

# Administrative Details

## 1. AGM REMOTE PARTICIPATION

- a. As FGV's 13<sup>th</sup> AGM will be conducted entirely on a fully virtual basis from the broadcast venue, you will be able to view a live streaming of the 13<sup>th</sup> AGM proceedings, pose questions to the Chairman/Board/Management of the Company, and submit your votes remotely.
- b. No Shareholders/Proxy(ies)/Corporate Representatives from the public will be physically present or will be allowed admittance at the broadcast venue on the day of the 13<sup>th</sup> AGM. Therefore, Shareholders are strongly advised to participate and vote remotely via LUMI AGM facilities.

Meeting platform : <https://web.lumiagm.com>  
Day and date : **Wednesday, 23 June 2021**  
Time : **11.00 a.m.**  
Broadcast venue : **Alpha Meeting Room, Level 21, Wisma FGV  
Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia**

## 2. LUMI AGM FACILITIES

- a. The platform used for the live streaming of the fully virtual 13<sup>th</sup> AGM and remote voting is via LUMI AGM facilities.
- b. Kindly follow the steps and instructions below to participate in the 13<sup>th</sup> AGM remotely.

### Before the day of the 13<sup>th</sup> AGM

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

[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 below to submit request for remote participation user ID and password.]

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> button and click <<Register>> button to sign up as a user.
- c. Complete the registration and upload a scanned copy of your MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format.
- d. Please enter a valid e-mail address and wait for Boardroom's e-mail verification.
- e. Your registration will be verified and approved within one (1) business day and an e-mail notification will be provided.

#### **Step 2 : Submit request for remote participation user ID and password**

[Note: The registration for remote participation is open from **11.00 a.m. on Wednesday, 28 April 2021 up to 11.00 a.m. on Tuesday, 22 June 2021.**]

##### **Individual Shareholders**

- a. Login to <https://boardroomlimited.my> using your user ID and password registered under Step 1.
- b. Select <<VIRTUAL MEETING>> and browse the meeting list for <<FGV HOLDINGS BERHAD THIRTEENTH (13<sup>TH</sup>) VIRTUAL ANNUAL GENERAL MEETING>> and click <<APPLY>> button.
- c. Read and agree to the terms and conditions and thereafter confirm the declaration.
- d. Enter your CDS account number and thereafter submit your request.
- e. You will receive a notification from Boardroom that your request has been received and is being verified.
- f. Upon system verification against the General Meeting Record of Depositors as at 15 June 2021, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- g. If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

##### **Corporate Shareholders**

- a. Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of the Corporate Shareholder, CDS account number accompanied with the scanned copy of the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- b. Please provide a scanned copy of the Corporate Representative's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format as well as his/her e-mail address.
- c. You will receive a notification from Boardroom that your request has been received and is being verified.
- d. Upon system verification against the General Meeting Record of Depositors as at 15 June 2021, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- e. If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

##### **Authorised Nominees and Exempt Authorised Nominees**

- a. Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of the Shareholder, CDS account number accompanied with the Proxy Form to submit the request.
- b. Please provide a scanned copy of the Proxy Holder's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format as well as his/her e-mail address.
- c. You will receive a notification from Boardroom that your request has been received and is being verified.
- d. Upon system verification against the General Meeting Record of Depositors as at 15 June 2021, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- e. If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

### On the day of the 13<sup>th</sup> AGM


#### **Step 3 : Login to virtual meeting portal**

[Please note that the quality of the connectivity to virtual meeting portal 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 is open for login starting from **10.00 a.m. on Wednesday, 23 June 2021**, one (1) hour before the commencement of the 13<sup>th</sup> AGM, which can be accessed via one of the following methods:
  - Launch Lumi AGM by scanning the QR Code provided in the e-mail notification under Step 2(f); or
  - Access to Lumi AGM webportal via website at <https://web.lumiagm.com>.
- b. Insert the Meeting ID number provided in the e-mail notification under Step 2.
- c. Login with your remote access user ID and password provided to you via the e-mail notification under Step 2.


##### **Submit questions online**

[Note: Questions submitted online will be moderated before being sent to the Chairman of the meeting to avoid repetition. All questions will be presented with the full name of the Individual Shareholders, Proxies and Corporate Representatives raising the questions. You may pose questions from **10.00 a.m. on Wednesday, 23 June 2021 until voting session commences.**]

- a. If you would like to ask a question during the AGM, select the messaging icon .
- b. Type your question within the chat box and once completed, click <<Send>> button.
- c. The messaging icon will be disabled when the voting session commences.


#### Online remote voting

[Please note that the quality of the connectivity to virtual meeting portal for online remote voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users. You may start voting from **11.00 a.m. on Wednesday, 23 June 2021 until a time when the Chairman of the meeting announces the completion of the voting session.**]

- Once voting is open, the polling icon  will appear with the resolutions and your voting choices.
- To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
- To change your vote, simply select another voting direction.
- If you wish to cancel your vote, please click <<Cancel>> button.
- If you wish to abstain from voting on a particular resolution, please click <<Cancel>> button.

#### Remote participation through live streaming

[Please note that the quality of the connectivity to virtual meeting portal for live streaming is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- If you would like to view the live streaming, select the broadcast icon .
- The moment the Chairman of the meeting announces the closure of the AGM, the live streaming will end.
- You can now logout from the virtual meeting portal.

### 3. ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor (Shareholder) whose name appears on the General Meeting Record of Depositors as at 15 June 2021 shall be entitled to participate and vote at the 13<sup>th</sup> AGM or appoint Proxy(ies) to participate and vote on such depositor's behalf.

### 4. PROXY

- If you are a Shareholder and you are unable to participate in the 13<sup>th</sup> AGM, and you wish to appoint a Proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- If you are a Shareholder and you wish to participate in the 13<sup>th</sup> AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 13<sup>th</sup> AGM together with a Proxy appointed by you.
- The appointment of Proxy may be made in a hardcopy form or by electronic means as follows:

#### In Hardcopy Form

The Proxy Form shall be deposited at the office of the Share Registrar of the Company at Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than **Tuesday, 22 June 2021 at 1.00 p.m.**, and in default the Proxy Form shall not be treated as valid.

#### By Electronic Means

The Proxy Form may be submitted :

- to the Share Registrar of the Company, Boardroom Share Registrars Sdn. Bhd. via e-mail to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com), no later than **Tuesday, 22 June 2021 at 1.00 p.m.** or
- via electronic means (e-Proxy) no later than **Tuesday, 22 June 2021 at 1.00 p.m.** (please refer to the Annexure to the Proxy Form for further information on submission via e-Proxy).

### 5. CORPORATE SHAREHOLDERS, AUTHORISED NOMINEES AND EXEMPT AUTHORISED NOMINEES

For Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees who wish to participate and vote remotely via LUMI AGM facilities at the 13<sup>th</sup> AGM of the Company, please refer to the procedures in item 2 above.

### 6. PROCEEDINGS OF THE MEETING

- The meeting will start promptly at 11.00 a.m.
- The resolutions set out in the Notice of 13<sup>th</sup> AGM will be considered at the 13<sup>th</sup> AGM. You will be asked to vote on these resolutions.
- In order to enhance the efficiency of the proceedings of the 13<sup>th</sup> AGM, Shareholders may pose questions via LUMI AGM facilities at any time from 10.00 a.m. on the day of the 13<sup>th</sup> AGM until voting session commences. The Chairman/Board/Management will endeavour to address the questions received during the 13<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
- You are able to view the Company's presentation slides via live streaming.
- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 13<sup>th</sup> AGM of the Company will be put to vote by poll.
- Voting session commences from 11.00 a.m. on the day of the 13<sup>th</sup> AGM until a time when the Chairman of the meeting announces the completion of the voting session. Please indicate your votes for the resolutions that are tabled for voting, confirm and submit your votes.
- Upon completion of the voting session for the 13<sup>th</sup> AGM, the Independent Scrutineers will verify the poll results followed by the Chairman of the meeting's announcement of the poll results and declaration whether the resolutions are duly passed.
- No recording or photography of the 13<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

### 7. ANNUAL INTEGRATED REPORT 2020 (AIR 2020) AND OTHER DOCUMENTS

- As part of our dedicated commitment to sustainable practices, the Notice, Proxy Form and Administrative Details of the 13<sup>th</sup> AGM, AIR 2020, Audited Financial Statements for the financial year ended 31 December 2020 and the Reports of the Directors and Auditors thereon, Circular to Shareholders on proposed renewal of Shareholders' Mandate and proposed Shareholders' Mandate for the new recurrent related party transactions of a revenue or trading nature for FGV and its Group of Companies and Corporate Governance Report 2020 can be downloaded from the Company's website at [www.fgvholdings.com](http://www.fgvholdings.com) and Bursa Malaysia's website.
- If you wish to obtain a printed copy of the AIR 2020, you may submit your request by filling up the Request Form and submit the same to the Share Registrar of the Company. The Request Form can be downloaded from the Company's website at [www.fgvholdings.com](http://www.fgvholdings.com).
- Please consider the environment before you decide to print or request for the printed copy of the AIR 2020.

### 8. VOUCHERS

The Company will provide vouchers to all Shareholders/Proxies/Corporate Representatives who participated at the 13<sup>th</sup> AGM.

### 9. ENQUIRIES FOR THE 13<sup>TH</sup> AGM

- If you have any enquiry relating to the 13<sup>th</sup> AGM Administrative Details, please contact our **Investor Relations** or **Group Strategic Communications**:  
E-mail : [fgv.investors@fgvholdings.com](mailto:fgv.investors@fgvholdings.com)  
: [fgv.enquiries@fgvholdings.com](mailto:fgv.enquiries@fgvholdings.com)
- If you have any enquiry relating to LUMI AGM facilities or any of the above, please contact the **Share Registrar** of the Company:  
E-mail : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### 10. PERSONAL DATA PRIVACY

By registering to participate and vote remotely via LUMI AGM facilities and/or submitting the Proxy Form and/or Certificate of Appointment of Corporate Representative, the Shareholder of the Company have consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The Shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Shareholder's breach of warranty.