

ADDENDUM TO ADMINISTRATIVE DETAILS

for the 12th Annual General Meeting (AGM)
of FGV Holdings Berhad (FGV or the Company)

1. CHANGE OF AGM FACILITIES

- a. The platform used for the live streaming of the virtual AGM of the Company and remote voting is now changed to Vote2U AGM facilities instead of LUMI AGM facilities as announced earlier. Therefore, we wish to highlight that the steps needed to be made in order for the Shareholders to participate in FGV's virtual 12th AGM and voting have varied.
- b. Shareholders are advised to follow the new instructions below to ensure participation at the 12th AGM of the Company.

Meeting Platform	:	https://web.vote2u.app
Day and date	:	Friday, 19 June 2020
Time	:	11.00 a.m.
Broadcast venue	:	Alpha Meeting Room, Level 21, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia

- c. No Shareholder/Proxy(ies) from the public will be physically present at the broadcast venue on the day of the 12th AGM.

2. AGM REMOTE PARTICIPATION

- a. As FGV's 12th AGM will be conducted virtually, you will be able to view a live streaming of the 12th AGM proceedings, pose questions to the Board/Management of the Company, and submit your votes remotely.
- b. Kindly follow the steps below on how to request for a remote participation user ID and password in order for Shareholders to participate in the 12th AGM remotely.

Before the 12th AGM day

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

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> button and click <<Register>> button to sign up as a user.
- c. Complete registration and upload softcopy of MYKAD (for Malaysian) front and back or Passport (for non-Malaysian).
- d. Please enter a valid e-mail address.
- e. 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. Thursday, 28 May 2020 up to 11.00 a.m. Thursday, 18 June 2020.**]

Individual Shareholders

- a. Login to <https://boardroomlimited.my> using your user ID and password registered under Step 1.
- b. Select "Hybrid/Virtual Meeting" from main menu and select the Corporate Event "FGV 12th Virtual AGM" and click "APPLY".
- c. Enter your CDS account number.
- d. Read and agree to the terms and conditions and thereafter submit your request.
- e. You will receive a notification from Boardroom that your request has been received and is being verified.
- f. Upon system verification against the General Meeting Record of Depositors, you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation.

Corporate Shareholders

- a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Corporate Shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- b. Please provide a copy of Corporate Representative's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her e-mail address.
- c. You will receive your remote access user ID and password along with the e-mail from Boardroom if your registration is approved.

Authorised Nominees and Exempt Authorised Nominees

- a. 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.
- b. Please provide a copy of Proxy Holder's MYKAD (for Malaysian) front and back or Passport (for non-Malaysian) as well as his/her e-mail address.
- c. You will receive your remote access user ID and password along with the e-mail from Boardroom if your registration is approved.

On the 12th AGM day

Step 3: Login to virtual meeting portal

[Please note that the quality of the connectivity to virtual meeting portal 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 opened for login starting from **10.00 a.m. Friday, 19 June 2020**, one (1) hour before the commencement of the 12th AGM.
- b. The virtual meeting portal can be accessed via <https://web.vote2u.app>
- c. For **Individual Shareholders**, click <<Log In With Boardroom>> and login with the user ID and password registered under Step 1.
- d. For **Proxies** and **Corporate Representatives**, click <<Log In>> and login with the user ID and password provided to you via the e-mail notification in Step 2.

Submit questions online

[Note: 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.]

- a. If you would like to ask a question during the AGM, click the <<Ask Question>> button.
- b. Type your question within the chat box, once completed click the <<Submit>> button.
- c. The <<Ask Question>> button will be disabled when the voting session commences.

Online remote voting

[Please note that the quality of the connectivity to virtual meeting portal 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.]

- a. Once voting is open, click <<Confirm Details & Start Voting>> button.
- b. To vote, simply select your voting direction from the options provided. A confirmation screen will appear to show your selected vote.
- c. To change your vote, simply select another voting direction.
- d. Repeat step b and c for all resolutions.
- e. Confirm your vote at voting summary, you can click <<Confirm>> button to submit the vote.

Please note that you cannot change your vote after submitting the vote from voting summary.

Remote participation through live streaming

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

- a. If you would like to view the live streaming, click the <<Watch Live>> button.
- b. The moment the Chairman of the meeting announces the closure of the AGM, the live streaming will end.
- c. You can now logout from the virtual meeting portal.

3. ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor (Shareholder) whose name appears on the General Meeting Record of Depositors as at 10 June 2020 shall be entitled to participate and vote at the 12th AGM or appoint Proxy(ies) to participate and vote on such depositor's behalf.

4. PROXY

- a. If you are a Shareholder and you are unable to participate in the 12th 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.
- b. If you are a Shareholder and you wish to participate in the 12th AGM yourself, please do not submit any Proxy Form as you will not be allowed to participate in the 12th AGM together with a Proxy appointed by you.
- c. 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, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than **Thursday, 18 June 2020 at 11.00 a.m.**, and in default the Proxy Form shall not be treated as valid.

By Electronic Means

The Proxy Form may be submitted :

- i. to the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd via e-mail to bsr.helpdesk@boardroomlimited.com, no later than **Thursday, 18 June 2020 at 11.00 a.m.** or
- ii. via electronic means (e-Proxy) no later than **Thursday, 18 June 2020 at 11.00 a.m.** (please refer to the Annexure to the Proxy Form for further information on submission via e-Proxy).

4. PROCEEDINGS OF THE MEETING

- a. The meeting will start promptly at 11.00 a.m.
- b. The resolutions set out in the Notice of AGM will be considered at the AGM. You will be asked to vote on these resolutions.
- c. In order to enhance the efficiency of the proceedings of the 12th AGM, Shareholders may pose questions via Vote2U AGM facilities at any time from 10.00 a.m. on the day of the 12th AGM until voting session commences. The Chairman/ Board/Management will endeavour to address the questions received during the 12th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
- d. You are able to view the Company's presentation slides via the live streaming.

- e. Voting session commences from 11.00 a.m. on the day of the 12th AGM until a time when the Chairman announces the completion of the voting session at the 12th AGM venue. Please indicate your votes for the resolutions that are tabled for voting, confirm and submit your votes.
- f. No recording or photography of the 12th AGM proceedings is allowed without the prior written permission of the Company.

5. ENQUIRIES FOR FGV'S 12TH AGM

- a. If you have any enquiry relating to the AGM Administrative Details, please contact our **Investor Relations** or **Group Strategic Communications** during office hours:

E-mail : fgv.investors@fgvholdings.com
: fgv.enquiries@fgvholdings.com

- b. If you have any enquiry relating to Vote2U AGM facilities or any of the above, please contact the **Share Registrar of the Company** during office hours:

E-mail : bsr.helpdesk@boardroomlimited.com