

ADMINISTRATIVE DETAILS

For the Fifteenth Annual General Meeting (15th AGM)

1. AGM REMOTE PARTICIPATION

The 15th Annual General Meeting (AGM) will be conducted virtually through live streaming and online remote participation using RPEV facilities from the Broadcast Venue. This is in line with Notes 1.2 and 1.3 of the revised Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022 including any amendment thereto, made from time to time. In this respect, the Company will continue to leverage technology, to ensure that the 15th AGM supports meaningful engagement between the Board/Management and Shareholders of the Company. Shareholders/Proxies/Corporate Representatives will participate through the RPEV facilities via the online meeting platform as stated below and will not be allowed to be physically present at the Broadcast Venue.

Day and Date	: Tuesday, 20 June 2023
Time	: 11.00 a.m.
Broadcast Venue	: Banquet Hall 3, Level B2, Menara Felda, Platinum Park, No. 11, Persiaran KLCC, 50088 Kuala Lumpur, Malaysia
Meeting Platform	: <u>https://meeting.boardroomlimited.my</u>

2. REGISTRATION FOR REMOTE PARTICIPATION USING RPEV FACILITIES

Shareholders/Proxies/Corporate Representatives/Attorneys who wish to participate in the virtual 15th AGM remotely using the RPEV facilities are to follow the requirements and procedures as summarised below:

Procedure		Action required
Before the day of the 15th AGM		
Step 1	Register online with Boardroom Smart Investor Portal (BSIP) for Individual and Corporate Shareholder [Note: • If you have previously registered with BSIP, you may proceed to Step 2. • BSIP now facilitates the registration of Corporate Holder via BSIP]	(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 the website https://investor.boardroomlimited.com - Click "Register" to sign up as a user - Select "Account Type" to "Sign Up As Shareholder" or "Sign Up As Corporate Holder" - Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available) for Corporate Holder - Enter a valid mobile number and email address - You will receive an email from BSIP for email address verification. Click "Verify E-mail 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 on "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. - Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

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Procedure		Action required
Before the day of the 15th AGM		
Step 2	Submit request for remote participation <i>[Note: You must be a registered BSIP user. If not, return to Step 1.]</i>	Registration for remote access will be opened from 11.00 a.m. on Friday, 28 April 2023 until Sunday, 18 June 2023 at 11.00 a.m. The instrument appointing a Proxy must be received latest by 11.00 a.m. on Sunday, 18 June 2023. For Individual Shareholders and Corporate Shareholders, - Access website https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. - Select "FGV HOLDINGS BERHAD FIFTEENTH (15th) ANNUAL GENERAL MEETING" from the list of Meeting Event and click "Enter". - To attend the virtual 15th AGM remotely - Click "Register for RPEV" - Enter the CDS Account Number - Read and accept the General Terms and Conditions. Click "Register" to submit your request. For Corporate Shareholders/Authorised Nominees/Exempt Authorised Nominees/Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the Shareholder, CDS Account Number and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address is required.
Step 3	Verification and email notification	For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys - An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification. - Upon verification against the General Meeting Record of Depositors and final verification by the appointed Scrutineers, you will receive an email from Boardroom two (2) days prior to the 15th AGM, i.e. Sunday, 18 June 2023 either approving or rejecting your request for remote participation. - If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual 15th AGM.
Step 4	Login to Virtual Meeting Platform	- The Virtual Meeting Portal will be opened for login one (1) hour before the commencement of the 15th AGM at 10.00 a.m. on Tuesday, 20 June 2023. - Click the link provided in the email in Step 3(c) to join the virtual AGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email.
	Participate	- Please follow the user guides in the email to view the live webcast, submit questions and vote. - If you would like to view the live webcast, select the broadcast icon . - If you would like to ask a question during the 15th AGM, select the messaging icon . Type your message within the chat box, once completed click the send button.
	Online Remote Voting	- Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman of the AGM (Chairman) declares the end of the voting session. - To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received. - To change your vote, re-select your voting preference. - If you wish to cancel your vote, please press "Cancel".
	End of remote participation	- Upon the announcement by the Chairman on the closure of the 15th AGM, the live webcast will end. - You can now logout from the Meeting Platform.

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Notes to RPEV facilities users:

- (a) Should your application to join the AGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to <https://meeting.boardroomlimited.my> on the day of the 15th AGM will indicate your presence at the virtual meeting.
- (b) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- (c) In the event you encounter any issues with logging in, connection to the live streamed meeting or online voting, kindly call Boardroom Help Line for assistance.

3. ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor (Shareholder) whose name appears on the General Meeting Record of Depositors as at 13 June 2023 shall be entitled to participate and vote at the 15th AGM or appoint Proxy(ies) to participate and vote on such depositor's behalf.

4. PROXY

- a. If you are a Shareholder and you are unable to participate in the 15th 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.
- b. If you are a Shareholder and you wish to participate in the 15th AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 15th AGM together with a Proxy appointed by you.
- c. 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 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, no later than **Sunday, 18 June 2023 at 11.00 a.m.**, and in default the Proxy Form shall not be treated as valid.

By Electronic Means

The Proxy Form may be submitted:

- (i) to the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd via e-mail to bsr.helpdesk@boardroomlimited.com, no later than **Sunday, 18 June 2023 at 11.00 a.m.** OR
- (ii) via electronic means (e-Proxy) no later than **Sunday, 18 June 2023 at 11.00 a.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 RPEV facilities at the 15th AGM of the Company, please refer to the procedures in item 2 above.

6. PROCEEDINGS OF THE MEETING

- a. The meeting will start promptly at 11.00 a.m.
- b. The resolutions set out in the Notice of 15th AGM will be considered at the 15th AGM. You will be asked to vote on these resolutions.
- c. **Submission of questions:**
 - 1. **Before Meeting**

Shareholders may submit questions in advance commencing from 28 April 2023 and in any event no later than 11.00 a.m., 13 June 2023 via :

 - (i) e-mail to FGV Investor Relations at fgv.investors@fgvholdings.com; or
 - (ii) logging into Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> using the same User ID and Password provided in Step 2 of the procedures of RPEV facilities and select **"Submit Question"** to pose questions (Pre-15th AGM Questions).

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2. During Meeting

Shareholders may pose questions during live streaming using the messaging window facility to submit questions during the 15th AGM. The messaging window facility will be opened one (1) hour before the 15th AGM which is from 10.00 a.m. on Tuesday, 20 June 2023.

In order to ensure a smooth and efficient conduct of the 15th AGM, questions that are repetitive in nature and/or have been responded to will not be specifically addressed. The Board and Management of FGV will endeavour to provide the responses at the virtual 15th AGM. All questions and responses will be made available on the Company's website after the conclusion of the virtual 15th AGM.

- d. You are able to view the Company's presentation slides via live streaming.
- e. 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 15th AGM of the Company will be put to vote by poll.
- f. Voting session commences from 11.00 a.m. on the day of the 15th AGM until a time when the Chairman announces the completion of the voting session. Please indicate your votes for the resolutions that are tabled for voting, confirm and submit your votes.
- g. Upon completion of the voting session for the 15th AGM, the Independent Scrutineers will verify the poll results followed by the Chairman's announcement of the poll results and declaration whether the resolutions are duly passed.
- h. No recording or photography of the 15th AGM proceedings is allowed without the prior written permission of the Company.

7. ANNUAL INTEGRATED REPORT 2022 (AIR 2022) AND OTHER DOCUMENTS

- a. As part of our dedicated commitment to sustainable practices, the Notice, Proxy Form and Administrative Details of the 15th AGM, AIR 2022, Audited Financial Statements for the financial year ended 31 December 2022 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 revenue or trading nature for FGV and its Group of Companies and Corporate Governance Report 2022 can be downloaded from the Company's website at www.fgvholdings.com and Bursa Malaysia's website.
- b. If you wish to obtain a printed copy of the AIR 2022, 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.
- c. Please consider the environment before you decide to print or request for the printed copy of the AIR 2022.

8. e-VOUCHERS

The Company will provide e-vouchers to all Shareholders/Proxies/Corporate Representatives who participate at the 15th AGM.

9. ENQUIRIES FOR THE 15TH AGM

- a. If you have any enquiry relating to the 15th AGM Administrative Details, please contact our **Investor Relations** or **Group Strategic Communications**:
E-mail : fgv.investors@fgvholdings.com
: fgv.enquiries@fgvholdings.com
- b. If you have any enquiry relating to RPEV facilities or any of the above, please contact the **Share Registrar** of the Company:
E-mail : bsr.helpdesk@boardroomlimited.com
Tel (Help Desk) : 03-7890 4700

10. PERSONAL DATA PRIVACY

By registering to participate and vote remotely via RPEV 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.