

## 5. PROCEDURE OF THE VIRTUAL 50<sup>th</sup> AGM

- i. The User Login Guide for participation, posing questions and voting at the virtual 50<sup>th</sup> AGM will be emailed to you together with your RPEV User ID and Password once your registration has been approved.
- ii. The virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity during the virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> AGM

Questions may be submitted via email to [info@thplantations.com](mailto:info@thplantations.com) **no later than Sunday, 5 May 2024 at 10.00 a.m.**

### (B) On the day of the virtual 50<sup>th</sup> AGM (6 May 2024)

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 virtual 50<sup>th</sup> 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 2023, CIRCULAR TO SHAREHOLDERS AND CORPORATE GOVERNANCE REPORT 2023

The following documents are available at [https://ir2.chartnexus.com/thplantation/annual\\_report.php](https://ir2.chartnexus.com/thplantation/annual_report.php):

1. Annual Report 2023
2. Circular to Shareholders on the Proposed Renewal of Shareholders' Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPTs")
3. Corporate Governance Report 2023
4. Notice of the virtual 50<sup>th</sup> AGM, Administrative Guide, Proxy Form and Request Form

## 10. ENQUIRIES

If you have any enquiry in relation to the virtual 50<sup>th</sup> AGM, **RPEV** and **Proxy Form**, please contact the Share Registrar of the Company during office hours as follows:

Address : Boardroom Share Registrars Sdn. Bhd.  
11<sup>th</sup> 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](mailto:BSR.Helpdesk@boardroomlimited.com)  
Officer : Cik Nursyahirah binti Che Rahimi  
(03 7890 4754)  
([nursyahirah.cherahimi@boardroomlimited.com](mailto:nursyahirah.cherahimi@boardroomlimited.com))



**TH PLANTATIONS BERHAD**

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

# ADMINISTRATIVE GUIDE

<b>Date</b> Monday, 6 May 2024	<b>Time</b> 10.00 a.m.
<b>Broadcast Venue</b> Bunga Room, Level 3, Seri Pacific Hotel Kuala Lumpur, Jalan Putra, 50746 Kuala Lumpur	
<b>Online Meeting Platform</b> <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>	

## IMPORTANT NOTICE

### Virtual 50<sup>th</sup> Annual General Meeting

**The virtual 50<sup>th</sup> AGM of the Company will be conducted ONLINE from the Broadcast Venue and the shareholders are only allowed to participate remotely through the Remote Participation and Electronic Voting ("RPEV") facilities.**

At the Broadcast Venue of the virtual 50<sup>th</sup> AGM, only the essential individuals are physically present. **NO SHAREHOLDERS** are allowed to be physically present at the Broadcast Venue on the day of the virtual 50<sup>th</sup> AGM.

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") remotely at the virtual 50<sup>th</sup> AGM using RPEV facilities provided by Boardroom Share Registrars Sdn. Bhd. ("Boardroom") at <https://meeting.boardroomlimited.my>.

### 1. ENTITLEMENT OF PARTICIPATION

Only a Member whose name appears on the Record of Depositors ("ROD") as at **29 April 2024** shall be entitled to participate at the virtual 50<sup>th</sup> AGM or appoint proxy(ies) on his/her behalf.

### 2. PROXY

- i. A member who is entitled to participate at the virtual 50<sup>th</sup> 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 **Tingkat 23, Menara TH Selborn, 153 Jalan Tun Razak, 50400 Kuala Lumpur** or submitted electronically via Boardroom Smart Investor Portal at <https://investor.boadroomlimited.com> not less than 24 hours before the time set for holding the virtual 50<sup>th</sup> AGM or **no later than Sunday, 5 May 2024 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 virtual 50<sup>th</sup> AGM, please do not submit any Proxy Form. You will not be allowed to participate in the virtual 50<sup>th</sup> 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 Sunday, 5 May 2024 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 virtual 50<sup>th</sup> AGM should lodge the certificate of appointment under the seal of the corporation at the Company's Registered Office at **Tingkat 23, Menara TH Selborn, 153 Jalan Tun Razak, 50400 Kuala Lumpur** or submitted electronically via Boardroom Smart Investor Portal at <https://investor.boadroomlimited.com> not less than 24 hours before the time set for holding the virtual 50<sup>th</sup> AGM or **no later than Sunday, 5 May 2024 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

- 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 virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> AGM remotely.

##### **PRIOR TO THE DAY OF THE VIRTUAL 50<sup>TH</sup> 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 (“BSIP”), you are not required to register again. You may proceed to Step 2 – Submit Request for RPEV User ID and Password]

- a. Access website <https://investor.boardroomlimited.com>
- b. Click <<REGISTER>> to sign up as a user.
- c. Please select the correct account type i.e. sign up as <<SHAREHOLDER>> **OR** <<CORPORATE HOLDER>>.
- d. Complete the registration with all required information. Upload a softcopy of your or representative’s MyKAD/Identification Card (front and back) or Passport.
- e. For Corporate Holder, kindly upload the authorization letter as well. Click <<SIGN UP>>.
- f. You will receive an email from Boardroom for email address verification. Click <<VERIFY EMAIL ADDRESS>> from the email received to continue with the registration.
- g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click <<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 <<ENTER>> to complete the process.
- h. 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 RPEV USER ID AND PASSWORD**

[Note: The registration for RPEV will be opened on **Wednesday, 27 March 2024 until Sunday, 5 May 2024. Shareholders are encourage to register at least 24 hours before the commencement of the virtual 50<sup>th</sup> AGM to avoid any delay in the registration.**]

###### **Registration of Individual Members**

- a. Login to BSIP website at <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- b. Select and click on <<CORPORATE MEETING>>.
- c. Go to <<TH PLANTATIONS BERHAD VIRTUAL 50<sup>TH</sup> AGM>> and click on <<ENTER>>.
- d. Go to <<VIRTUAL>> and click on <<REGISTER FOR RPEV>>.
- e. Read and agree to the Terms & Conditions and click <<NEXT>>.
- f. Enter your CDS Account Number and click on <<SUBMIT>> to complete your request.
- g. You will receive a notification that your RPEV registration has been received and is being verified.
- h. Upon system verification against the 50<sup>th</sup> AGM ROD as at **29 April 2024**, you will receive an email from Boardroom either approving or rejecting your registration for the RPEV.
- i. If approved, RPEV credential will be provided in your email.
- j. 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 **Sunday, 5 May 2024 at 10.00 a.m.**]

###### **Registration of Proxy(ies)**

- a. Login to BSIP website at <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- b. Select and click on <<CORPORATE MEETING>>.
- c. Go to <<TH PLANTATIONS BERHAD VIRTUAL 50<sup>TH</sup> AGM>> and click on <<ENTER>>.
- d. Click on <<SUBMIT ePROXY FORM>>.
- e. Select the company you would like to represent (if more than one, for Corporate Shareholder).
- f. Enter your CDS Account Number and number of securities held.
- d. Select your proxy – either the <<CHAIRMAN OF THE MEETING>> **OR** <<INDIVIDUAL NAMED PROXY(IES)>>.
- e. Read and accept the General Terms and Conditions and click <<NEXT>>.
- f. Enter the required particulars of your proxy(ies).
- g. Indicate your voting instructions <<FOR>> **OR** <<AGAINST>>, otherwise your proxy will decide your vote.
- h. Click <<APPLY>>.
- i. Download or print the eProxy form as acknowledgement.

[Note for Corporate Shareholders: if you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add Company name]

##### **Registration of Corporate shareholder, Authorised Nominee and Exempt Authorised Nominee**

###### **I. Via BSIP**

- a. Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- b. Select <<TH PLANTATIONS BERHAD VIRTUAL 50<sup>TH</sup> AGM>> from the list of Corporate Meetings and click <<ENTER>>.
- c. Click on <<SUBMIT ePROXY FORM>>.
- d. Select the company you would like to represent (if more than one).
- e. Proceed to download the file format for <<SUBMISSION OF PROXY FORM>> from BSIP.
- f. Prepare the file for the appointment of proxies by inserting the required data.
- g. Proceed to upload the duly completed proxy appointment file.
- h. Review and confirm your proxy appointment and click <<SUBMIT>>.
- i. Download or print the eProxy form as acknowledgement.

[Note: if you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add Company name]

###### **II. Via email**

- a. To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to BSR and write in to BSR at [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing softcopy of the Form of Proxy, the name of shareholders and CDS Account Number.
- b. Please provide a copy of the proxy holder’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

##### **ON THE DAY OF THE VIRTUAL 50<sup>TH</sup> AGM**

###### **STEP 3 – LOGIN TO THE MEETING PLATFORM**

- a. The Meeting Platform will be opened for login starting one (1) hour before the commencement of the virtual 50<sup>th</sup> AGM, which is from **9.00 a.m. on Monday, 6 May 2024**.
- b. The Meeting Platform can be accessed via any 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.com>
- 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 virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> 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 virtual 50<sup>th</sup> AGM, the live webcast will end.
- b. You can now logout from the Meeting Platform.