

## ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE FIFTY-EIGHTH (“58<sup>TH</sup>”) ANNUAL GENERAL MEETING (“AGM” OR “MEETING”)

Day, Date : Thursday, 2 December 2021  
Time : 3.00 p.m.  
Meeting Platform : <https://meeting.boardroomlimited.my>  
Broadcast Venue : Auditorium, Ground Floor, Menara Hong Leong  
No. 6, Jalan Damanlela, Bukit Damansara  
50490 Kuala Lumpur  
Malaysia

### ANNUAL REPORT 2021, CORPORATE GOVERNANCE REPORT 2021, CIRCULAR TO SHAREHOLDERS 2021 AND CIRCULAR TO SHAREHOLDERS - ESS

We are pleased to inform you that the following reports of Hong Leong Industries Berhad (“HLI”) are available and can be downloaded from HLI’s website at [www.hli.com.my/gm\\_current.php](http://www.hli.com.my/gm_current.php) :

1. Annual Report 2021;
2. Corporate Governance Report 2021;
3. Circular to Shareholders in relation to Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Circular to Shareholders 2021”);
4. Circular to Shareholders in relation to Proposed Establishment Of A New Executive Share Scheme and Proposed Allocation Of Options And/Or Grants To The Group Managing Director Of HLI (“Circular to Shareholders - ESS”);
5. Notice of AGM;
6. Form of Proxy; and
7. Administrative Notes.

In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the Annual Report 2021, Circular to Shareholders 2021 and Circular to Shareholders - ESS. However, should you require a printed copy of the Annual Report 2021 and/or Circular to Shareholders 2021 and/or Circular to Shareholders - ESS, please complete the Request Form and return the same to the address stated therein.

### MODE OF MEETING

In light of the Coronavirus disease 2019 (COVID-19) pandemic and in the interest of the health and safety of all stakeholders, the Company has decided to conduct its 58<sup>th</sup> AGM virtually. All shareholders are welcomed to participate in our 58<sup>th</sup> AGM remotely via live streaming and online voting using Remote Participation and Electronic Voting (“RPEV”) facilities by registering online with Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.

The broadcast venue of the AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the main venue of the AGM shall be in Malaysia and the Chairman shall be present at the main venue of the AGM. **No shareholders/proxies will be allowed to be physically present at the broadcast venue of the AGM.**

### ENTITLEMENT TO PARTICIPATE AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 25 November 2021, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the AGM.

### LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM via RPEV facilities on 2 December 2021 and wish to appoint a proxy(ies) or the Chairman of the Meeting to vote on your behalf, please deposit the duly executed Form of Proxy at the Registered Office of the Company at Level 31, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur, Malaysia or lodge electronically via email at [cosec-hlmg@hongleong.com.my](mailto:cosec-hlmg@hongleong.com.my), not less than forty-eight (48) hours before the time appointed for holding of the Meeting or adjourned meeting.

**If you wish to participate in the Meeting yourself, please do not submit any Form of Proxy for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.**

If you have submitted your Form of Proxy prior to the AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to [cosec-hlmg@hongleong.com.my](mailto:cosec-hlmg@hongleong.com.my) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

# ADMINISTRATIVE NOTES TO SHAREHOLDERS

(cont'd.)

## REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM.

If you participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.




Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

	Procedure	Action
<b>BEFORE THE DAY OF THE AGM</b>		
1.	Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p>[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 remote participation.]</p> <p>(a) Access the website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.                      (b) Click &lt;Register&gt; to sign up as a user.                      (c) Complete registration and upload a copy of your National Registration Identification Card (front and back) (for Malaysian) or passport (for non-Malaysian).                      (d) Please enter a valid email address and wait for Boardroom’s email verification.</p> <p>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</p>
2.	Submit Request for Remote Participation (User ID and Password)  <i>Note: Shareholders are encouraged to register at least 48 hours before the commencement of the Meeting, i.e. by 3.00 p.m., 30 November 2021 to avoid any delay in the registration process</i>	<p><b>Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>- Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password obtained from Step 1 above.</li> <li>- Select “<b>HONG LEONG INDUSTRIES BERHAD 58<sup>TH</sup> ANNUAL GENERAL MEETING</b>” from the list of Corporate Meetings and click &lt;Enter&gt;.</li> <li>- Click on &lt;Register for RPEV&gt;.</li> <li>- Read and agree to the Terms &amp; Conditions and click &lt;Next&gt;.</li> <li>- Enter your CDS Account Number and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders</b></p> <ul style="list-style-type: none"> <li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li> <li>- Please provide a copy of the Corporate Representative’s National Registration Identification Card (front and back) (for Malaysian) or passport (for non-Malaysian) as well as his/her email address.</li> </ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member and CDS Account Number accompanied with the Form of Proxy to submit the request.</li> <li>- Please provide a copy of the Proxy Holder’s National Registration Identification Card (front and back) (for Malaysian) or passport (for non-Malaysian) as well as his/her email address.</li> </ul> <p>Thereafter:</p> <p>(a) You will receive a notification from Boardroom that your request has been received and is being verified.                      (b) Upon system verification against the Record of Depositors as at <b>25 November 2021</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.                      (c) If your registration is approved, you will receive your remote access Meeting ID, user ID and password in the same email from Boardroom. You will also be notified in the event your registration is rejected.</p>
<b>ON THE DAY OF THE AGM</b>		
3.	Login to Virtual Meeting Portal  <i>Note: You may login from 2 p.m., i.e. one (1) hour before the commencement of the 58<sup>th</sup> AGM on 2 December 2021</i>	<p>(a) Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).                      (b) The Meeting Platform can be accessed via one of the following methods:                      - Scan the QR Code provided in the email notification; or                      - Access to <b>Lumi AGM</b> web portal via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.                      (c) Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 2.</p>

# ADMINISTRATIVE NOTES TO SHAREHOLDERS

(cont'd.)

## REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV) (cont'd.)

	Procedure	Action
<b>ON THE DAY OF THE AGM (cont'd.)</b>		
4.	Participate through live streaming	[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit question and vote.]  (a) If you would like to view the live webcast, select the broadcast icon.  (b) If you would like to ask a question during the AGM, select the messaging icon.  (c) Type your question within the chat box, once completed click the <send> button.
5.	Online remote voting	Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.  To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.  To change your vote, please re-select another voting direction.  If you wish to cancel your vote, please press "Cancel".
6.	End of Participation	(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end. (b) You can now logout from the Meeting Platform.

## NO RECORDING OR PHOTOGRAPHY

Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

## INTERNET CONNECTION

Please ensure that you are connected to the internet at all times in order to participate and vote when the AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. It is your responsibility to ensure that the connectivity for the duration of the Meeting is maintained.

## PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders/proxies are encouraged to submit questions to the Board in advance of the AGM to [IRelations@hli.com.my](mailto:IRelations@hli.com.my) by 3.00 p.m. on 30 November 2021.

When sending in your questions, please provide us with the following details:

- (a) Full name
- (b) National Registration Identification Card/Passport Number
- (c) Number of shares held
- (d) CDS Account Number

Whilst the Company will endeavour to address all relevant questions received from the shareholders which are related to the agenda of the AGM, it may not be able to answer all questions from shareholders.

# ADMINISTRATIVE NOTES TO SHAREHOLDERS

(cont'd.)

## GENERAL ENQUIRY

For enquiries prior to the AGM or request for technical assistance to participate in the AGM, please contact the following during office hours:

### **Hong Leong Share Registration Services Sdn Bhd**

Level 25, Menara Hong Leong  
No. 6, Jalan Damanlela  
Bukit Damansara  
50490 Kuala Lumpur  
Malaysia

Tel No.: 03-2088 8818  
Fax No.: 03-2088 8990

Contact person: Mr Allan Tang Chin Heng / Ms Lee Mun Yee  
Email address: [hlsrs@hongleong.com.my](mailto:hlsrs@hongleong.com.my)

### **Boardroom Share Registrars Sdn. Bhd.**

11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Professor Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia

General Line: 03-7890 4700 (Helpdesk)  
Fax No.: 03-7890 4670

Email address: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

## PERSONAL DATA NOTICE

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 consents to and/or warrants that he/she has obtained the consent of the appointed proxy/representative (as applicable) for the collection, use, disclosure and processing of such personal data by the Company, its agents and/or third party service providers for purposes of organising, conducting, facilitating and administering the AGM; for enabling access to, participation in and the exercise of shareholder rights by the member or the appointed proxy/representative in the AGM; for communicating with the member; for preparing attendance lists, minutes of Meeting and any documents in relation to the AGM; and for the Company, its agents and/or third party service providers to comply with the requirements of applicable 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 the above warranty.