



HAP SENG PLANTATIONS

Hap Seng Plantations Holdings Berhad 200701011957 (769962-K)

Creating
Value
Together

Dear shareholders of Hap Seng Plantations Holdings Berhad,

It is our pleasure to invite you to participate in the 13th annual general meeting ("AGM") of Hap Seng Plantations Holdings Berhad, which will be conducted by way of a full virtual meeting with its broadcast venue at the Kinabalu Room, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur on Wednesday, 1 July 2020 at 10am.

We are pleased to enclose herewith the following:-

1. Notice of AGM dated 29 May 2020;
2. Proxy Form for the AGM; and
3. Administrative Guide for the AGM.

The Annual Report 2019, Circular/Statement to shareholders as well as Notice of AGM and Proxy Form are viewable on and/or downloadable from the following websites:-

- | | |
|---------------------------------------|---|
| 1. Annual Report 2019 | https://www.hapsengplantations.com.my/annual-reports.html |
| 2. Circular/Statement to shareholders | https://www.hapsengplantations.com.my/circular.html |
| 3. Notice of AGM and Proxy Form | https://www.hapsengplantations.com.my/annual-general-meeting.html |

Should you require printed copies of No. 1 and 2 above, please select "Request for Annual Report" under the "Investor Services" at <https://tjih.online> or contact En. Ahmad Syafiq Bin Shahrudin/En. Zulhafri Bin Abdul Rahman at 03-2783 9299.

We thank you for your continued support.

Yours faithfully,

Dato' Mohammed Bin Haji Che Hussein
Chairman



13TH ANNUAL GENERAL MEETING (“AGM”) OF HAP SENG PLANTATIONS HOLDINGS BERHAD

Date : Wednesday, 1 July 2020
Time : 10am
Broadcast Venue : Kinabalu Room, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur

ADMINISTRATIVE GUIDE FOR THE AGM

1. Remote Participation and Voting at Full Virtual AGM

- 1.1 In view of the COVID-19 official guidance issued by the Malaysian government, the AGM will be conducted by way of a full virtual meeting through live streaming and online remote voting via remote participation and voting (“RPV”) facilities. Such RPV facilities will be made available on Boardroom Share Registrars Sdn Bhd’s (“Boardroom”) website at <https://www.boardroomlimited.my>;
- 1.2 The chairman of the AGM will be at the broadcast venue in compliance with section 327(2) of the Companies Act 2016. No shareholder or proxy shall be physically present at the meeting venue; and
- 1.3 Shareholders or proxies are required to submit the request for RPV access no later than 10am on 29 June 2020, 48 hours before the time appointed for holding the AGM.

2. Entitlement of Participation in AGM

- 2.1 Shareholders whose names appear in the register of record of depositors as at 24 June 2020 are entitled to participate in and vote at the AGM;
- 2.2 Shareholders and proxies are encouraged to send in their written questions at least one week before the AGM, so that they could be adequately dealt with during the AGM. Such written questions could either:-
 - (a) be emailed to the Company at inquiry@hapseng.com; or
 - (b) deposited at the Reception Counter @ Ground Floor of Menara Hap Seng (Attention: Company Secretary of Hap Seng Plantations Holdings Berhad).
- 2.3 In addition to 2.2 above, questions may be submitted at the Virtual Meeting Portal during the proceeding of the AGM.

3. Appointment of Proxy

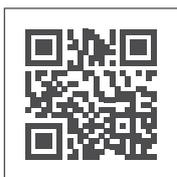
- 3.1 Shareholders are encouraged to participate and vote at the AGM remotely via RPV facilities. If a shareholder is not able to participate in the AGM via RPV facilities, he/she may appoint another person or the chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form. The proxy form could (a) be physically deposited at the Reception Counter @ Ground Floor of Menara Hap Seng or (b) be electronically deposited through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my> no later than Monday, 29 June 2020 at 10am.
- 3.2 Corporate shareholders, authorized nominees and exempt authorized nominees are to refer to item 6 below.

4. Poll Voting

Poll voting at the AGM will be conducted electronically (“e-Voting”) with Boardroom appointed the poll administrator and GovernAce Advisory & Solutions Sdn Bhd appointed the scrutineers to verify the poll results.

5. e-Voting Procedure

- 5.1 Step-by-step e-voting procedure will be explained by the poll administrator at the AGM;
- 5.2 e-Voting could be cast via smart mobile phones, tablets or computers, using one of the following three methods:-
 - (a) Download the free Lumi AGM from Apple App Store or Google Play Store prior to the AGM; or
 - (b) Scanning the following QR Scanner Code; or



- (c) Using website URL <https://web.lumiagm.com/>

6. Registration for Remote Participation and Electronic Voting

Step-by-step procedure for registration:-

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[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.]

- (a) Access website <https://boardroomlimited.my>;
- (b) Click <<Login>> and click <<Register>> to sign up as a user;
- (c) Complete registration and upload softcopy of MyKAD (front and back) or passport;
- (d) Enter a valid email address and wait for Boardroom’s email verification; and
- (e) Your registration will be verified and approved within one business day with which an email notification will be sent to you.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 29 May 2020]

Individual Shareholders

- Login to <https://boardroomlimited.my> using your user ID and password above;
- Select “Hybrid / Virtual Meeting” from main menu and select the correct Corporate Event “HSP 13th Virtual AGM”;
- Enter your CDS Account; and
- Submit your request after reading and agreeing to the terms and conditions.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com giving the name of shareholder, CDS account number accompanied by the certificate of appointment of corporate representative or form of proxy to submit the request; and
- Provide a photocopy of the corporate representative’s MyKad (front and back) or passport together with his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com giving the name of shareholder, CDS account number accompanied with the form of proxy to submit the request; and
 - Provide a photocopy of the proxy holder's MyKad (front and back) or passport together with his/her email address.
- (a) You will receive a notification from Boardroom that your request has been received and is being verified;
 - (b) Upon system verification against the AGM's record of depositories, you will receive an email from Boardroom confirming your registration for remote participation together with your remote access user ID and password; and
 - (c) Closing for submission of request is at 10am of 29 June 2020 (48 hours before the AGM).

Step 3 – Login to Virtual Meeting Portal

- (a) The virtual meeting portal will be open for login at 9am of 1 July 2020 (AGM to commence at 10am);
- (b) Follow the steps set out in the email referred to in Step 2(b) above;
- (c) The live web cast will end and the Messaging window will be disabled when the chairman closes the AGM; and
- (d) You can logout from virtual meeting portal.

7. Procedure for Virtual AGM

- 7.1 The Login User Guide for participation, posting questions and voting at the AGM, will be emailed to shareholders together with their remote access user ID and password to login to the Virtual Meeting portal once their registrations have been approved;
- 7.2 No recording or photography of the AGM proceeding is allowed; and
- 7.3 It is the sole responsibility of the shareholders at their own costs and expenses, to be and stay connected to the Internet in order to participate and vote during the AGM. Quality of the live streaming is dependent on the bandwidth and stability of the internet connection of the respective remote participant.

8. Vouchers or Door Gifts

There will be **NO** vouchers or any door gifts for shareholders or proxies who participate in the AGM.

9. Enquiry

Should you have any query, please contact Boardroom at 03-7890 4700 or email to bsr.helpdesk@boardroomlimited.com.