



GENTING PLANTATIONS BERHAD

197701003946 (34993-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FORTY-FIFTH ANNUAL GENERAL MEETING (“45TH AGM”) OF GENTING PLANTATIONS BERHAD

- Date : Tuesday, 30 May 2023
- Time : 10.00 a.m.
- Broadcast Venue : 25th 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 45th 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 2022
 2. Sustainability Report 2022
 3. Corporate Governance Report 2022
 4. Circular to Shareholders
 5. Notice of the 45th AGM
 6. Form of Proxy
 7. Administrative Guide
 8. Personal Data Notice

REMOTE PARTICIPATION AND VOTING FACILITIES

The 45th AGM of the Company will be held on a virtual basis through live streaming and online remote voting from the Broadcast Venue using the Remote Participation and Voting Facilities (“RPV”) to be provided by the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via TIIH Online website at <https://tiih.online>.

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 45th 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 45th AGM using the RPV to be 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 45th AGM to the Board in advance of the 45th 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 **Sunday, 28 May 2023 at 10.00 a.m.** or during live streaming on the day of the 45th AGM itself by typing the question in the query box via the RPV. Priority will be given to questions which are submitted ahead of the 45th 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 45th AGM which are submitted via the RPV during live streaming.

Questions which are not related to the 45th 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 45th AGM of the Company via the RPV must pre-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 must submit his/her request for "**Registration for Remote Participation and Voting**" at <https://tiih.online> in order to participate and vote at the 45th AGM via the RPV.

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

PROXY/(IES)

Members may appoint proxy/(ies) to participate and vote via the RPV at the 45th AGM of the Company. The appointment of proxy/(ies) may be made in a hard copy form or by electronic means.

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 45th AGM or at any adjournment thereof:-

- (i) In hard copy form

The **original** signed proxy form must be deposited with 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, at Tricor's 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)

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 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 on **Sunday, 28 May 2023 at 10.00 a.m.**

The appointed proxy must register himself/herself for the RPV at <https://tiih.online> in order to participate and vote at this 45th AGM via the RPV. For further details, please refer to the **PROCEDURES FOR THE RPV (BEFORE THE DAY OF THE AGM 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 45th AGM of the Company via the RPV must deposit the **original** certificate of appointment of corporate representative (in hard copy) at Tricor's Office.

The certificate for 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 submits more than one (1) certificate of appointment, the latest certificate of appointment shall supersede the certificate of appointment which is 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 the RPV at <https://tjih.online> in order to participate and vote at this 45th AGM via the RPV. For further details, please refer to the **PROCEDURES FOR THE RPV (BEFORE THE DAY OF THE AGM 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 45th AGM of the Company via the 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 or submit electronically via TIH Online at <https://tjih.online> not later than **Sunday, 28 May 2023 at 10.00 a.m.** For online submission, please refer to the procedures set out in "**ELECTRONIC LODGEMENT OF PROXY FORM ONLY**" below.

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 the RPV at <https://tjih.online> in order to participate and vote at this 45th AGM via the RPV. For further details, please refer to the **PROCEDURES FOR THE RPV (BEFORE THE DAY OF THE AGM AND ON THE DAY OF THE AGM)**.

APPOINTMENT OF MORE THAN ONE (1) PROXY

Where a member appoints more than one (1) 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 (1) proxy form, the latest proxy form shall supersede the earlier one.

REVOCAION OF PROXIES OR VICE VERSA

If a member has submitted a proxy form appointing his/her proxy, the proxy appointment can be revoked should the member decide to personally participate at the 45th AGM of the Company via the RPV. Please contact the persons stated under "**ENQUIRY**" section below not later than **Sunday, 28 May 2023 at 10.00 a.m.** to request for revocation. However, if a member who has registered to participate via the RPV for the 45th 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 **Sunday, 28 May 2023 at 10.00 a.m.**

MEMBERS WHO ARE UNABLE TO ATTEND MAY APPOINT THE CHAIRMAN OF THE MEETING

As the 45th AGM is held virtually, members who are unable to participate at the 45th 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 in the manner set out under "**PROXY/(IES)**" above, not later than **Sunday, 28 May 2023 at 10.00 a.m.**

DATE OF RECORD OF DEPOSITORS FOR DETERMINING ENTITLEMENT TO ATTEND THE 45TH AGM

Only depositors whose names appear on the Record of Depositors as at 22 May 2023 shall be entitled to attend the 45th AGM or appoint proxies to participate and vote on their behalf.

PROCEDURES FOR THE RPV

Members/proxies/corporate representatives who wish to participate at the 45th AGM remotely using the RPV must follow the following requirements and procedures:-

	Procedure	Action
BEFORE THE DAY OF THE AGM		
(a)	Register as a user with TIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tjih.online. Register as a user under the "e-Services", select "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance.

		<ul style="list-style-type: none"> • Registration as a user will be approved within one (1) working day and you will be notified via email. • Please allow sufficient time for approval of new user of TIIH Online. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail from Tricor to notify you that the remote participation for the 45th AGM is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> • Registration is open from Wednesday, 5 April 2023 until the day of the 45th AGM on Tuesday, 30 May 2023. Members or proxies or corporate representatives are required to pre-register their attendance for the 45th AGM to ascertain their eligibility to participate at the 45th AGM using the RPV. • Although the TIIH Online is open for registration until the day of the 45th AGM on Tuesday, 30 May 2023, please allow sufficient time for approval of registration for the RPV. As such, members or proxies or corporate representatives are encouraged to submit the registration no later than Sunday, 28 May 2023 at 10.00 a.m. to facilitate verification of your registration as set out in the last bullet point below. • Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) GENTING PLANTATIONS BERHAD 45TH AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the General Meeting Record of Depositors as at 22 May 2023, the TIIH system will, on or after 28 May 2023, send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE AGM 30 MAY 2023)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID (i.e. e-mail address) and password for remote participation at the AGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of the 45th AGM on Tuesday, 30 May 2023 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) GENTING PLANTATIONS BERHAD 45TH AGM” to engage in the proceedings of the 45th AGM remotely. • 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 45th AGM which are submitted by remote participants during the 45th AGM. You are encouraged to submit questions before the 45th AGM as priority will be given to questions submitted before the 45th AGM – see “PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS”.

		<ul style="list-style-type: none"> 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.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Tuesday, 30 May 2023 until a time when the Chairman announces the completion of the voting session of the 45th AGM. Select the corporate event: “(REMOTE VOTING) GENTING PLANTATIONS BERHAD 45TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the declaration of the poll results and announcement by the Chairman on the closure of the 45th AGM, the live streaming will end.

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@my.tricorglobal.com for assistance.

POLL VOTING

The voting at the 45th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Tricor will 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 45th AGM at 10.00 a.m. on 30 May 2023 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 the RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 45th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration on whether the resolutions are duly passed.

ELECTRONIC LODGEMENT OF PROXY FORM ONLY

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

	Procedure	Action
A.	Steps for Individual Members	
(i)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”, select “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.

(ii)	Proceed with submission of proxy form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password. • Select the corporate event: GENTING PLANTATIONS BERHAD 45TH AGM – “SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy/(ies) and insert the required details of your proxy/(ies) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(ies) appointment. • Print the form of proxy for your record.
B. Steps for Corporation or Institutional Members		
(i)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional members selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
(ii)	Proceed with submission of proxy form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate event: “GENTING PLANTATIONS BERHAD 45TH AGM – SUBMISSION OF PROXY FORM”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set out therein. • Prepare the file for the appointment of proxies by inserting the required data. • Submit the proxy appointment file.

		<ul style="list-style-type: none"> • Login to TIIH Online, select corporate event: “GENTING PLANTATIONS BERHAD 45TH AGM – SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.
--	--	---

NO DOOR GIFT OR FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 45th AGM.

NO RECORDING OR PHOTOGRAPHY

Strictly NO recording or photography of the proceedings of the 45th AGM is allowed.

The Company will upload the slides presented as well as the official video recording on the proceedings of the 45th AGM on the Company’s website at <https://www.gentingplantations.com/agg/> for members’ viewing in due course.

REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT 2022

Should you require a printed copy of the Annual Report 2022, please request on the website of Tricor at <https://tiah.online> by selecting “Request for Annual Report/Circular” under “Investor Services”. Alternatively, you may also make your request through telephone at 603-27839299 or e-mail to is.enquiry@my.tricorglobal.com. The Annual Report 2022 will be sent to you by ordinary post as soon as reasonably practicable after the receipt of your request. However, please consider the environment before requesting for the printed copy.

ENQUIRY

If you have any enquiries on the above, please contact Tricor at the following contact details during office hours from 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 : +603-2783 9299
 Fax Number : +603-2783 9222
 Email : is.enquiry@my.tricorglobal.com