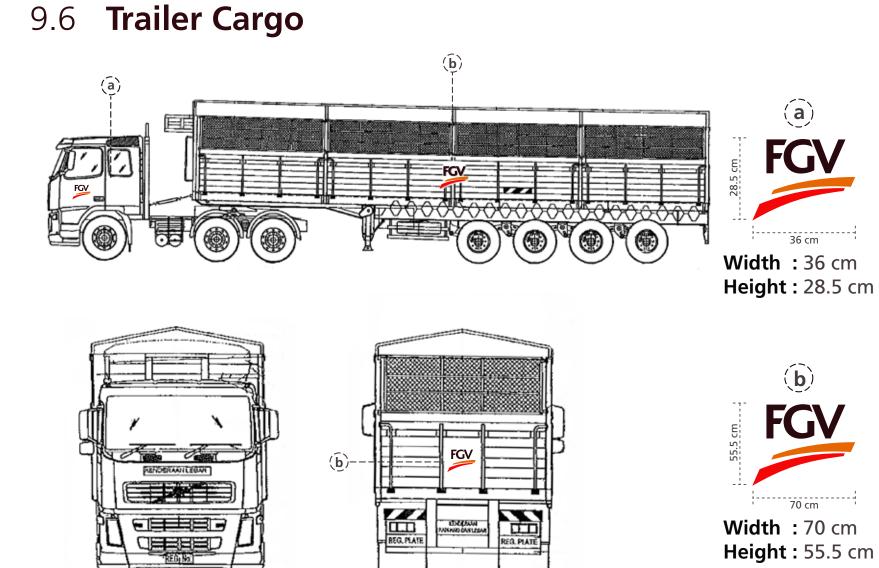
9.5 Tanker







Width : 76.5 cm Height : 60.3 cm VEHICLE



(**c**)

**FGV** 

41 cm

Width : 41 cm

Height: 32.5 cm

32.5 cm

# **Signages and directionals**

Signages help people reach their destination with ease. All FGV signage should maintain the brand element while being clear and easily understood.



## 10.1 Outdoor - Entrance Sign

This is the FGV entrance sign. It should use the company colours. The main portion of the sign will be the plant tag element, with the FGV logo and directions on a white background for ease of reading.



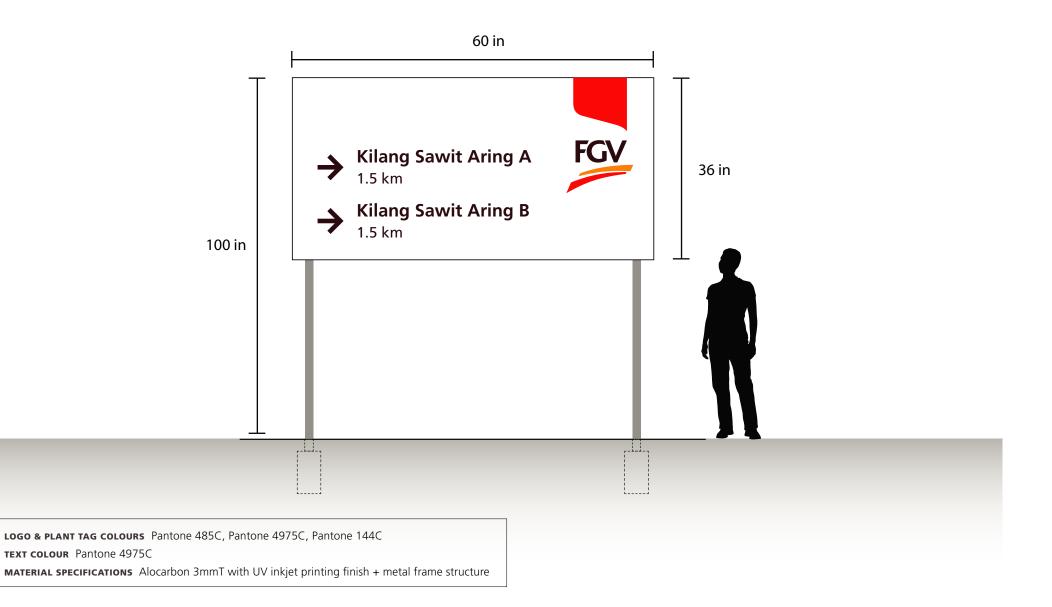
LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

**TEXT COLOUR** Pantone 4975C

**MATERIAL SPECIFICATIONS** Metal frame structure, stainless steel, cut-out sticker

### SIGNAGE

## 10.2 Outdoor - Directional Sign



```
SIGNAGE
```

# 10.3 Outdoor - Site Office Sign



LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

**TEXT COLOUR** Pantone 4975C

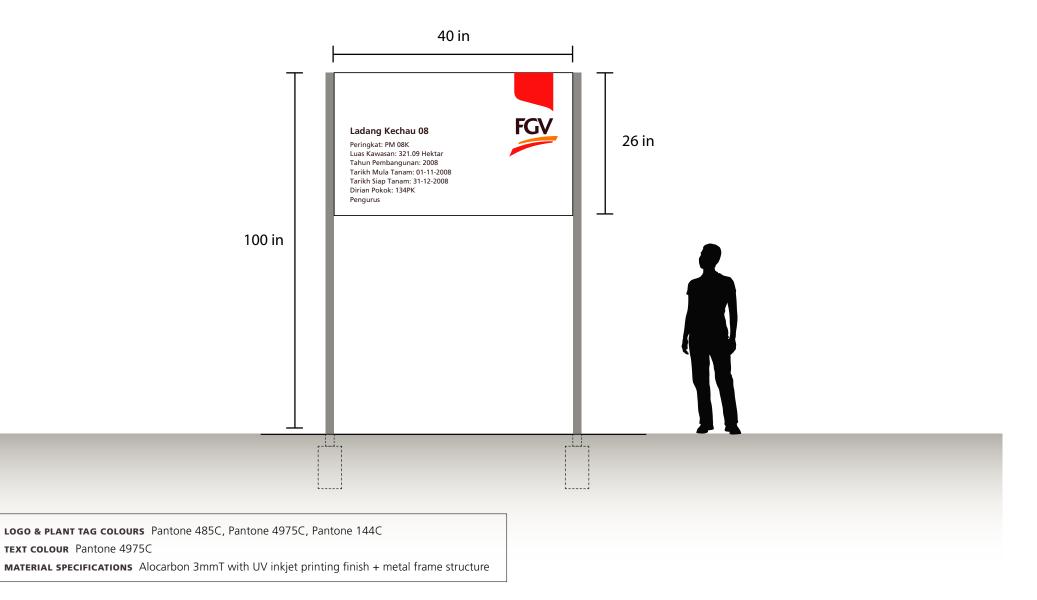
**MATERIAL SPECIFICATIONS** Metal frame structure, stainless steel, cut-out sticker

### SIGNAGE

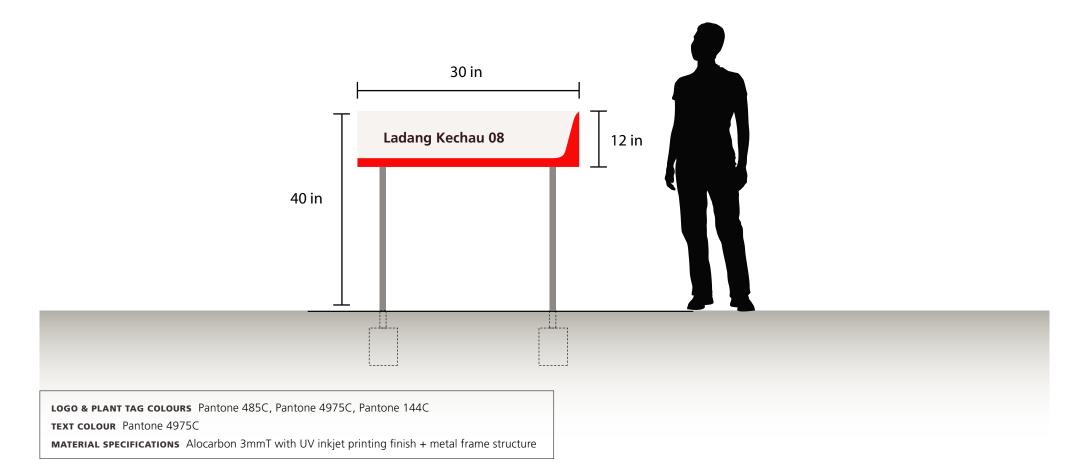
# 10.4 Outdoor - Site Office Directional Sign



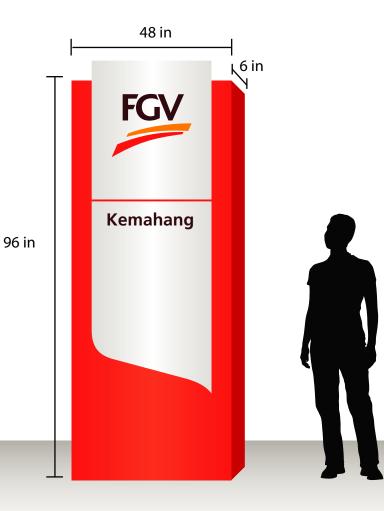
# 10.5 Outdoor - Information Sign







# 10.7 Outdoor - Estate Name Sign



LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

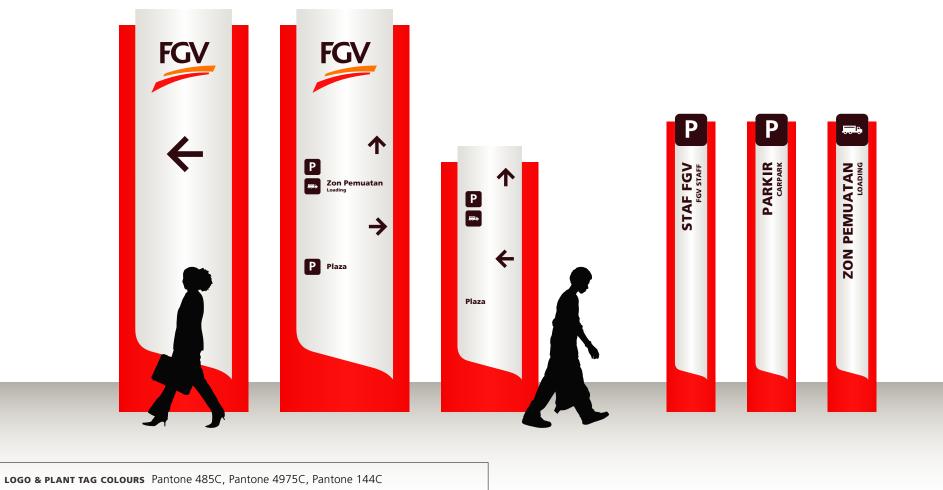
TEXT COLOUR Pantone 4975C

**MATERIAL SPECIFICATIONS** Metal frame structure, stainless steel, cut-out sticker

SIGNAGE

# 10.8 Outdoor - Building Directional Sign

FGV signage within the building shall follow the same design style as the entrance sign. Any directional arrows or icons should be clear, legible and quick to understand.



**TEXT COLOUR** Pantone 4975C

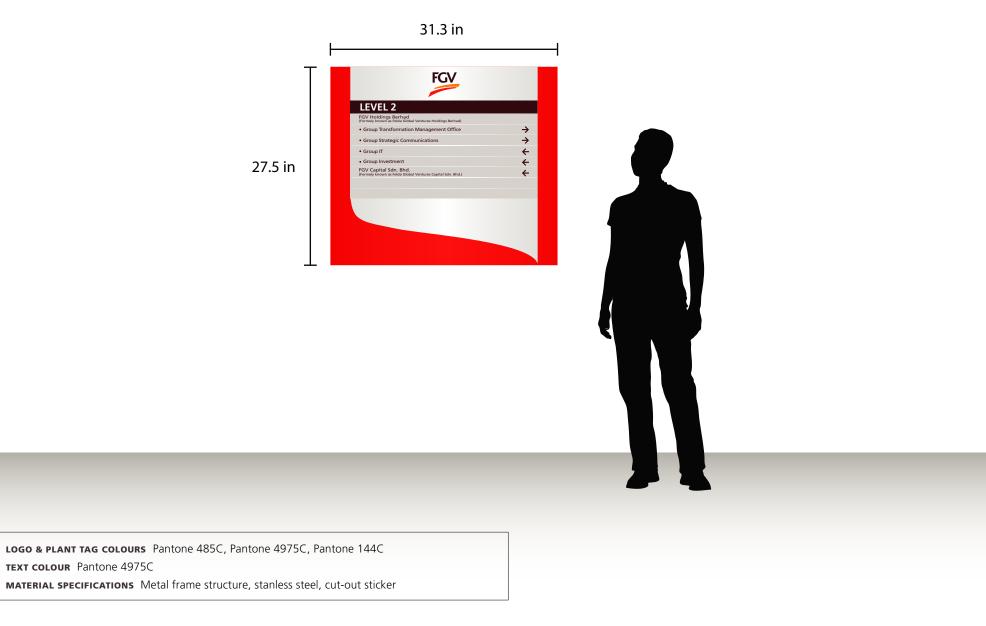
**MATERIAL SPECIFICATIONS** Metal frame structure, stainless steel, cut-out sticker

## 10.9 Outdoor - Main Gate

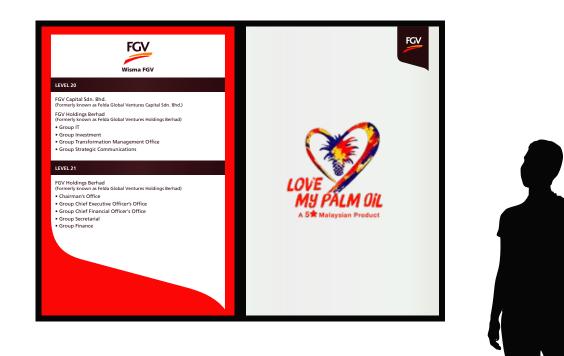


LOGO & PLANT TAG COLOURSPantone 485C, Pantone 4975C, Pantone 144CMATERIAL SPECIFICATIONSStainless steel or AlorcarbonWORDING OPTION1Cut out stickerOPTION2Box type lettering

# 10.10 Indoor - Directories



### 10.11 Indoor - LED Directories



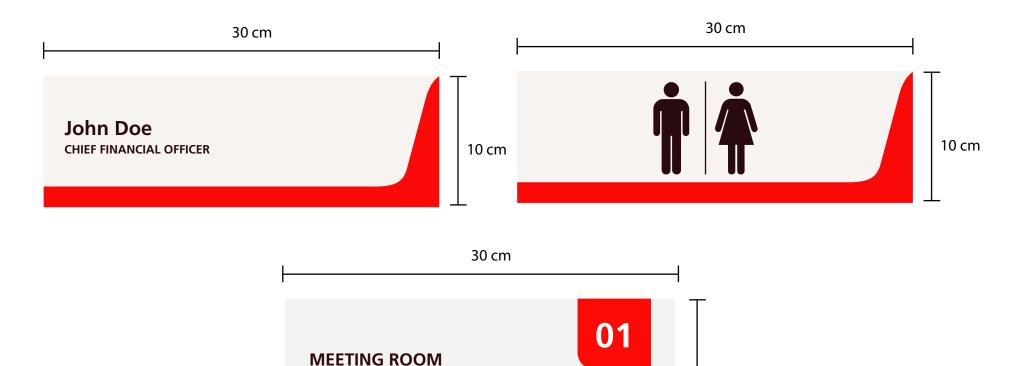
LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C

TEXT COLOUR Pantone 4975C

**MATERIAL SPECIFICATIONS** LED Screen

SIGNAGE

### 10.12 Indoor - Door Sign



Available

15 cm

LOGO & PLANT TAG COLOURS Pantone 485C, Pantone 4975C, Pantone 144C TEXT COLOUR Pantone 4975C MATERIAL SPECIFICATIONS (MEETING ROOM) Stainless steel & cut-out sticker MATERIAL SPECIFICATIONS (DOOR NAME PLATES) 5mm Clear Acrylic in UV inkjet printing finish

Cassia

### **Building Color Pallete**

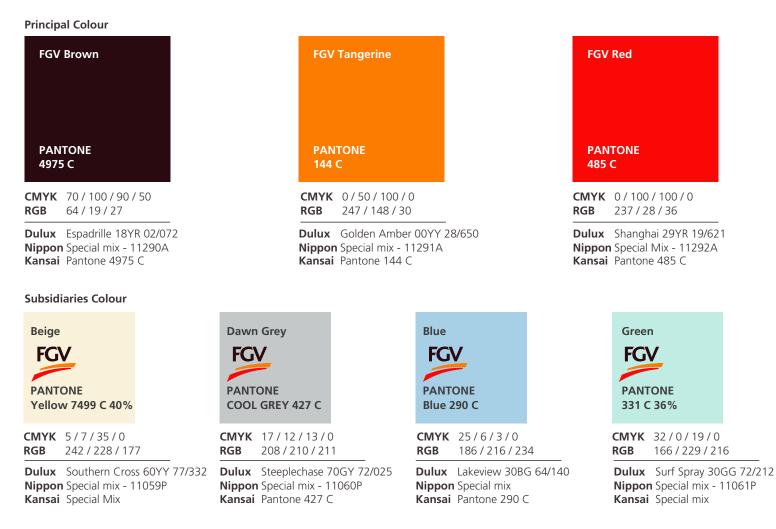
Color palette for FGV's premises.



### 11.1 Colour Palette

Colours form a significant and important part of the FGV Brand Identity. The Principal Colour Palette is made up of the FGV Brown, Tangerine and Red.

The Subsidiaries Colour palette consists of a set of neutral colours, to allow the principal colours to be dominant. For example, the application of the principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area.

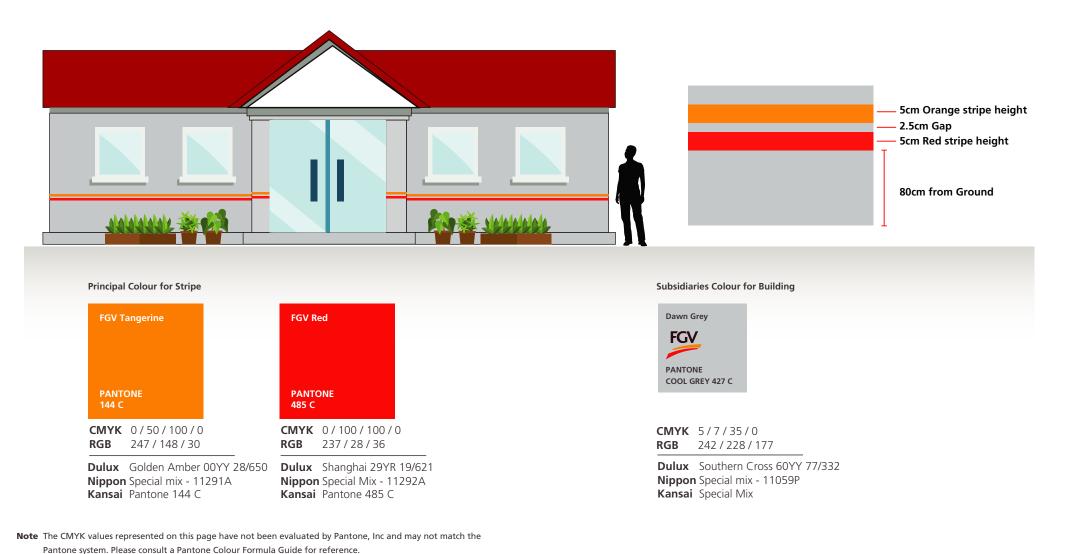




### 11.2 Office Spaces

#### The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area.

We recommend that office spaces to be differentiated from industrial spaces and residential quarters. Office spaces may include working spaces within the same facade of the administration office such as cafe, surau, hall, meeting rooms and etc. Example of application is suggested below.



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### 11.3 Industrial Spaces

#### The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area.

We recommend that industrial spaces be differentiated from office spaces and residential quarters. Industrial spaces may include operational premises such as workshops, mill, warehouse, storage room and etc. Example of application is suggested below.

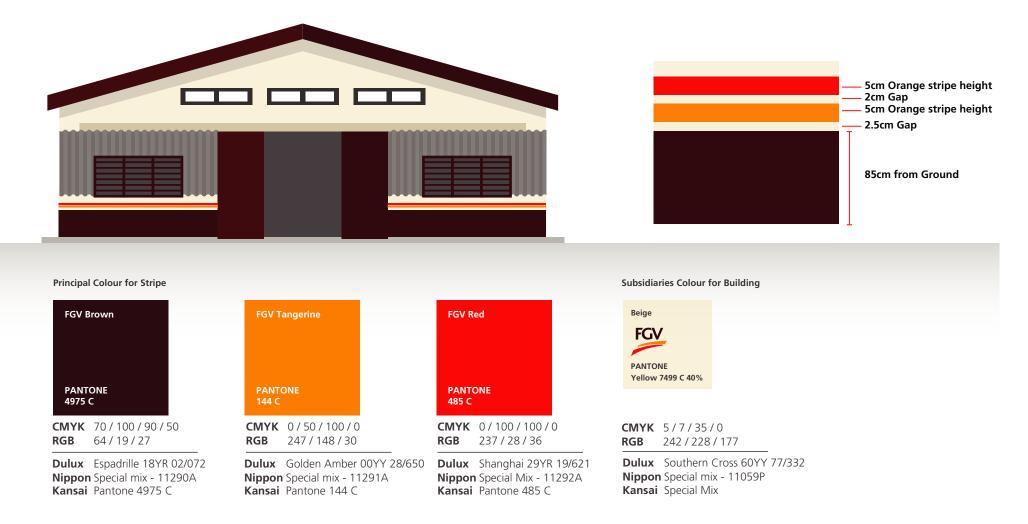


BUILDING

### 11.4 Industrial Spaces (Factory)

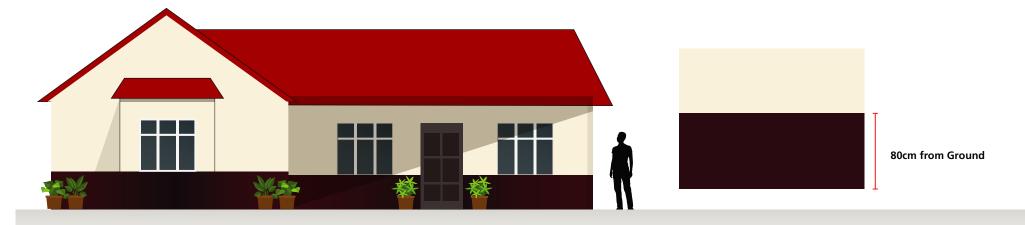
### The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area.

We recommend that industrial spaces be differentiated from office spaces and residential quarters. Industrial spaces may include operational premises such as workshops, mill, warehouse, storage room and etc. Example of application is suggested below.



### 11.5 Residential for Employees

The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area. We recommend that residential quarters be differentiated from office spaces and industrial spaces. Example of application is suggested below.



**Principal Colour for Stripe** 



CMYK70/100/90/50RGB64/19/27

**Dulux** Espadrille 18YR 02/072 **Nippon** Special mix - 11290A **Kansai** Pantone 4975 C

**Note** The CMYK values represented on this page have not been evaluated by Pantone, Inc and may not match the Pantone system. Please consult a Pantone Colour Formula Guide for reference.

Subsidiaries Colour for Building



**CMYK** 5/7/35/0 **RGB** 242/228/177

Dulux Southern Cross 60YY 77/332 Nippon Special mix - 11059P Kansai Special Mix



## 11.6 Housing for Workers

BUILDING

#### The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area.

We recommend that housing quarters be differentiated from office spaces, industrial spaces and residential for employees. Example of application is suggested below.



#### BUILDING

### 11.7 Interior Colour

The following principal colours in the palette may be used for accents, where as the secondary palette may be applied in a larger area. We recommend that the colour for interior office and housing will use beige colour. Example of application is suggested below.



Subsidiaries Colour for inside

Beige FGV

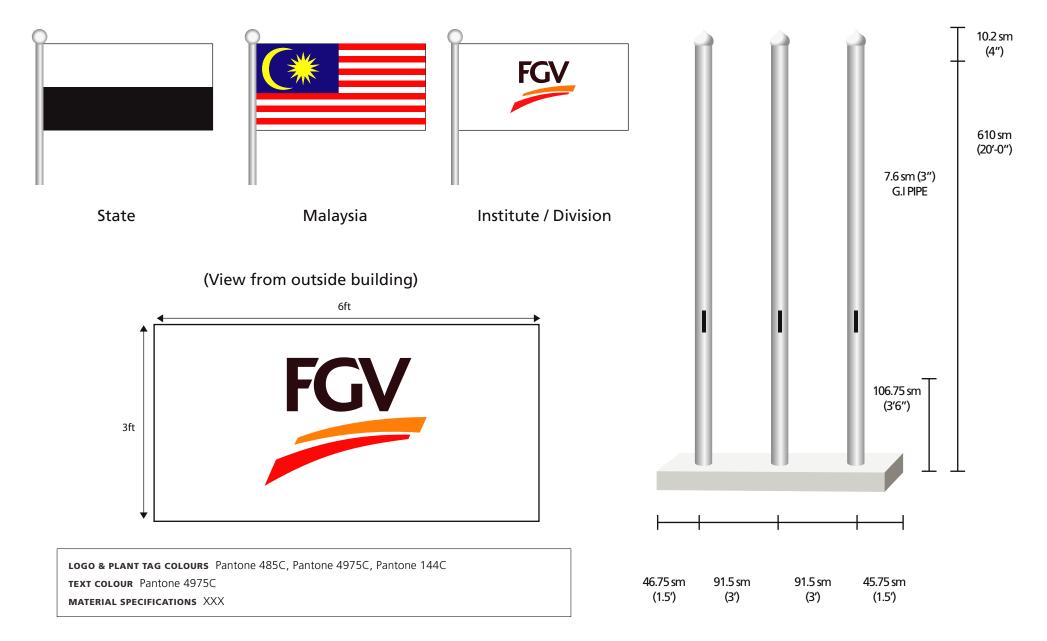
PANTONE Yellow 7499 C 40%

**CMYK** 5/7/35/0 **RGB** 242/228/177

Dulux Southern Cross 60YY 77/332 Nippon Special mix - 11059P Kansai Special Mix



### 11.8 Flag



### **Thank You**

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