



## ADMINISTRATIVE GUIDE FOR THE 59<sup>TH</sup> AGM

AGM Date & Time	:	Thursday, 15 September 2022 at 10.00 a.m.
Meeting Platform	:	ConveneAGM at <a href="https://conveneagm.my/land-generalagm2022">https://conveneagm.my/land-generalagm2022</a> (MYNIC Domain Registration Number D6A475992).
Registration	:	Virtual Meeting via Remote Participation and Electronic Voting ("RPEV") facilities
Broadcast Venue	:	Meeting Room 8trium, Level 21, Menara 1, Jalan Cempaka SD 12/5, Bandar Sri Damansara, 52200 Kuala Lumpur, Malaysia.
Mode of Communication	:	Shareholders may - <ul style="list-style-type: none"><li>i. pose questions to the Board via real time submission of textual questions available on ConveneAGM meeting platform during live streaming of the 59<sup>th</sup> AGM, or</li><li>ii. submit questions from ConveneAGM meeting platform at <a href="https://conveneagm.my/land-generalagm2022">https://conveneagm.my/land-generalagm2022</a> prior to the 59<sup>th</sup> AGM, or</li><li>iii. email questions to <a href="mailto:farah@land-general.com">farah@land-general.com</a> or <a href="mailto:lgbsec@land-general.com">lgbsec@land-general.com</a> no later than 10.00 a.m. on Tuesday, 13 September 2022, or</li><li>iv. submit questions by completing the query form provided via facsimile or email no later than 10.00 am on Tuesday, 13 September 2022.</li></ul>

In view of the resurgence of COVID-19 cases and with the primary concern for the safety of the Company's shareholders, employees and Directors, the Board and Management decided that the 59<sup>th</sup> AGM of the Company shall be conducted on a **fully virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting Facility (RPEV)**.

The main and only venue of the 59<sup>th</sup> AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 60 of the Company's Constitution that require the Chairman of the Meeting to be present at the main venue of the Meeting. **Shareholders/proxies/corporate representatives WILL NOT BE ALLOWED TO BE PHYSICALLY PRESENT at the Broadcast Venue on the day of the 59<sup>th</sup> AGM of the Company.**

Shareholders can participate in our fully virtual 59<sup>th</sup> AGM by registering online via the ConveneAGM meeting platform at <https://conveneagm.my/land-generalagm2022>.

With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the 59<sup>th</sup> AGM, remotely.

**Kindly ensure the stability of your internet connectivity throughout the 59<sup>th</sup> AGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.**



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Please pay attention to the details as stated below.

## A. Entitlement to Participate in the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on **8 September 2022** (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

## B. Form(s) of Proxy

If you are unable to attend the 59<sup>th</sup> AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions on the Proxy Form in accordance with the notes and instructions printed therein.

The instrument appointing a proxy/proxies may be made via hardcopy or by electronic means in the following manner:

The Proxy Form, duly completed, must be deposited at the Registered Office of the Company at 8trium, Level 21 Menara 1, Jalan Cempaka SD12/5, Bandar Sri Damansara, 52200 Kuala Lumpur via post/courier/by hand **or** via email to [lgbsec@land-general.com](mailto:lgbsec@land-general.com) or via facsimile to Fax No. 603-6277 7061, **or alternatively**, the proxy appointment may also be lodged **electronically** at <https://conveneagm.my/land-generalagm2022> not less than forty-eight (48) hours before the time set for holding the Meeting or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours i.e. **Wednesday, 14 September 2022** before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.

Shareholders who have appointed proxy/proxies or corporate/authorised representatives to participate in the 59<sup>th</sup> AGM must request their proxy/proxies or corporate/authorised representatives to register for the RPEV facilities with ConveneAGM as well.

## C. Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our virtual 59<sup>th</sup> AGM yourself, please write in to [lgbsec@land-general.com](mailto:lgbsec@land-general.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

Alternatively, kindly follow the steps listed below under **Section E Remote Participation and Electronic Voting (RPEV) Facilities** to register for RPEV facilities. In such an event, your appointment of proxy(ies) shall be revoked.

## D. Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 59<sup>th</sup> AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.



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## **E. Remote Participation and Electronic-Voting (RPEV) Facilities**

Shareholders, proxies or corporate representative(s) are required to log in to ConveneAGM meeting portal at <https://conveneagm.my/land-generalagm2022> to register participation for the virtual AGM.

Registration for remote access will be opened from 29 July 2022 until the day of the 59<sup>th</sup> AGM on Thursday, 15 September 2022.

Kindly follow the steps in **AGM User Guide** at <https://cdn.azeusconvene.com/wp-content/uploads/brochures/Getting-Started-with-ConveneAGM.pdf>.

Upon system verification against the General Meeting Record of Depositories as at **8 September 2022**, you will receive an email from AGM@Convene [agmaccounts@conveneagm.com](mailto:agmaccounts@conveneagm.com) approving or rejecting your RPEV registration.

## **F. No Distribution of Door Gifts**

There will be no distribution of door gifts for shareholders/proxies who join or participate in the virtual 59<sup>th</sup> AGM.

## **G. No Recording or Photography**

No recording or photography of the 59<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

## **H. Enquiry**

If you have any enquiries prior to the 59<sup>th</sup> AGM, please contact the following:

KPMG Management & Risk Consulting Sdn. Bhd. (150059-H) for matters relating to L&G's proxy processing & RPEV registration for the 59<sup>th</sup> AGM.

Email : [support\\_conveneAGM@kpmg.com.my](mailto:support_conveneAGM@kpmg.com.my)

ConveneAGM Technical Support (Available 24/7)

Toll Free No : 1 800 817 240

Email : [support@conveneagm.com](mailto:support@conveneagm.com)

Live Chat : Click on the chat icon at the bottom right side of URL  
<https://conveneagm.my/land-generalagm2022>

## **Personal Data Policy**

By registering for the remote participation and electronic voting meeting 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.