



TH PLANTATIONS BERHAD

Registration No. 197201001069 (12696-M)
(Incorporated in Malaysia)


ADMINISTRATIVE GUIDE

VIRTUAL 48TH ANNUAL GENERAL MEETING

Date	Time	Broadcast Venue
Thursday, 23 June 2022	10.00 a.m.	Dewan Perkasa, Level 34, MoF Inc. Tower No. 9 Persiaran KLCC, 50088 Kuala Lumpur

IMPORTANT NOTICE

MODE OF MEETING

- i. **The 48th AGM of the Company will be held on a virtual basis through live streaming from the Broadcast Venue and members are only allowed to participate remotely through the Remote Participation and Electronic Voting (“RPEV”) facilities.**
- ii. The Broadcast Venue of the 48th 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 48th AGM.
- iii. As such, we strongly encourage you to make use of the RPEV facilities to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) at the 48th AGM. Pursuant to SC Guidance, 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.
- iv. The RPEV facilities can be accessed as follows:
 - a. Scanning the QR  code given to you in the email along with your RPEV User ID and Password; **OR**
 - b. Alternatively, you may access via website URL at <https://meeting.boardroomlimited.my>.

1. ENTITLEMENT OF PARTICIPATION

Only a Member whose names appear on the Record of Depositors (“ROD”) as at **16 June 2022** shall be entitled to participate at the 48th AGM or appoint proxy(ies) on his/her behalf.

2. PROXY

- i. A member entitled to participate at the 48th 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, MoF Inc. Tower, No. 9 Persiaran KLCC, 50088 Kuala Lumpur** not less than 24 hours before the time set for holding the 48th AGM or **no later than Wednesday, 22 June 2022 at 10.00 a.m.**, or 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 in the 48th AGM, please do not submit any Proxy Form. You will not be allowed to participate in the 48th 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 10) **no later than Wednesday, 22 June 2022 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 48th AGM should lodge the certificate of appointment under the seal of the corporation at the Company's Registered Office at **Level 35, MoF Inc. Tower, No. 9 Persiaran KLCC, 50088 Kuala Lumpur** not less than 24 hours before the time set for holding the 48th AGM or **no later than Wednesday, 22 June 2022 at 10.00 a.m.**, or 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 ELECTRONIC VOTING ("RPEV")

- i. Please note that the RPEV 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 48th AGM, submit questions and submit your votes in real time whilst the meeting is in progress.
- iii. Please follow the steps below on how to request for RPEV User ID and Password in order to participate at the 48th AGM remotely.

PRIOR TO THE DAY OF THE 48TH 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 RPEV User ID and Password]

- a. Open an internet browser latest version of Chrome, Firefox, Safari Edge or Opera is recommended.
- b. Go to Boardroom Smart Investor Portal ("BSIP") website at <https://investor.boardroomlimited.com>.
- c. Click on <<REGISTER>> to sign up for a BSIP account.
- d. Complete registration with all required information. Upload and attach your MyKAD (front and back) or Passport. Click on <<REGISTER>>.
- e. You will receive an email from BSIP Online for email address verification. Click on <<VERIFY EMAIL ADDRESS>> from the email received to proceed with the registration.
- f. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on <<REQUEST OTP CODE>> and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click on <<ENTER>> to complete the process.
- g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- h. An email will be send to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the email address and password filled up by you during registration to proceed.

STEP 2 – SUBMIT REQUEST FOR RPEV USER ID AND PASSWORD

[Note: The registration for RPEV will be opened on Friday, 29 April 2022 until Wednesday, 22 June 2022. Shareholders are encourage to register at least 24 hours before the commencement of the 48th AGM to avoid any delay in the registration.]

Individual Members

- a. Open an internet browser latest version of Chrome, Firefox, Safari Edge or Opera is recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>.
- c. Login with your registered email address and password.
[Note: if you do not have an account with BSIP, please sign-up/register with BSIP for free – Refer to Step 1 above]
- d. Select and click on <<CORPORATE MEETING>>.
- e. Go to <<TH PLANTATIONS BERHAD VIRTUAL 48TH AGM>> and click on <<ENTER>>.
- f. Go to <<VIRTUAL>> and click on <<REGISTER FOR RPEV>>.
- g. Read and agree to the Terms & Conditions.
- h. Enter your CDS Account Number and click on <<SUBMIT>> to complete your request.
- i. You will receive a notification that your RPEV registration has been received and is being verified.
- j. Upon system verification against the 48th AGM ROD as at 16 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for the RPEV.
- k. If approved, RPEV credential will be provided in your email.
- l. Please note that one (1) User ID and Password can only log on to one (1) device at a time.


[Note: Closing for submission of request is on Wednesday, 22 June 2022 at 10.00 a.m.]

Corporate Shareholders, 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 Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- b. Please provide a copy of Corporate Representative's or proxy holder's MyKAD (front & back) or Passport as well as his/her email address.
- c. You will receive a notification from Boardroom that your request has been received.
- d. Upon system verification of your registration against the 48th AGM's ROD as at **16 June 2022**, you will receive your RPEV User ID and Password along with the email from Boardroom if your registration is approved.
- e. Please note that one (1) User ID and Password can only log on to one (1) device at a time.
- f. Please note that the closing date and time to submit your request is on **Wednesday, 22 June 2022 at 10.00 a.m.**



ON THE DAY OF THE 48TH AGM

STEP 3 – LOGIN TO MEETING PLATFORM

- a. The Meeting Platform will be opened for login starting one (1) hour before the commencement of the 48th AGM, which is from **9.00 a.m. on Thursday, 23 June 2022**.
- b. The Meeting Platform can be accessed via one (1) of the following:
 - Scanning the QR  code given to you in the email along with your RPEV User ID and Password; **OR**
 - Alternatively, you may access via website URL at <https://meeting.boardroomlimited.my>.
- c. Enter the Meeting ID No. and sign in with the RPEV User ID and Password provided to you via the email notification in Step 2 above.


STEP 4 - PARTICIPATION

[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition]

- a. If you would like to view the live webcast, click on the broadcast icon .
- b. If you would like to ask a question during the 48th AGM, click on the messaging icon .
- c. Type your message within the chat box and click on <<SEND>> once completed.

[Note: Please note that the quality of the connectivity to Virtual AGM Portal for live webcast as well as for remote participation and electronic voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users].

STEP 5 - VOTING

- a. Once the 48th AGM is open for voting, the polling icon  will appear with the resolutions and your voting choices.
- b. To vote, click on voting direction from the options provided. A confirmation message will appear to show your vote has been received.
- c. To change your vote, click on another voting director.
- d. If you wish to cancel your vote, please click on <<CANCEL>>.

STEP 6 - END OF PARTICIPATION

- a. Upon the announcement by the Chairman on the closure of the 48th AGM, the live webcast will end.
- b. You can now logout from the Meeting Platform.

5. PROCEDURE OF THE 48TH AGM

- i. The User Login Guide for participation, posing questions and voting at the 48th AGM will be emailed to you together with your RPEV User ID and Password once your registration has been approved.
- ii. The 48th AGM will start promptly at 10.00 a.m.
- iii. Please ensure you are connected to the internet at all times in order to participate when the 48th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity during the 48th 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.
- iv. Strictly **NO** unauthorised recording or photography of the proceedings of the 48th AGM are 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 48th AGM

Questions may be submitted via email to info@thplantations.com **no later than Wednesday, 22 June 2022 at 10.00 a.m.**

(B) On the day of the 48th AGM (23 June 2022)

Questions may be submitted to the Messaging window via RPEV 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 in the 48th AGM.

8. PERSONAL DATA PRIVACY

By registering for the RPEV 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 2021, CIRCULAR TO SHAREHOLDERS AND CORPORATE GOVERNANCE REPORT 2021

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

1. Annual Report 2021
2. Circular to Shareholders on the Proposed Renewal of Shareholders' Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPTs") and Proposed New Shareholders' Mandate for an Additional RRPTs
3. Corporate Governance Report 2021
4. Notice of the 48th AGM, Administrative Guide, Proxy Form and Request Form

10. ENQUIRIES

If you have any enquiry in relation to the 48th AGM, **RPEV** and **Proxy Form**, please contact the Share Registrar of the Company during office hours as follows:

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

Tel (Helpdesk) : 03 7890 4700

Fax : 03 7890 4670

Email : bsr.helpdesk@boardroomlimited.com

Officer incharge : Cik Nursyahirah binti Che Rahimi

Tel : 03 7890 4754

Email : nursyahirah.cherahimi@boardroomlimited.com