






ADMINISTRATIVE GUIDE

For the Fully Virtual 46th Annual General Meeting of TH Plantations Berhad

Event 46 th ANNUAL GENERAL MEETING (“46 th AGM”)	Date Monday, 3 August 2020	Time 10.00 a.m.
Broadcast Venue Dewan Perkasa, Level 34, Menara TH Platinum, No. 9 Persiaran KLCC, 50088 Kuala Lumpur		Mode of Meeting Fully virtual

IMPORTANT NOTICE**MODE OF MEETING**

- i. In view of the COVID-19 pandemic and as part of the safety measures, the 46th AGM of the Company will be conducted on a fully virtual basis via live streaming from the broadcast venue and through the Remote Participation and Voting (“RPV”) facilities.
- ii. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, 14 May 2020 and 11 June 2020 (“Guidance Note”).
- iii. The broadcast venue of the 46th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the Meeting to be at the main venue. **NO SHAREHOLDERS** will be allowed to be physically present at the broadcast venue on the day of the 46th AGM.
- iv. As such, we strongly encourage you to make use of the RPV facilities to attend, speak (in the form of real time submission of typed texts) and vote (collectively “participate”) at the 46th AGM. Pursuant to Guidance Note, the right to speak is not limited to verbal communication only but includes other modes of expression such as real time submission of typed texts.
- v. The RPV facilities can be accessed as follows:
 - a. Download the free **Lumi AGM app**  onto your personal voting device prior to the 46th AGM from Apple App Store or Google Play Store; **OR**
 - b. Launch **Lumi AGM** by scanning the QR  code given to you in the email along with your remote participation User ID and Password; **OR**
 - c. Alternatively, you may access **Lumi AGM**  via website URL at <https://web.lumiagm.com/>.

1. ENTITLEMENT TO PARTICIPATE

Only a member whose name appear on the Record of Depositors of the Company as at **27 July 2020** shall be entitled to participate at the 46th AGM or appoint proxy(ies) on his/her behalf.

2. PROXY

- i. A member entitled to participate at the 46th AGM may appoint not more than two (2) proxies to participate on his/her behalf. A proxy may but need not be a member of the Company.
- ii. Where a member appoints two (2) proxies, the appointment shall not be valid unless he/she specifies his/her shareholdings to be represented by each proxy. Each proxy appointed, shall represent a minimum of 100 shares.
- iii. The instrument in appointing a proxy must be deposited at the Company’s Registered Office at **Level 35, Menara TH Platinum, No. 9 Persiaran KLCC, 50088 Kuala Lumpur** not less than 24 hours before the time set for holding the 46th AGM or **no later than 2 August 2020 at 10.00 a.m.**, or at any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.
- iv. If you wish to participate at the 46th AGM, please do not submit any Proxy Form. You will not be allowed to participate in the 46th AGM together with a proxy appointed by you.

- v. If you have submitted your Proxy Form and subsequently decide to participate in the meeting, please contact the Officer In-Charge (refer to item 11) **no later than Sunday, 2 August 2020 at 10.00 a.m.** to revoke the appointment of your proxy.

3. CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to participate at the 46th AGM should lodge the certificate of appointment under the seal of the corporation at the Company’s Registered Office at **Level 35, Menara TH Platinum, No. 9 Persiaran KLCC, 50088 Kuala Lumpur** not less than 24 hours before the time set for holding the 46th AGM or **no later than 2 August 2020 at 10.00 a.m.**, or at any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

4. REMOTE PARTICIPATION AND VOTING (“RPV”)

- i. Please note that the RPV is available to:
 - a. Individual members;
 - b. Corporate shareholders;
 - c. Authorised Nominees; and
 - d. Exempt Authorised Nominees.
- ii. If you choose to participate in the meeting online, you will be able to view a live streaming of the 46th AGM, submit questions and submit your votes in real time.
- iii. Please follow the steps below on how to request for a login User ID and Password in order to participate at the 46th AGM remotely.

PRIOR TO THE DAY OF THE 46TH 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 – Submit Request for RPV 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. Please enter a valid email address and wait for email verification from Boardroom.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

STEP 2 – SUBMIT REQUEST FOR RPV USER ID AND PASSWORD

*[Note: The registration for remote access will be opened on **Tuesday, 30 June 2020 until Sunday, 2 August 2020**]*

Individual Members

- a. Login to <https://boardroomlimited.my> using your user id and password above.
- b. Select “Hybrid / Virtual Meeting” from main menu and select the correct Corporate Event “**TH Plantations Berhad Fully Virtual 46th AGM**”.

- c. Enter your CDS Account Number.
- d. Read and agree to the terms & conditions and thereafter submit your request.

Corporate Shareholders

- a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- b. Corporate shareholder must also provide a copy of Corporate Representative's MyKAD (front & back) or Passport as well as his/her email address.
- c. Corporate shareholder will receive a notification from Boardroom that your request has been received and is being verified.
- d. Upon system verification of your registration against the 46th AGM's Record of Depositors as at **27 July 2020**, the Corporate shareholder will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- e. Corporate shareholder will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- f. Please note that the closing date and time to submit your request is on **Sunday, 2 August 2020 at 10.00 a.m.**

Authorised Nominee and Exempt Authorised Nominee

- a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Form of Proxy to submit the request.
- b. Authorised nominee and exempt authorised nominee must also provide a copy of the Proxy Holder's MyKAD (front & back) or Passport as well as his/her email address.
- c. Authorised nominee and exempt authorised nominee will receive a notification from Boardroom that your request has been received and is being verified.
- d. Upon system verification of your registration against the 46th AGM's Record of Depositors as at **27 July 2020**, Authorised nominee and exempt authorised nominee will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- e. Authorised nominee and exempt authorised nominee will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- f. Please note that the closing date and time to submit your request is on **Sunday, 2 August 2020 at 10.00 a.m.**

ON THE DAY OF THE 46TH AGM

STEP 3 – LOGIN TO VIRTUAL AGM PORTAL

[Note: Please note that the quality of the connectivity to Virtual AGM 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 AGM Portal will be opened for login starting one (1) hour before the commencement of the 46th AGM, which is from **9.00 a.m. on Monday, 3 August 2020**.
- b. Please follow the steps given to you in the email along with your remote access User ID and Password to login the Virtual AGM Portal (Refer to Step 2 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 46th AGM.
- e. You can then logout from the Virtual AGM Portal.

5. PROCEDURE OF THE 46TH AGM

- i. The login User ID and Password to participate at the 46th AGM will be provided along with email confirmation on the successful registration of the RPV facilities by 27 July 2020.
- ii. The 46th AGM will start promptly at 10.00 a.m.

- iii. Poll voting at the 46th AGM will be conducted electronically with Boardroom appointed as the Poll Administrator and Mega Corporate Services Sdn. Bhd. appointed as the Scrutineers to verify the poll results.
- iv. Please ensure you are connected to the internet at all times in order to participate when the 46th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity during the 46th AGM is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and the stability of the internet connection at the location of the remote participants.
- v. Strictly **NO** unauthorised recording or photography of the proceedings of the 46th AGM is allowed.

6. SUBMISSION OF QUESTIONS

Shareholders and proxies may raise relevant questions to the Company through the following avenues:

(A) Prior to the day of the 46th AGM

Questions may be submitted via email to info@thplantations.com **no later than Sunday, 2 August 2020 at 10.00 a.m.**

(B) On the day of the 46th AGM (3 August 2020)

Questions may be submitted to the Messaging window via RPV facilities during the live streaming.

7. NO FOOD VOUCHER AND DOOR GIFTS

There will be **NO DISTRIBUTION OF DOOR GIFT AND FOOD VOUCHER** for members/proxies who participate at the 46th AGM.

8. PERSONAL DATA PRIVACY

By registering for the RPV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has 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 member 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.

9. ANNUAL REPORT 2019, CIRCULAR TO SHAREHOLDERS AND CORPORATE GOVERNANCE REPORT 2019

The following documents are available at http://www.thplantations.my/annual_report.php:

1. Annual Report 2019;
2. Circular to Shareholders on the Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature;
3. Corporate Governance Report 2019; and
4. Notice of the 46th AGM, Administrative Guide, Proxy Form and Request Form.

10. ENQUIRIES

If you have any enquiry in relation to the 46th AGM, **Lumi AGM App**, **RPV** and **Proxy Form**, please contact the Share Registrars of the Company during office hours as follows:

Address : Boardroom Share Registrars Sdn. Bhd.
11th Floor, Menara Symphony
No 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan

Tel (Helpdesk) : 03 7890 4700
Fax : 03 7890 4670
Email : BSR.Helpdesk@boardroomlimited.com
Officer : Encik Nu'man Al-Muqarrin
(03-7890 4744)
(numan.muqarrin@boardroomlimited.com)