

Administrative Details

1. AGM REMOTE PARTICIPATION

- As FGV's 14th AGM will be conducted fully virtual, you will be able to view a live streaming of the 14th AGM proceedings, pose questions to the Chairman/Board/Management of the Company, and submit your votes remotely.
- All meeting participants including the Chairman, Board, Management of the Company and Shareholders will participate virtually through the virtual meeting platform. Therefore, Shareholders are strongly advised to participate and vote remotely via LUMI AGM facilities.

Date : **Thursday, 23 June 2022**
Time : **11.00 a.m.**
Venue : **Virtual meeting platform at <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC – D6A357657) which is located in Malaysia**

2. LUMI AGM FACILITIES

- The platform used for the live streaming of the fully virtual 14th AGM and remote voting is via LUMI AGM facilities.
- Kindly follow the steps and instructions below to participate in the 14th AGM remotely.

Before the day of the 14th AGM

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 below to submit request for remote participation user ID and password.]

- Access website <https://investor.boardroomlimited.com>
- Click <<REGISTER>> button to sign up as a user.
- Complete the registration and upload a scanned copy of your MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format.
- Please enter a valid e-mail address and wait for Boardroom's e-mail verification.
- Click <<VERIFY E-MAIL ADDRESS>> from the e-mail received to complete the registration.
- Your registration will be verified and approved within one (1) business day and an e-mail notification will be provided.

Step 2 : Submit request for remote participation user ID and password

[Note: The registration for remote participation is open from 11.00 a.m. on Thursday, 28 April 2022 up to 11.00 a.m. on Wednesday, 22 June 2022.]

Individual Shareholders

- Login to <https://investor.boardroomlimited.com> using your user ID and password registered under Step 1.
- Select <<FGV HOLDINGS BERHAD FOURTEENTH (14TH) VIRTUAL ANNUAL GENERAL MEETING>> from the list of Corporate Meetings and click <<ENTER>> button.
- Click <<REGISTER FOR RPEV>> button.
- Read and agree to the terms and conditions and thereafter confirm the declaration.
- Enter your CDS account number and thereafter submit your request.
- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification against the General Meeting Record of Depositors as at 15 June 2022, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Corporate Shareholder, CDS account number accompanied with the scanned copy of the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a scanned copy of the Corporate Representative's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format as well as his/her e-mail address.
- You will receive a notification from Boardroom that your request has been received and is being verified.

- Upon system verification against the General Meeting Record of Depositors as at 15 June 2022, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

Authorised Nominees and Exempt Authorised Nominees

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Shareholder, CDS account number accompanied with the Proxy Form to submit the request.
- Please provide a scanned copy of the Proxy Holder's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG or PNG format as well as his/her e-mail address.
- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification against the General Meeting Record of Depositors as at 15 June 2022, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.
- If your registration is approved, you will also receive your remote access user ID and password in the same e-mail from Boardroom after the closing date.

Step 3 : Submit questions online

[Note: You may submit questions in relation to the agenda items for the 14th AGM prior to the meeting electronically no later than Friday, 17 June 2022 at 11.00 a.m. The responses to these questions will be shared at the 14th AGM.]

- Access website <https://investor.boardroomlimited.com>
- Login with your remote access user ID and password provided to you via the e-mail notification under Step 2.
- Click <<SUBMIT QUESTION>> after selecting <<FGV HOLDINGS BERHAD FOURTEENTH (14TH) VIRTUAL ANNUAL GENERAL MEETING>> from the list of Corporate Meetings.
- Type your question within the chat box and once completed, click <<SUBMIT>> button.

On the day of the 14th AGM

Step 4 : Login to virtual meeting platform

[Please note that the quality of the connectivity to virtual meeting platform is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- The virtual meeting platform is open for login starting from 10.00 a.m. on Thursday, 23 June 2022, one (1) hour before the commencement of the 14th AGM, which can be accessed via one of the following methods:
 - Launch LUMI AGM by scanning the QR Code provided in the e-mail notification under Step 2(f); or
 - Access to LUMI AGM webportal via website at <https://meeting.boardroomlimited.my>.
- Insert the Meeting ID number provided in the e-mail notification under Step 2.
- Login with your remote access user ID and password provided to you via the e-mail notification under Step 2.

Submit questions online

[Note: You may ask questions real time (in the form of typed text) during the meeting. The Chairman/Board/Senior Management will provide the responses to the questions accordingly. Questions submitted online will be moderated before being sent to the Chairman of the meeting to avoid repetition. All questions will be presented with the full name of the Individual Shareholders, Proxies and Corporate Representatives raising the questions. You may pose questions from 10.00 a.m. on Thursday, 23 June 2022 until voting session commences. The Chairman/Board/Senior Management will endeavour their best to respond to questions submitted by you during the 14th AGM. If the questions are received late after the Questions & Answers session or in the event the Chairman/Board/Senior Management is unable to respond to your questions during the meeting, the questions and FGV's responses will be published in FGV's corporate website after the meeting.]

- Select the messaging icon .
- Type your question within the chat box and once completed, click <<SEND>> button.
- The messaging icon will be disabled when the voting session commences.

Administrative Details

Online remote voting

[Please note that the quality of the connectivity to virtual meeting platform for online remote voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users. You may start voting from **11.00 a.m. on Thursday, 23 June 2022 until a time when the Chairman of the meeting announces the completion of the voting session.**]

- Once voting is open, the polling icon  will appear with the resolutions and your voting choices.
- To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
- To change your vote, select another voting direction.
- If you wish to cancel your vote, please click <<CANCEL>> button.
- If you wish to abstain from voting on a particular resolution, please click <<CANCEL>> button.

Remote participation through live streaming

[Please note that the quality of the connectivity to virtual meeting platform for live streaming is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- If you would like to view the live streaming, select the broadcast icon .
- The moment the Chairman of the meeting announces the closure of the AGM, the live streaming will end.
- You can now logout from the virtual meeting platform.

3. ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor (Shareholder) whose name appears on the General Meeting Record of Depositors as at 15 June 2022 shall be entitled to participate and vote at the 14th AGM or appoint Proxy(ies) to participate and vote on such depositor's behalf.

4. PROXY

- If you are a Shareholder and you are unable to participate in the 14th 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.
- If you are a Shareholder and you wish to participate in the 14th AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 14th AGM together with a Proxy appointed by you.
- 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 **Wednesday, 22 June 2022 at 1.00 p.m.**, and in default the Proxy Form shall not be treated as valid.

By Electronic Means

The Proxy Form may be submitted:

- to the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd via e-mail to bsr.helpdesk@boardroomlimited.com, no later than **Wednesday, 22 June 2022 at 1.00 p.m.** or
- via electronic means (e-Proxy) no later than **Wednesday, 22 June 2022 at 1.00 p.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 LUMI AGM facilities at the 14th AGM of the Company, please refer to the procedures in item 2 above.

6. PROCEEDINGS OF THE MEETING

- The meeting will start promptly at 11.00 a.m.
- The resolutions set out in the Notice of 14th AGM will be considered at the 14th AGM. You will be asked to vote on these resolutions.
- In order to enhance the efficiency of the proceedings of the 14th AGM, Shareholders may submit questions in relation to the agenda items for the 14th AGM prior to the meeting electronically and may also ask questions real time (in the form of typed text) during the meeting (refer item 2 above).
- You are able to view the Company's presentation slides via live streaming.
- 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 14th AGM of the Company will be put to vote by poll.
- Voting session commences from 11.00 a.m. on the day of the 14th AGM until a time when the Chairman of the meeting announces the completion of the voting session. Please indicate your votes for the resolutions that are tabled for voting, confirm and submit your votes.
- Upon completion of the voting session for the 14th AGM, the Independent Scrutineers will verify the poll results followed by the Chairman of the meeting's announcement of the poll results and declaration whether the resolutions are duly passed.
- No recording or photography of the 14th AGM proceedings is allowed without the prior written permission of the Company.

7. ANNUAL INTEGRATED REPORT 2021 (AIR 2021) AND OTHER DOCUMENTS

- As part of our dedicated commitment to sustainable practices, the Notice, Proxy Form and Administrative Details of the 14th AGM, AIR 2021, Audited Financial Statements for the financial year ended 31 December 2021 and the Reports of the Directors and Auditors thereon, Circular to Shareholders on proposed renewal of Shareholders' Mandate and proposed Shareholders' Mandate for the new recurrent related party transactions of a revenue or trading nature for FGV and its Group of Companies and Corporate Governance Report 2021 can be downloaded from the Company's website at www.fgvholdings.com and Bursa Malaysia's website.
- If you wish to obtain a printed copy of the AIR 2021, 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.
- Please consider the environment before you decide to print or request for the printed copy of the AIR 2021.

8. VOUCHERS

The Company will provide vouchers to all Shareholders/Proxies/Corporate Representatives who participated at the 14th AGM.

9. ENQUIRIES FOR THE 14TH AGM

- If you have any enquiry relating to the 14th AGM Administrative Details, please contact our **Investor Relations** or **Group Strategic Communications**:
E-mail : fgv.investors@fgvholdings.com
: fgv.enquiries@fgvholdings.com
- If you have any enquiry relating to LUMI AGM 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 LUMI AGM facilities and/or submitting the Proxy Form and/or Certificate of Appointment of Corporate Representative, the Shareholder of the Company have 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.