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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 49th AGM

Questions may be submitted via email to info@thplantations.com **no later than Monday, 26 June 2023 at 10.00 a.m.**

(B) On the day of the virtual 49th AGM (27 June 2023)

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 49th 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 2022, CIRCULAR TO SHAREHOLDERS AND CORPORATE GOVERNANCE REPORT 2022

The following documents are available at http://ir2.chartnexus.com/thplantation/annual_report.php :

1. Annual Report 2022
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 Additional RRPTs
3. Corporate Governance Report 2022
4. Notice of the 49th AGM, Administrative Guide, Proxy Form and Request Form

10. ENQUIRIES

If you have any enquiry in relation to the virtual 49th AGM, **RPEV** and **Proxy Form**, please contact Boardroom 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

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TH PLANTATIONS BERHAD

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

ADMINISTRATIVE GUIDE
VIRTUAL 49TH ANNUAL GENERAL MEETING ("49TH AGM")

Date	Time
Tuesday, 27 June 2023	10.00 a.m.
Broadcast Venue	
Bilik Bunga Raya, Level 3, Seri Pacific Hotel Kuala Lumpur, Jalan Putra, 50746 Kuala Lumpur	
Online Meeting Platform	
https://meeting.boardroomlimited.my	

IMPORTANT NOTICE

MODE OF MEETING

The virtual 49th 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 49th AGM, only the essential individuals are physically present to organise the virtual 49th AGM. **NO SHAREHOLDERS** will be allowed to be physically present at the Broadcast Venue on the day of the virtual 49th 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 49th 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 names appear on the Record of Depositors ("ROD") as at **20 June 2023** shall be entitled to participate at the virtual 49th AGM or appoint proxy(ies) on his/her behalf.

2. PROXY

i. A member entitled to participate at the virtual 49th 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.boardroomlimited.com** not less than 24 hours before the time set for holding the virtual 49th AGM or **no later than Monday, 26 June 2023 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 49th AGM, please do not submit any Proxy Form. You will not be allowed to participate in the virtual 49th 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 Monday, 26 June 2023** 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 49th 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.boardroomlimited.com** not less than 24 hours before the time set for holding the virtual 49th AGM or **no later than Monday, 26 June 2023 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 49th 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 49th AGM remotely.

PRIOR TO THE DAY OF THE VIRTUAL 49TH 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 authorisation 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 **Friday, 28 April 2023 until Monday, 26 June 2023. Shareholders are encourage to register at least 24 hours before the commencement of the virtual 49th 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 49TH 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 49th AGM ROD as at **20 June 2023**, 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 **Monday, 26 June 2023** 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 49TH 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.
g. Select your proxy – either the <<CHAIRMAN OF THE MEETING>> **OR** <<INDIVIDUAL NAMED PROXY(IES)>>
h. Read and accept the General Terms and Conditions and click <<NEXT>>.
i. Enter the required particulars of your proxy(ies).
j. Indicate your voting instructions <<FOR>> **OR** <<AGAINST>>, otherwise your proxy will decide your vote.
k. Click <<APPLY>>
l. 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 49TH 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 Boardroom and write in to Boardroom at 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 49TH 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 49th AGM, which is from **9.00 a.m. on Tuesday, 27 June 2023.**
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 49th 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 49th 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 49th AGM, the live webcast will end.
b. You can now logout from the Meeting Platform.

5. PROCEDURE OF THE VIRTUAL 49TH AGM

i. The User Login Guide for participation, posing questions and voting at the virtual 49th AGM will be emailed to you together with your RPEV User ID and Password once your registration has been approved.

ii. The virtual 49th 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 49th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity during the virtual 49th 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 49th AGM are allowed.