

# Administrative Guide

For the Extraordinary General Meeting (EGM)

## A. MODE OF MEETING

1. The Extraordinary General Meeting (**EGM**) of FGV Holdings Berhad (FGV or the Company) will be conducted in a **hybrid mode** in accordance with paragraph 8.27A of Listing Requirements and in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022.

The date, time and venue of the EGM are as follows:

EXTRAORDINARY GENERAL MEETING			
<b>Date:</b> <b>Thursday,</b> <b>26 June 2025</b>	<b>Time:</b> <b>3.00 p.m.</b>	<b>(a) Meeting Venue:</b> <b>Banquet Hall 1</b> <b>Level B2, Menara Felda</b> <b>Platinum Park</b> <b>No. 11, Persiaran KLCC</b> <b>50088 Kuala Lumpur</b> <b>Malaysia.</b>  <b>(b) Online Platform:</b> <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b>	<b>Poll Administrator:</b> <b>Boardroom Share</b> <b>Registrars Sdn. Bhd.</b> <b>(Boardroom)</b>

2. You have the option to attend the EGM either physically at the Meeting Venue (Physical Attendance) or virtually via the Remote Participation and Electronic Voting (RPEV) facilities to be provided by Boardroom, the appointed share registrar for this EGM (Virtual Attendance).

## B. ENTITLEMENT TO PARTICIPATE AND VOTE

1. Only shareholders whose names appear on the General Meeting Record of Depositors (General Meeting ROD) **as at 19 June 2025** shall be eligible to participate at the EGM.
2. If you are unable to participate at the EGM, you may:
  - (i) Appoint proxy/proxies to participate and vote on your behalf; or
  - (ii) Appoint the Chairman as your proxy to vote on your behalf and indicate your voting instructions in the Proxy Form.

If you wish to participate at the EGM, you must not submit any Proxy Form. You will not be allowed to participate in the meeting together with proxy/proxies appointed by your good self.

## Administrative Guide

For the Extraordinary General Meeting (EGM)

### C. MEETING PARTICIPATION

#### (i) Physical Attendance

All Member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the EGM physically are required to register for the meeting at the Meeting Venue.

Please refer to **Section (H)** below for other information in relation to Physical Attendance at the EGM.

#### (ii) Virtual Attendance

The RPEV facilities will be opened for registration from **Wednesday, 11 June 2025 and will end at a time as announced by the Chairman of the Meeting at the EGM on Thursday, 26 June 2025.**

#### **REGISTER ONLINE WITH BOARDROOM SMART INVESTOR PORTAL (BSIP) (for first time registration only)**

*[Note: You are not required to register again if you have already signed up with BSIP.]*

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account.

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP website at <https://investor.boardroomlimited.com>.

Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> <li>• Click Register to sign up for a user account and select the correct account type "Sign up as Individual".</li> <li>• Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>• Click "Sign Up".</li> </ul> <p><i>[Note: Please ensure that you sign up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<ul style="list-style-type: none"> <li>• Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder".</li> <li>• Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the <b>completed authorisation letter</b>.</li> <li>• Click "Sign Up".</li> </ul> <p><i>[Note: If you are appointed as the authorised representative for more than one (1) company, click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved]</i></p>

- You will receive an e-mail from BSIP for e-mail address verification. Click "Verify E-mail Address" from the e-mail received to proceed with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of your mobile number. Click "Request OTP Code" and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click "Enter" to complete the process.
- Once your mobile number is successfully verified, registration of your new BSIP account will be pending for final verification.
- An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account registration. Once the registration is completed, you can login at BSIP website at <https://investor.boardroomlimited.com> with the email address and password that you provided during registration to proceed with the next step.

## Administrative Guide

For the Extraordinary General Meeting (EGM)

### REGISTER FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV) - (applicable for INDIVIDUAL ACCOUNT only)

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP website at <https://investor.boardroomlimited.com>
- Login your BSIP account with your registered email address and password.  
*[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "REGISTER ONLINE WITH BSIP" under item (ii) above.]*
- Click "Meeting Event".
- Go to "FGV HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING" and click "Enter".
- Go to "VIRTUAL" and click "Register for RPEV".
- Check the box to register for RPEV and enter your 9 digits CDS account number.
- Read and check the box to accept the Terms & Conditions, then click "Register".
- You will receive a notification that your RPEV registration has been received and pending verification.
- Upon system verification against the General Meeting ROD as at 19 June 2025, you should receive an email from Boardroom on **24 June 2025** notifying you whether your registration has been approved or rejected.

### JOINING VIRTUAL MEETING (RPEV) - refer to user guide as attached

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

Via BSIP
<ul style="list-style-type: none"><li>• Go to the BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li><li>• 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 "REGISTER ONLINE WITH BSIP" under item (ii) above]</i></li></ul> Click "Meeting Event" and go to " <b>FGV HOLDINGS BERHAD - EXTRAORDINARY GENERAL MEETING</b> " and then click " <b>Join Live Meeting</b> " to join the proceedings of the EGM remotely.

- Online Platform will be opened for login starting from 1.00 p.m. on **Thursday, 26 June 2025**.

#### **Important Notes:**

- The quality of the connectivity to the Online Platform 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.*
- Recommended requirement for live webcast:*
  - Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera*
  - Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality*
  - Device with working and good quality speakers.*

*You may not be able to gain access to the EGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration.*

## Administrative Guide

For the Extraordinary General Meeting (EGM)

### D. POLL VOTING

- The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Listing Requirement. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting and Deloitte Business Advisory Sdn. Bhd. as the Scrutineers to verify the poll results.
- Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the EGM at 3.00 p.m. on Thursday, 26 June 2025 **(for both Physical and Virtual Attendance)** until the end of the voting session which will be announced by the Chairman. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

#### Steps to vote:

Virtual Attendance	Physical Attendance
<ol style="list-style-type: none"> <li>Once the voting is open, click on the voting icon. The resolutions and voting choices will be displayed.</li> <li>To vote, please select your voting options shown on screen. A confirmation message will appear indicating that your votes have been received.</li> <li>To change your vote, re-select another voting option. If you wish to cancel your vote, please click "Cancel".</li> <li>Upon completion of the vote casting, you may click the video button to continue to view the live webcast for the announcement of the poll results by the Chairman.</li> </ol>	<ol style="list-style-type: none"> <li>Please vote using your smartphone/tablet with the QR code which will be provided upon registration on the day of the meeting.</li> <li>Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator</li> </ol>

- All physical attendees are advised to bring their own personal devices in order to vote.

### E. SUBMISSION OF QUESTIONS

Virtual Attendance	Physical Attendance
<ol style="list-style-type: none"> <li><u>Before Meeting Day</u> You may submit questions in advance on the EGM resolution commencing Wednesday, 11 June 2025 and in any event no later than 3.00 p.m., Wednesday, 18 June 2025 via: (a) email to FGV Investor Relations at <a href="mailto:fgv.investors@fgvholdings.com">fgv.investors@fgvholdings.com</a>; or (b) logging into Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the same user ID and password provided by Boardroom, and select "SUBMIT QUESTION" to pose questions.</li> <li><u>Meeting Day</u> You may use the Messaging window facility to submit your questions. The Messaging window facility will be opened from 1.00 p.m. on Thursday, 26 June 2025.</li> </ol>	<ol style="list-style-type: none"> <li><u>Before Meeting Day</u> You may submit questions in advance on the EGM resolution commencing Wednesday, 11 June 2025 and in any event no later than 3.00 p.m., Wednesday, 18 June 2025 via: (a) email to FGV Investor Relations at <a href="mailto:fgv.investors@fgvholdings.com">fgv.investors@fgvholdings.com</a>; or (b) logging into Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the same user ID and password provided by Boardroom, and select "SUBMIT QUESTION" to pose questions.</li> <li><u>Meeting Day</u> <ul style="list-style-type: none"> <li>You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting.</li> <li>Upon scanning the QR code, click on the Messaging window facility to submit your questions. The Messaging window facility will be opened from 1.00 p.m. on Thursday, 26 June 2025.</li> <li>You may also speak or raise questions physically during the EGM.</li> </ul> </li> </ol>

We will endeavour to respond to the questions during the meeting or by email or by posting our response on our corporate website after the meeting.

## Administrative Guide

For the Extraordinary General Meeting (EGM)

### F. DOOR GIFT/E-VOUCHERS

No Door Gift/e-vouchers to all Shareholders/Proxies/Corporate Representatives for EGM.

### G. CIRCULAR TO THE SHAREHOLDERS AND OTHER DOCUMENTS

1. The Circular to the Shareholders is available on the Company's website at <https://www.fgvholdings.com/investor-relations/annual-reports-presentations/> and Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements.
2. As part of our commitment to sustainability and reducing paper consumption, we encourage you to refer to the digital version of the Circular to the Shareholders. However, if you require a printed copy, you may request for a printed copy of the Circular to the Shareholders via BSIP website at <https://investor.boardroomlimited.com>. Login to your BSIP account and select "Investor Services" on the left menu tab and go to "REQUEST FOR CIRCULAR TO THE SHAREHOLDERS". Select "**FGV HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING**" and fill up the required information and click "Submit".

Alternatively, you may request for a printed copy directly via email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com). A copy of the Circular to the Shareholders will be sent to you upon receipt of your request.

### H. OTHER INFORMATION FOR PHYSICAL ATTENDANCE AT THE EGM

#### 1. Parking

FGV provides limited free parking on a first come first serve basis at the following parking spaces which will be available from 12.00 p.m. to 7.00 p.m. on 26 June 2025.

- a) Park Rite (an open parking space located behind Menara Felda and could be accessed via Lorong Stonor); and
- b) Menara Felda parking space (parking bays for visitors are limited at level 3 and 4 only).

#### Parking guide:

- a) Enter the carpark (as stated above) using cashless payment method such as Touch 'n Go, credit or debit card, and tap at the parking entrance. No minimum amount is required on the Touch 'n Go card. For credit/debit card, RM3 will be charged and thereafter refunded immediately upon entry when the parking gantry closes.
- b) Collect the 'parking identification ticket' upon registration at the Parking Counter located at the EGM registration area, Level B2 of Menara Felda.
- c) When leaving the carpark, you may hand over the parking identification ticket to the car park attendant at the parking exit who will then open the gantry.
- d) Please do not tap your Touch 'n Go, credit or debit card upon exiting.
- e) Please be advised, that the parking ticket will expire by 7.00 p.m. on 26 June 2025. Any additional costs incurred for parking after 7.00 p.m. will not be borne by FGV.
- f) Should there be any changes on the parking arrangement, the details will be provided on the day of the EGM at the Parking Counter.

Please be advised that FGV will not reimburse any parking costs incurred at any other locations nor other types of transportation fees such as fuels, taxi/e-hailing services, LRT/MRT, bus, flight, etc. As such, please observe the abovementioned parking area.

## Administrative Guide

For the Extraordinary General Meeting (EGM)

### 2. Registration

- Registration will start at 1.00 p.m. on Thursday, 26 June 2025 at the Meeting Venue and will end at a time as announced by the Chairman of the Meeting. You are encouraged to be punctual.
- Please present your original MYKAD or passport (foreigner) for registration.
- No person will be allowed to register using MYKAD or Passport belonging to another person.
- Corporate Representatives are required to present an authorisation letter along with personal identification per item (b) above.
- If you are attending the EGM as shareholder as well as proxy, you will be registered once and will be given only one (1) identification wristband.
- You will not be allowed to register on behalf of another person.
- No person will be allowed to enter the meeting room without wearing the wristband.

### 3. Refreshment

- Each Shareholder who is present at the EGM will be entitled to one (1) Lunch Voucher only upon registration.
- Each Proxy who is present at the EGM will be entitled to one (1) Lunch Voucher only upon registration (per head count), irrespective of the number of Shareholders he/she represents. If you are a Shareholder and also a Proxy who is present at the EGM, you will be entitled to one (1) Lunch Voucher only upon registration (per head count).
- Please bring your Lunch Voucher to the designated counter to collect your lunch.

### 4. Health and Safety Measures

- All physical attendees at the Meeting Venue must be medically fit to attend the EGM. If you exhibit symptoms of illness or are Covid and Influenza positive, you are advised not to attend the EGM physically, but instead register and participate virtually.
- The Company will take the necessary measures against any of the attendees who does not meet the foregoing health protocols.

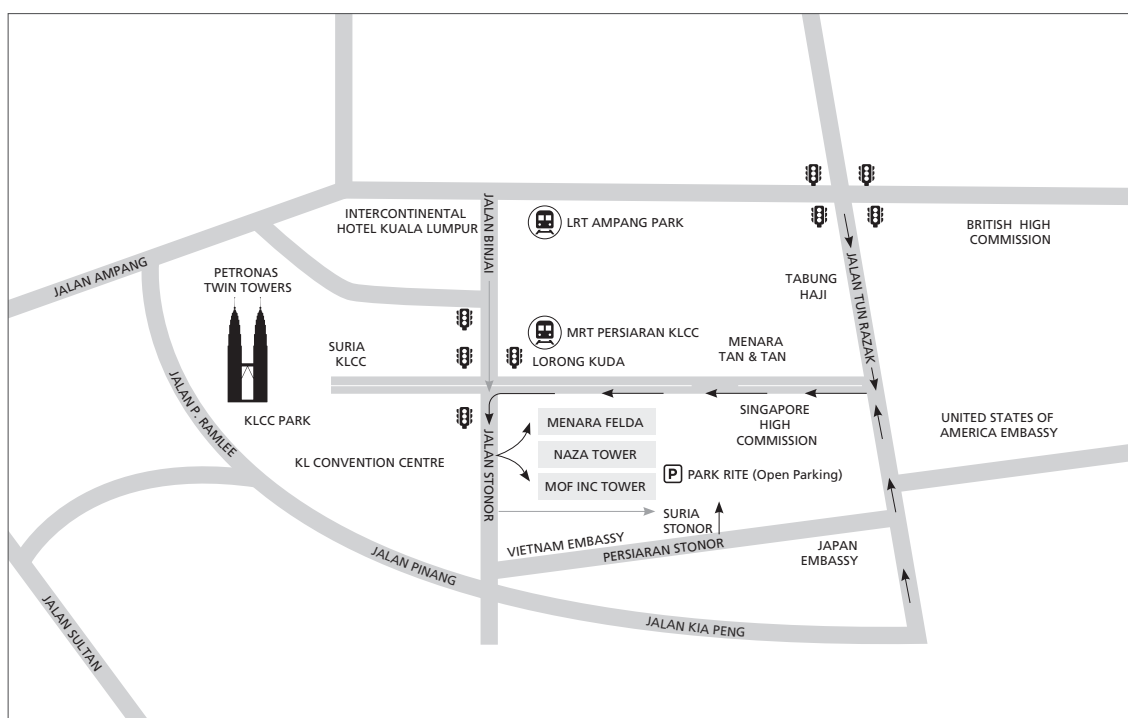
### I. ENQUIRY

- If you have any enquiries prior to the meeting or require any technical assistance to participate at the EGM, please contact Boardroom's Helpdesk during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except for public holidays):

**Boardroom Share Registrars Sdn. Bhd.**

**Tel: +603 7890 4700**

**Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)**



## Administrative Guide

For the Extraordinary General Meeting (EGM)

### ONLINE USER GUIDE 2025

Welcome!

You will be able to view the live webcast of the meeting proceedings, pose questions to members of the Board of Directors, and submit your votes in real-time whilst the meeting is in progress. You will be able to login starting from 1.00 p.m. on 26 June 2025.

Laptop or PC user	Smart phone or tablet user
STEP 1 - Access Boardroom Smart Investor Portal	STEP 1 - Access Boardroom Smart Investor Portal
STEP 2 - Login to Boardroom Smart Investor Portal	STEP 2 - Login to Boardroom Smart Investor Portal
STEP 3 - Select the "Meeting Event(s)"	STEP 3 - Select the "Meeting Event(s)"
STEP 4 - Tick the "Terms & Conditions" and click "Accept"	STEP 4 - Tick the "Terms & Conditions" and click "Accept"
STEP 5 - Navigation	STEP 5 - Navigation
STEP 6 - Questions	STEP 6 - Questions
STEP 7 - Voting	STEP 7 - Voting

Need Help?

Call Boardroom Helpdesk at 603 - 7890 4700 or  
[email bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)