



## GENTING PLANTATIONS

GENTING PLANTATIONS BERHAD  
197701003946 (34993-X)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE FORTY-SECOND ANNUAL GENERAL MEETING (“42ND AGM”) OF GENTING PLANTATIONS BERHAD

- Date : Friday, 19 June 2020
- Time : 3.00 p.m.
- Broadcast Venue : 14th Floor, Wisma Genting  
Jalan Sultan Ismail  
50250 Kuala Lumpur  
Malaysia
- Meeting Platform : <https://tiih.online>
- Mode of communication : Members may attend, speak (in the form of typed text messages) and vote at the 42nd AGM using the Remote Participation and Voting Facilities as detailed below.
- AGM Related Documents : The following documents of the Company can be viewed and downloaded from the Company’s website at <https://www.gentingplantations.com/agm/> :-
1. Annual Report 2019
  2. Sustainability Report 2019
  3. Corporate Governance Report 2019
  4. Circular to Shareholders
  5. Notice of the 42nd AGM
  6. Form of Proxy
  7. Administrative Guide
  8. Request Form for Annual Report
  9. Personal Data Notice

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

In view of the COVID-19 outbreak and as part of the safety measures, the 42nd AGM of the Company will be conducted fully virtual through live streaming and online remote voting from the Broadcast Venue using the Remote Participation and Voting Facilities (“RPV”).

The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) as the Poll Administrator for the 42nd AGM to facilitate the RPV via its TIIH Online website at <https://tiih.online>. This is in line with the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and last revised on 14 May 2020.

As the COVID-19 situation in Malaysia is constantly evolving, we may be required to change the 42nd AGM arrangements at short notice. Please visit Bursa Malaysia Securities Berhad’s website or the Company’s website at <https://www.gentingplantations.com/agm/> for the latest announcements related to the 42nd AGM.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairperson of the meeting shall be present at the main venue of the meeting. Members **WILL NOT BE ALLOWED** to attend the 42nd AGM at the Broadcast Venue in person on the day of the meeting.

Members are to attend, speak (in the form of typed text messages) [attend and speak (in the form of typed text messages) are collectively, “participate”] and vote remotely at the 42nd AGM using RPV provided by Tricor via its **TIIH Online** website at <https://tiih.online>.

## **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

Members may submit questions relating to the ordinary and special businesses set out in the Notice of the 42nd AGM to the Board in advance of the 42nd AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose the questions and submit electronically not later than **Wednesday, 17 June 2020 at 3.00 p.m.** or during live streaming on the day of the 42nd AGM itself by typing the question in the query box via the RPV. Priority will be given to questions which were submitted ahead of the 42nd AGM. If time permits during the meeting, the Board will try to respond to those relevant questions relating to the businesses to be discussed at the 42nd AGM which are submitted via the RPV during live streaming.

Questions which are not related to the 42nd AGM will not be answered by the Board.

## **MEMBER WHO IS AN INDIVIDUAL PERSON**

A member who is an individual person and wishes to participate and vote remotely at the 42nd AGM of the Company via RPV must register as a user with TIIH Online. If the member is already a user with TIIH Online, the member is not required to register again.

Upon successful notification of registration as a user with TIIH Online, the member has to submit his/her request for “Registration for Remote Participation and Voting” not later than **Wednesday, 17 June 2020 at 3.00 p.m.**

For further details, please refer to the **PROCEDURES FOR RPV (BEFORE THE AGM DAY AND ON THE DAY OF THE AGM)**.

## **PROXY/(IES)**

Members may appoint proxy/(ies) to participate and vote via RPV at the 42nd AGM of the Company.

For members who are individual persons, the appointment of proxy/(ies) may be made in a hard copy form or by electronic means.

For members who are not individual persons, the appointment of proxy/(ies) must be made in hard copy form only.

For hard copy form submission, the original instrument appointing a proxy shall be in writing and:

- (a) in the case of an individual, shall be signed by the appointor or by his attorney; and
- (b) in the case of a corporation, shall be either under the common seal or signed by its attorney or by an officer on behalf of the corporation.

Duly executed proxy forms must be submitted in the following manner, not less than forty-eight (48) hours before the time appointed for holding the 42nd AGM or at any adjournment thereof:

- (i) In hard copy form (applicable for all members)

The **original** signed proxy form must be deposited with the Company’s appointed Poll Administrator, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia (“Tricor’s Office”).

- (ii) Via Tricor Online System (TIIH Online) (applicable for members who are individual persons only)

The proxy form can be electronically submitted via TIIH Online at <https://tiih.online>. Please refer to the procedures set out in “**ELECTRONIC LODGEMENT OF PROXY FORM (APPLICABLE FOR MEMBERS WHO ARE INDIVIDUAL PERSONS ONLY)**” below.

Members are requested to provide their mobile handphone numbers as well as the mobile handphone numbers of their proxies in the proxy forms in the event Tricor needs to contact the members/proxies.

The last date and time for the deposit/electronic submission of the proxy forms is **Wednesday, 17 June 2020 at 3.00 p.m.**

The appointed proxy must register himself/herself for RPV at <https://tjih.online> not later than **Wednesday, 17 June 2020 at 3.00 p.m.**, in order to participate and vote at this 42nd AGM via RPV.

For further details, please refer to the **PROCEDURES FOR RPV (BEFORE THE AGM DAY AND ON THE DAY OF THE AGM)**.

## **CORPORATE MEMBERS**

A Corporate Member who wishes to appoint a Corporate Representative to participate and vote remotely at the 42nd AGM of the Company via RPV must deposit the **original** certificate of appointment of corporate representative (in hard copy) to Tricor's office not later than **Wednesday, 17 June 2020 at 3.00 p.m.**

The certificate of appointment of corporate representative must be either under seal or signed by a duly authorised officer(s) pursuant to a resolution of its board of directors.

If a Corporate Member submitted more than one certificate of appointment, the latest certificate of appointment shall supersede the certificate of appointment submitted earlier.

Corporate Members are requested to provide their contact details of their officers (office/mobile handphone numbers) as well as the mobile handphone numbers of their corporate representatives in the event Tricor needs to contact them.

The appointed Corporate Representative must register himself/herself for RPV at <https://tjih.online> not later than **Wednesday, 17 June 2020 at 3.00 p.m.**, in order to participate and vote at this 42nd AGM via RPV.

For further details, please refer to the **PROCEDURES FOR RPV (BEFORE THE AGM DAY AND ON THE DAY OF THE AGM)**.

## **NOMINEE COMPANIES**

For a Nominee Company registered as a member, the beneficial owner of the shares held under a Nominee Company's CDS account who wishes to participate and vote remotely at the 42nd AGM of the Company via RPV can request the Nominee Company to appoint him/her as a proxy and deposit the duly completed **original** Proxy Form (in hard copy) at Tricor's office not later than **Wednesday, 17 June 2020 at 3.00 p.m.**

Nominee Companies are requested to provide their contact details of their officers (office/mobile handphone numbers) as well as the mobile handphone numbers of the proxies in the event Tricor needs to contact them.

The appointed proxy of the Nominee Company must register himself/herself for RPV at <https://tjih.online> not later than **Wednesday, 17 June 2020 at 3.00 p.m.**, in order to participate and vote at this 42nd AGM via RPV.

For further details, please refer to the **PROCEDURES FOR RPV (BEFORE THE AGM DAY AND ON THE DAY OF THE AGM)**.

## **APPOINTMENT OF MORE THAN ONE PROXY**

Where a member appoints more than one proxy, the appointments shall be invalid unless he/she specifies the proportions of his/her shareholding to be represented by each proxy. If a member submitted more than one proxy form, the latest proxy form shall supersede the earlier one.

## **REVOCAION OF PROXIES OR VICE VERSA**

If a member submitted a proxy form appointing his/her proxy, the proxy appointment can be revoked should the member decide to personally participate at the 42nd AGM of the Company via RPV. Please contact the persons stated under "ENQUIRY" section below not later than **Wednesday, 17 June 2020 at 3.00 p.m.** to request for

revocation. However, if a member who has registered to participate via RPV for the 42nd AGM subsequently wishes to appoint his/her proxy to participate on his/her behalf, please contact the persons stated under “ENQUIRY” section below and deposit the proxy form not later than **Wednesday, 17 June 2020 at 3.00 p.m.**

#### **MEMBERS UNABLE TO ATTEND MAY APPOINT THE CHAIRMAN OF THE MEETING**

As the 42nd AGM is a fully virtual AGM, members who are unable to participate in the 42nd AGM may appoint the Chairman of the meeting as his/her/its proxy and indicate the voting instructions in their proxy forms and submit either in a hard copy form or by electronic means (*applicable for members who are individual persons only*) in the manner set out under “PROXY/(IES)” above, not later than **Wednesday, 17 June 2020 at 3.00 p.m.**

#### **DATE OF RECORD OF DEPOSITORS FOR DETERMINING ENTITLEMENT TO ATTEND THE 42ND AGM**

For the purposes of determining members who shall be entitled to attend the 42nd AGM of the Company, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 12 June 2020. Only depositors whose names appear on the Record of Depositors as at 12 June 2020 shall be entitled to attend the said meeting or appoint proxies to participate and vote on their behalf.

#### **PROCEDURES FOR RPV**

Members/proxies/corporate representatives who wish to participate at the 42nd AGM remotely using the RPV must follow the following requirements and procedures:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tjih.online">https://tjih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive <b>an e-mail from Tricor to notify</b> you that remote participation for the 42nd AGM is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request	<ul style="list-style-type: none"> <li><b>Registration is open from 3.00 p.m. Thursday, 28 May 2020 up to 3.00 p.m. Wednesday, 17 June 2020.</b></li> <li>Login with your user ID and password and select the corporate event: “(REGISTRATION) GENP 42nd AGM”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>12 June 2020</b>, the system will send you an <b>e-mail to approve or reject</b> your registration for remote participation.</li> </ul>

<b>ON THE DAY OF THE AGM (19 JUNE 2020)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the AGM at any time from <b>2.30 p.m.</b> i.e. 30 minutes before the commencement of the 42nd AGM on <b>Friday, 19 June 2020 at 3.00 p.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) GENP 42nd AGM</b>” to engage in the proceedings of the 42nd AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. If time permits, the Chairman/Board will try to respond to those relevant questions relating to the businesses to be discussed at the 42nd AGM which are submitted by remote participants during the 42nd AGM. You are encouraged to submit questions before the 42nd AGM as priority will be given to questions submitted before the AGM – see “<b>PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS</b>”.</li> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 3.00 p.m. on Friday, 19 June 2020</b> until a time when the Chairman announces the completion of the voting session of the 42nd AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) GENP 42nd AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the declaration of the poll results and announcement by the Chairman on the closure of the 42nd AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call **Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170** for assistance or e-mail to [tiih.online@mv.tricorglobal.com](mailto:tiih.online@mv.tricorglobal.com) for assistance.

**POLL VOTING**

The voting at the 42nd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders/proxies/corporate representatives can proceed to vote on the resolutions at any time from the commencement of the 42nd AGM at 3.00 p.m. on 19 June 2020 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 42nd AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

**ELECTRONIC LODGEMENT OF PROXY FORM (APPLICABLE FOR MEMBERS WHO ARE INDIVIDUAL PERSONS ONLY)**

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

	<b>Procedure</b>	<b>Action</b>
A	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
B	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: “Submission of Proxy Form”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy/(ies) to vote on your behalf.</li> <li>Appoint your proxy/(ies) and insert the required details of your proxy/(ies) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy/(ies) will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>

**NO DOOR GIFT OR FOOD VOUCHER**

There will be **no distribution** of door gifts or food vouchers for the 42nd AGM since the meeting is being conducted on a fully virtual basis.

**NO RECORDING OR PHOTOGRAPHY**

Strictly NO recording or photography of the proceedings of the 42nd AGM is allowed.

The Company will upload the slides presented as well as the official video recording on the proceedings of the 42nd AGM on the Company’s website at <https://www.gentingplantations.com/agm/> for members’ viewing in due course.

**REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT 2019**

A member of the Company may request for a printed copy of the Annual Report 2019 by completing the Request Form for Annual Report to the Company’s Share Registrar, Genting Management and Consultancy Services Sdn Bhd at [wengwoh.low@genting.com](mailto:wengwoh.low@genting.com) or [nurulmadiana.hatta@genting.com](mailto:nurulmadiana.hatta@genting.com). Alternatively, a member may also make the request through telephone to Low Weng Woh or Raja Nurul Madiana bt Mohd Hatta at Tel: 603-21782266 / 23332266 or Fax: 603-21615304 / 21635818. The Company’s Share Registrar will send it to the member by ordinary post as soon as reasonably practicable after the receipt of the request. However, please consider the environment before requesting for the printed copy.

## ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line :+603-27839299  
Fax Number :+603-27839222  
Email :[is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact persons :Ms Lee Siew Li  
+603-2783 9234 (Siew.Li.Lee@my.tricorglobal.com)  
Encik Zulhafri Bin Abdul Rahman  
+603-2783 9289 (Zulhafri@my.tricorglobal.com)