



**Hap Seng Plantations Holdings Berhad** 200701011957 (769962-K)

**14<sup>th</sup> Annual General Meeting (“AGM”) of Hap Seng Plantations Holdings Berhad**

Date : Monday, 24 May 2021

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 Electronic Voting at Fully 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 fully virtual meeting through live streaming and online remote voting via remote participation and electronic voting facilities (“RPEV”) which is available on the online portal of Boardroom Share Registrars Sdn Bhd’s (“Boardroom”) website at <https://web.lumiagm.com> (“Virtual Meeting Portal”).
- 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 shareholders/proxies/corporate representatives shall be physically present at the broadcast venue on the day of AGM.

**2. Entitlement of Participation in AGM**

- 2.1 Shareholders whose names appear in the record of depositors as at 17 May 2021 are entitled to participate 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 be:-
  - (a) emailed to the Company at [inquiry@hapseng.com](mailto: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 in advance via Boardroom’s website at <https://boardroomlimited.my> using the same ID and password provided in the item 6, Step 2 below, and select “Submit Questions” to submit questions.
- 2.4 Alternatively, questions may be submitted using the messaging window facility which will open concurrently with the Virtual Meeting Portal one hour before commencement of the AGM, i.e. from 9am on Monday, 24 May 2021.
- 2.5 No recording or photography of the AGM proceeding is allowed.

**3. Appointment of Proxy**

- 3.1 Shareholders are encouraged to participate and vote at the AGM remotely via RPEV. If a shareholder is not able to participate in the AGM via RPEV, 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, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur or (b) be electronically deposited through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my> no later than Sunday, 23 May 2021 at 10am. For further information, kindly refer to item 7 below.
- 3.2 Corporate shareholders, authorized nominees and exempt authorized nominees are to refer to item 6 below for the appointment of proxy.

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- 3.3 The lodging of the proxy form will not preclude you from personally participating remotely and voting at HSP 14<sup>th</sup> AGM should you subsequently wish to do so.
- 3.4 Should you wish to personally participate remotely in the AGM, kindly register your intention to do so via Boardroom's website at <https://boardroomlimited.my> (Refer to item 6 - Steps 1 to 3 below). Please note that upon your registration to personally participate remotely in the AGM, any proxy appointment registered earlier will be deemed revoked. Alternatively, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke your earlier proxy appointment no later than Sunday, 23 May 2021 at 10am.

### 4. Poll Voting

Poll voting at the AGM will be conducted electronically ("e-Voting") with Boardroom appointed as the poll administrator and GovernAce Advisory & Solutions Sdn Bhd appointed as 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, computers or laptops, using one of the following methods:-
  - (a) launch Lumi AGM by scanning the QR code given to you in the email together with your remote participation user ID and password; or
  - (b) access to Lumi AGM via 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 in JPEG, PNG or PDF format;
- (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 and 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 26 April 2021]*

##### **Individual Shareholders**

- Login to <https://boardroomlimited.my> using your user ID and password;
- Select "Virtual Meeting" from main menu and select the correct Corporate Event "HSP 14<sup>th</sup> AGM";
- Read and agree to the terms and conditions; and
- Enter your CDS account number and thereafter submit your request.

**Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing 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 or proxy holder's MyKad (front and back) or passport in JPEG, PNG or PDF format 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 of your registration against the AGM's record of depositors as at 17 May 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. Remote access user ID and password will be provided if your registration is approved; and
- (c) Closing for submission of request is at 10am of 23 May 2021 (24 hours before the AGM).

**Step 3 – Login to Virtual Meeting Portal**

*[Note: Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting 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 will be open for login at 9am on 24 May 2021 (AGM to commence at 10am);
- (b) Follow the steps set out in the email referred to in Step 2(b) above;
- (c) The steps given will also guide you on how to view live webcast, ask questions and vote;
- (d) The live webcast will end and the messaging window (for asking questions) will be disabled once the Chairman announces the closure of the AGM; and
- (e) You can logout from Virtual Meeting Portal.

**7. Electronic Lodgement of Form of Proxy**

**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 – e-Proxy Lodgement.]*

- (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 in JPEG, PNG or PDF format;
- (d) Please enter a valid email address and wait for email verification from Boardroom; and
- (e) Your registration will be verified and approved within one business day and email notification will be provided to you.

**Step 2 – e-Proxy Lodgement**

- (a) Access website <https://boardroomlimited.my>;
- (b) Login with your user ID and password;
- (c) Go to "e-Proxy Lodgement" and browse the Meeting List for "HSP 14<sup>th</sup> AGM" and click "Apply";
- (d) Read the terms & conditions and confirm the declaration;
- (e) Enter your CDS account number and indicate the number of securities;

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- (f) Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies);
- (g) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes;
- (h) Review and confirm your proxy(ies) appointment;
- (i) Click submit; and
- (j) Download or print the e-Proxy Form acknowledgement.

### **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 enquiry prior to the AGM or if you wish to request for technical assistance to participate the AGM, please contact Boardroom's helpdesk at 03-7890 4700 or email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com).