

ADMINISTRATIVE DETAILS

For the Sixteenth Annual General Meeting (16th AGM)

1. AGM REMOTE PARTICIPATION

The 16th 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 16th 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 : **Thursday, 20 June 2024**
Time : **11.00 a.m.**
Broadcast Venue : **Level 18, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia**
Meeting Platform : **<https://investor.boardroomlimited.com>**

2. REGISTRATION FOR REMOTE PARTICIPATION USING RPEV FACILITIES

Shareholders/Proxies/Corporate Representatives/Attorneys who wish to participate in the virtual 16th AGM remotely using the RPEV facilities are to follow the requirements and procedures as summarised below:

Procedure		Action required		
Before the day of the 16 th AGM				
Step 1	Register/ Sign-up as Online User with Boardroom Smart Investor Portal ("BSIP")	<i>Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.</i>		
		(Only for first time BSIP users) (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended. (b) Go to BSIP website at https://investor.boardroomlimited.com		
		<table><tr><th>Individual Account (For Shareholder & Proxy)</th><th>Corporate Account (For Representative of Corporate Holder or Authorised Nominees)</th></tr><tr><td> - Click Register to sign up for a user account and select the correct account type "Sign up as Individual". - Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. - Click Sign Up. <i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></td><td> - Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder". - Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorization letter. - Click Sign Up. <i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></td></tr></table>	Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)			
- Click Register to sign up for a user account and select the correct account type "Sign up as Individual". - Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. - Click Sign Up. <i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i>	- Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder". - Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorization letter. - Click Sign Up. <i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i>			

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Before the day of the 16 th AGM		
Step 1		(c) You will receive an email from Boardroom for email address verification. Click "Verify Email Address" from the email received to continue with the registration process. (d) 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 for verification and click "Enter" to complete the registration process. (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at https://investor.boardroomlimited.com with the email address and password that you have provided during registration to proceed with the next step.
Step 2	Submit Request for RPEV (applicable for individual account only)	The registration for RPEV will be opened from 11.00 a.m. on Wednesday, 15 May 2024 until the day of the 16th AGM on Thursday, 20 June 2024. <u>For Individual account only</u> a. Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended. b. Go to BSIP website at https://investor.boardroomlimited.com c. Login your BSIP account with your registered email address and password. <i>[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]</i> d. Click "Meeting Event" and select "FGV HOLDINGS BERHAD SIXTEENTH (16th) ANNUAL GENERAL MEETING" from the list of companies and click "Enter". e. Go to "VIRTUAL" and click on "Register for RPEV". f. Check the box to register for RPEV and enter your 9 digits CDS account number. g. Read and check the box to accept the Terms & Conditions, then click "Register". h. You will receive a notification that your RPEV registration has been received and pending verification. i. Upon system verification against the Record of Depositors on 13 June 2024 (General Meeting Record of Depositors) you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

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Procedure		Action required
On the day of the 16 th AGM		
Step 3	Login to Boardroom Meeting Portal	(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended. (b) Go to BSIP website at https://investor.boardroomlimited.com (c) Login your BSIP account with your registered email address and password. <i>[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register/ Sign-up as Online User with Boardroom Smart Investor Portal" above.]</i> (d) Meeting platform will be made available at any time from 10:00 a.m. i.e. one hour before the commencement of the AGM at 11:00 a.m. on 20 June 2024. (e) Click into "Meeting Event" and go to "FGV HOLDINGS BERHAD SIXTEENTH (16th) ANNUAL GENERAL MEETING" and click "Join Live Meeting" to join the proceedings of the AGM remotely. If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 10:00 a.m. on 20 June 2024. (f) Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed. (g) To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received. (h) To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel. Important Notes: (a) <i>The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.</i> (b) <i>Recommended requirement for live webcast:</i> (iv) <i>Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.</i> (v) <i>Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.</i> (vi) <i>Device with working and good quality speakers.</i> (c) <i>You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.</i> Entitlement to Participate and Vote - Only shareholders whose names appear on the Record of Depositors on 13 June 2024 (General Meeting Record of Depositors) shall be eligible to participate at the AGM. - If a shareholder is unable to participate at the AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf. - If a shareholder wishes to participate in the AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

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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 via BSIP at <https://investor.boardroomlimited.com> on the day of the 16th 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 2024 shall be entitled to participate and vote at the 16th 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 16th 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 16th AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 16th AGM together with a Proxy appointed by you. Shareholders who has appointed a proxy or attorney or authorised representative to participate at AGM via RPEV must request his/her proxy or attorney or authorised representative to register himself/herself as a user via BSIP at <https://investor.boardroomlimited.com>. Kindly refer to Item 2, step 1 above.
- 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 **Tuesday, 18 June 2024 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 **Tuesday, 18 June 2024 at 11.00 a.m.** OR
- (ii) via electronic means (e-Proxy) no later than **Tuesday, 18 June 2024 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 16th 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 16th AGM will be considered at the 16th 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 Wednesday, 15 May 2024 and in any event no later than 11.00 a.m., 13 June 2024 via:

 - (i) e-mail to FGV Investor Relations at fgv.investors@fgvholdings.com; or

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- (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-16th AGM Questions).

2. **During Meeting**

Shareholders may pose questions during live streaming using the messaging window facility to submit questions during the 16th AGM. The messaging window facility will be opened one (1) hour before the 16th AGM which is from 10.00 a.m. on Thursday, 20 June 2024.

In order to ensure a smooth and efficient conduct of the 16th 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 16th AGM. All questions and responses will be made available on the Company's website after the conclusion of the virtual 16th 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 16th 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 16th 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 16th 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 16th AGM proceedings is allowed without the prior written permission of the Company.

7. **ANNUAL INTEGRATED REPORT 2023 (AIR 2023) AND OTHER DOCUMENTS**

- a. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from Bursa Securities' website at <https://www.bursamalaysia.com> and the Company's website <https://www.fgvholdings.com/>:
 - (i) AIR 2023
 - (ii) Sustainability Report 2022/2023
 - (iii) 16th AGM Documents
 - Notice of the 16th AGM
 - Proxy Form
 - Administrative Details
 - Request Form
 - (iv) Circular to Shareholders for the proposed shareholders' mandate for proposed renewal and new Recurrent Related Party Transactions of revenue or trading nature of FGV and its group of companies
 - (v) Corporate Governance Report 2023
- b. If you wish to obtain a printed copy of the AIR 2023, 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 2023.

8. **e-VOUCHERS**

The Company will provide e-vouchers to all Shareholders/Proxies/Corporate Representatives who participate at the 16th AGM.

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9. ENQUIRIES FOR THE 16th AGM

- a. If you have any enquiry relating to the 16th 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 has 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.