



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

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

Date : Wednesday, 25 May 2022  
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 The AGM of the Company 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://meeting.boardroomlimited.my> (“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 18 May 2022 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, 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 Smart Investor Portal at <https://investor.boardroomlimited.com> using the same ID and password provided in the item 6, Step 2 below, and select “**Submit Questions**” after selecting “**HAP SENG PLANTATIONS HOLDINGS BERHAD (15<sup>TH</sup>) ANNUAL GENERAL MEETING**” from “**Corporate Meeting**” 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 Wednesday, 25 May 2022.
- 2.5 No recording or photography of the AGM proceeding is allowed.

**3. Appointment of Proxy or Proxies**

- 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 or proxies and indicate the voting instructions in the proxy form. The proxy form could be (a) deposited at the Reception Counter, Ground Floor, Menara Hap Seng, Jalan P. Ramlee, 50250 Kuala Lumpur or (b) submitted electronically through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> no later than Tuesday, 24 May 2022 at 10am. For appointment of proxy or proxies, kindly refer to item 6 below.
- 3.2 Corporate shareholders, authorized nominees and exempt authorized nominees are to refer to item 6 below for appointment of corporate representative or proxy or proxies.

## ADMINISTRATIVE GUIDE FOR THE AGM

- 3.3 The lodging of the proxy form will not preclude you from personally participating remotely and voting at 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 Smart Investor Portal at <https://investor.boardroomlimited.com> (Refer to item 6 - Steps 1 to 3 below). Please note that upon your registration to personally participate remotely in the AGM, any proxy or proxies 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 or proxies appointment no later than Tuesday, 24 May 2022 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://meeting.boardroomlimited.my>.

### 6. Registration for Remote Participation and Electronic Voting

Step-by-step procedure for registration:-

<p><b>Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)</b> <i>[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.]</i></p> <ol style="list-style-type: none"><li>(a) Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>;</li><li>(b) Click "<b>Register</b>" to sign up as a user;</li><li>(c) Complete registration with all required information. Upload and attach softcopy of MyKAD (front and back) or passport in JPEG, PNG or PDF format;</li><li>(d) Enter a valid email address and wait for Boardroom's email verification to complete the registration; and</li><li>(e) Your registration will be verified and approved within one business day and an email notification will be sent to you.</li></ol>
<p><b>Step 2 – Submit Request for Remote Participation User ID and Password</b> <i>[Note: The registration for remote access will be opened on 27 April 2022]</i></p> <p><b>Individual Shareholders</b></p> <ul style="list-style-type: none"><li>- Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above;</li><li>- Select "<b>HAP SENG PLANTATIONS HOLDINGS BERHAD (15<sup>TH</sup>) ANNUAL GENERAL MEETING</b>" from the list of Corporate Meetings and click "<b>Enter</b>";</li><li>- Click on "<b>Register for RPEV</b>";</li><li>- Read and accept the General Terms and Conditions by clicking "<b>Next</b>"; and</li><li>- Enter your CDS account number and thereafter submit your request.</li></ul>

#### **Appointment of Proxy or Proxies**

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select "**HAP SENG PLANTATIONS HOLDINGS BERHAD (15<sup>TH</sup>) ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click "**Enter**";
- Click on "**Submit eProxy Form**";
- Read and accept the General Terms and Conditions by clicking "**Next**";
- Enter your CDS Account Number and number of securities held;
- Select your proxy – either the Chairman of the meeting or individual named proxy or proxies and enter the required particulars of your proxy or proxies;
- Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy or proxies to act upon his/her discretion, please indicate **DISCRETIONARY**;
- Review and confirm your proxy or proxies appointment;
- Click "**Apply**"; and
- Download or print the eProxy form as acknowledgement.

#### **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 proxy form (as the case may be) to submit the request; and
  - Provide a photocopy of the corporate representative's or proxy or proxies 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 18 May 2022, 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 24 May 2022 (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 25 May 2022 (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 submission of questions) will be disabled once the Chairman announces the closure of the AGM; and
- (e) You can logout from Virtual Meeting Portal.

#### **7. Vouchers or Door Gifts**

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

#### **8. 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).