



(Registration No.: 196401000184/5507-H)  
Incorporated in Malaysia

## ADMINISTRATIVE GUIDE FOR THE 60<sup>TH</sup> ANNUAL GENERAL MEETING

Dear Valued Shareholders,

### 1. VIRTUAL 60<sup>TH</sup> ANNUAL GENERAL MEETING

The 60<sup>th</sup> Annual General Meeting (“AGM”) of Land & General Berhad (“L&G” or “the Company”) will be conducted virtually via live streaming from the Broadcast Venue and via the online meeting platform on the date and time set out below.

**Date** : Tuesday, 19 September 2023  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Level 21, Menara 1 8trium, Jalan Cempaka SD12/5, Bandar Sri Damansara, 52200 Kuala Lumpur  
**Meeting Platform** : <https://meeting.boardroomlimited.my>

The 60<sup>th</sup> AGM will be conducted virtually in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 which recommends listed companies to leverage on technology to facilitate remote shareholders’ participation at general meetings.

Only the Chairman of the AGM and other key management personnel will be physically present at the Broadcast Venue to conduct the virtual AGM proceedings. Shareholders, proxies and authorised representatives are invited to participate through the remote participation and electronic voting facilities (“RPEV facilities”) via the above-stated online meeting platform. **Shareholders/proxies/corporate representatives WILL NOT BE ALLOWED TO BE PHYSICALLY PRESENT at the Broadcast Venue on the day of the 60<sup>th</sup> AGM of the Company.**

The quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection at the location of the remote participant.

### 2. SHAREHOLDERS ENTITLED TO ATTEND THE VIRTUAL AGM

Shareholders whose names appear on the **Record of Depositors on 13 September 2023** (“General Meeting Record of Depositors”) shall be eligible to participate in the virtual AGM or appoint proxy(ies) to participate on his/her behalf.

The registration for RPEV facilities will **open on Monday, 31 July 2023** until such time before the voting session ends at the 60<sup>th</sup> AGM on **Tuesday, 19 September 2023** (“Registration Deadline”).

If you are unable to participate, you are encouraged to appoint the Chairman of the AGM as your proxy and indicate your voting instructions in the proxy form. The instrument appointing a proxy must be received latest by **Monday, 18 September 2023 at 10.00 a.m.** (“Proxy Lodgement Deadline”). Please refer to Note 5 below in this Administrative Guide.

### 3. RPEV FACILITIES

Shareholders and proxies are advised to log in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> for the following services:

- (a) Register to participate at the virtual AGM;
- (b) Submit proxy form electronically;
- (c) Submit request for the Annual Report 2023 (“Annual Report”); and
- (d) Submit questions prior to the virtual AGM.




You may request for a printed copy of the Annual Report via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting ‘Request for Annual Report/Circular’ under ‘Investor Services’. However, as part of our Caring for the environment effort, the Company has reduced substantially the number of printed copies of the Annual Report. The Board urges you to refer to the digital copies of the Annual Report, Corporate Governance Report 2023, Notice of 60<sup>th</sup> AGM, Proxy Form and this Administrative Guide which are available on our corporate website at <https://lg.investors-centre.com/lg-ar2023/>.

### 4. REGISTRATION FOR REMOTE PARTICIPATION

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual AGM:

PROCEDURES		STEPS
BEFORE THE DAY OF THE AGM		
(1)	<p>Register online with Boardroom Smart Investor Portal (“BSIP”) for Individual and Corporate Shareholder</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>✓ <i>If you have previously registered with BSIP, you may proceed to Step (2)</i></li> <li>✓ <i>BSIP now facilitates the registration of Corporate Shareholders</i></li> </ul>	<p>(Only for first-time BSIP users)</p> <ul style="list-style-type: none"> <li>a. Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b. Click “<b>Register</b>” to sign up as a user</li> <li>c. Select “<b>Account Type</b>” to “<b>Sign Up As Shareholder</b>” or “<b>Sign Up As Corporate Holder</b>”</li> <li>d. Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder</li> <li>e. Enter a valid mobile number and email address</li> <li>f. You will receive an email from BSIP for email address verification. Click “<b>Verify E-mail Address</b>” in the email received to continue with the registration</li> <li>g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “<b>Request OTP Code</b>” 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</li> <li>h. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one business day and an email notification will be provided</li> </ul>

(2)	<p>Submit request for remote participation</p> <p>Note:</p> <ul style="list-style-type: none"> <li>✓ You must be a registered BSIP user. If not, return to Step (1)</li> </ul>	<p>The registration for RPEV facilities will open on <b>Monday, 31 July 2023</b> until such time before the voting session ends at the 60<sup>th</sup> AGM on <b>Tuesday, 19 September 2023</b> (“Registration Deadline”)</p> <p>The instrument appointing a proxy must be received latest by <b>Monday, 18 September 2023 at 10.00 a.m</b> (“Proxy Lodgement Deadline”)</p> <p><b>For Individual and Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>a. Log in to <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b></li> <li>b. Click ‘Meeting Event(s)’ and select from the list of companies – <b>“LAND &amp; GENERAL BERHAD - 60<sup>TH</sup> ANNUAL GENERAL MEETING”</b> and click ‘Enter’</li> <li>c. To attend the virtual AGM remotely <ul style="list-style-type: none"> <li>✓ Click ‘<b>Register for RPEV</b>’</li> <li>✓ Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request</li> </ul> </li> <li>d. To appoint proxy <ul style="list-style-type: none"> <li>✓ Click ‘Submit eProxy Form’</li> <li>✓ For Corporate Shareholder, select the company you would like to represent (if more than one)</li> <li>✓ Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’</li> </ul> </li> </ol> <p><b>For Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>a. Log in to <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b></li> <li>b. Click ‘Meeting Event(s)’ and select from the list of companies – <b>“LAND &amp; GENERAL BERHAD - 60<sup>TH</sup> ANNUAL GENERAL MEETING”</b> and click “Enter”</li> <li>c. Click “Submit eProxy Form”</li> <li>d. Select the company you would like to represent (if more than one)</li> <li>e. Proceed to download the file format for “<b>Submission of Proxy Form</b>”</li> <li>f. Prepare the file for the appointment of proxy(ies) by inserting the required data</li> <li>g. Proceed to upload the duly completed Proxy Appointment file</li> <li>h. Review and confirm your proxy(ies) appointment(s) and click “<b>Submit</b>”</li> <li>i. Download or print the eProxy form as acknowledgement</li> </ol> <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to <b><a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a></b> and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required</p>
(3)	<p>Verification and email notification</p>	<p><b>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</b></p> <ol style="list-style-type: none"> <li>a. An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification</li> <li>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on <b>the day prior</b> to the 60<sup>th</sup> AGM, i.e. Tuesday, 19 September 2023 either approving or rejecting your request for remote participation</li> <li>c. If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual AGM</li> </ol>

ON THE DAY OF THE AGM		
(4)	Log in	<p>a. The meeting platform will open for log in on Tuesday, 19 September 2023 at 9.00 a.m., i.e. <b>one hour before</b> the commencement of the 60<sup>th</sup> AGM</p> <p>b. Click the link provided in the email in Step (3)c to join the virtual AGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email</p>
(5)	Participate	<p>a. Please follow the user guides in the email to view the live webcast, submit questions and vote</p> <p>b. To view the live webcast, select the broadcast icon </p> <p>c. To ask a question during the 60<sup>th</sup> AGM, select the messaging icon . Type your question in the chat box and click the send button to submit</p>
(6)	Vote	<p>a. Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session</p> <p>b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</p> <p>c. To change your vote, re-select your voting preference</p> <p>d. If you wish to cancel your vote, please press “Cancel”</p>
(7)	End	Upon declaration by the Chairman of the closure of the 60 <sup>th</sup> AGM, the live webcast will end

## 5. APPOINTMENT OF PROXY

- (a) A member entitled to attend and vote at this meeting is entitled to appoint a proxy or proxies to attend and vote in his stead. A proxy need not be a member of the Company. There shall be no restriction as to the qualification of the proxy. A member shall be entitled to appoint not more than two proxies to attend and vote at the 60<sup>th</sup> AGM.
- (b) Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the SICDA which is exempted from compliance with the provisions of subsection 25A(1) of SICDA.
- (c) Where a member appoints two (2) proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
- (d) Where an exempt authorised nominee appoints two (2) or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
- (e) The instrument appointing a proxy in the case of an individual shall be signed by the appointer or his attorney, and in the case of a corporation either under its common seal or signed by its attorney or by an officer on behalf of the corporation.
- (f) 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://investor.boardroomlimited.com> not less than twenty-four (24) hours i.e. **Monday, 18 September 2023 at 10.00 a.m.**, before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid.
- (g) Only members whose names appear in the Record of Depositors as at **13 September 2023** will be entitled to attend and vote at the meeting or appoint proxy (proxies) to attend and vote on their behalf.

## 6. CORPORATE REPRESENTATIVE

A corporate shareholder who wishes to appoint a representative(s) or attorney(s) to participate at the AGM, please deposit the ORIGINAL Certificate of Appointment or Power of Attorney, as the case may be, by hand or by post or by courier to Level 21, Menara 1 8trium, Jalan Cempaka SD12/5, Bandar Sri Damansara, 52200 Kuala Lumpur.

Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom to furnish the User Name and Password. Please note that only one (1) User Name will be provided to each corporate representative.

## 7. SUBMISSION OF QUESTIONS

- (a) Prior to the virtual AGM  
Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> latest by **Sunday, 17 September at 10.00 a.m.** Click “**Submit Questions**” after selecting “**LAND & GENERAL BERHAD - 60TH ANNUAL GENERAL MEETING**” from “**Meeting Event(s)**”.
- (b) During the virtual AGM  
Shareholders may submit their questions in the chat box at any time during the virtual AGM on the online meeting platform.

In order to ensure a smooth and efficient conduct of the AGM, questions that are repetitive in nature will not be specifically addressed. The Board and Management of L&G will endeavour to provide the responses at the virtual AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

## 8. VOTING PROCEDURES

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Company has appointed Boardroom as the poll administrator to conduct the poll by way of electronic voting and Sky Corporate Services Sdn Bhd as the independent scrutineer to verify the poll results.

The electronic voting session will commence from the start of the 60<sup>th</sup> AGM at 10.00 a.m. on Tuesday, 19 September 2023 or such other time as announced by the Chairman, and will continue until the time declared by the Chairman to be the end of the voting session.

## 9. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual AGM proceedings is allowed without the prior written permission of the Company.

## 10. ENQUIRIES RELATING TO THE VIRTUAL AGM

If you have any enquiries prior to the AGM or require technical assistance to participate in the virtual AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details of which are as follows:

Tel : +603 7890 4700 (Helpdesk)  
Fax : +603 7890 4670  
E-mail : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

You are encouraged to submit your enquiries via email to avoid any delays in response.

In view of uncertainties that may arise, the Company shall observe the guidelines or new procedures that may be issued from time to time, which may affect the administration of the virtual AGM as set out in this Administrative Guide. If there is any material change required to the proceedings of the meeting, the Company will issue an announcement on the same accordingly. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the virtual AGM.

## **11. PERSONAL DATA PRIVACY NOTICE**

By registering for the RPEV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you consent to Land & General Berhad (196401000184/5507-H) processing your personal data in the manner stipulated in the Privacy Notice for Shareholders set out in [www.land-general.com](http://www.land-general.com) and warrant that consent of the proxy(ies) and/or representative(s) whose personal data you have provided has also been obtained accordingly and that they have been informed of the privacy notice.