

**MHC PLANTATIONS BHD**  
**Registration No. 196001000393 (4060-V)**  
**(Incorporated in Malaysia)**

Administrative Guide for the  
Sixtieth (60th) Annual General Meeting (“60th AGM”)

**Dear Shareholders**

**Greeting from MHC Plantations Bhd!**

**General Meeting Arrangements**

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our AGM at short notice. Kindly check the Company’s website or announcements from time to time for the latest updates on the status changes to the General Meeting arrangement.

**Coronavirus Disease (COVID-19) Outbreak**

1. In light of the COVID-19 outbreak, shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending the AGM.
2. If you have travelled overseas to China, United States of America, Hong Kong, Japan, South Korea, Italy, Iran and other affected countries (as and when announced by the WHO and Malaysia’s Ministry of Health in the past 14 days) or if you are unwell with sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advices.
3. All attendees which were screened and tested positive or is believed to be suffering from pneumonia symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. In view of COVID-19 outbreak and given that your safety is the Company’s priority, the Company has taken below precautions measures to contain the spread of the COVID-19 to ensure the safety of attendees at the 60th AGM:
  - a) The attendance of outstation shareholders at the AGM are strongly discouraged.
  - b) Shareholders are encouraged to appoint the Chairman of the Meeting as proxy to attend and vote on behalf at the forthcoming AGM. You may submit your proxy forms with pre-determined voting instructions for the Chairman to vote on behalf.
5. The Company will take the precaution measure by conducting temperature checks on all members upon arrival at the AGM venue. You will not be allowed to enter the meeting venue if you have the above symptoms or having a body temperature above 37.5 °C. All attendees are advised to sanitize their hands and wear face mask before entering.
6. Shareholders are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine, other health and safety precautions from time to time.

**No Lunch, Refreshment nor Door Gift**

There will be **no** lunch, refreshment nor door-gift provided for this year’s AGM.

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**Registration**

1. Registration will start at 10.30 a.m. on Thursday, 23 July 2020.
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration staff at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
3. Upon verification, you are required to sign on the Attendance list prepared by the registration staff.
4. After registration, a polling slip will be issued to the respective shareholders. For-electronic polling, shareholders will be given a wristband. Shareholders are required to put on for voting purpose later.
5. No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
6. The registration counter will handle only verification of identity and registration.
7. Please vacate the registration area immediately after registration.
8. For any clarification or enquiry, please proceed to the Company’s Helpdesk at the registration counter.
9. Poll Administrator’s Helpdesk will handle the revocation of a proxy’s appointment.

**Proxy**

1. A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the Meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
2. You may submit your Proxy Form to the office of the Share Registrar of our Company, Boardroom Share Registrar Sdn. Bhd. by email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or fax +603-7890 4670. We do not acknowledge receipt of the Form(s) of Proxy.
3. If you wish to attend the Meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the Meeting together with a proxy appointed by you.
4. If you have submitted your Proxy Form prior to the Meeting and subsequently decided to attend the Meeting yourself, please proceed to the Help Desk at the registration counter to revoke the appointment of your proxy.

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**Poll Voting**

1. In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 60th AGM will be conducted by poll rather than show of hand. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
2. Upon completion of the voting session for the 60th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

**Annual Report 2019**

1. The Company’s Annual Report 2019, Proxy Form and Administrative Guide are available on the following websites:
  - a) <https://www.bursamalaysia.com>
  - b) <https://www.mhc.com.my>
2. If you wish to request for a printed copy of the Annual Report 2019, please complete and send the Request Form that can be downloaded from the Company’s website at <https://www.mhc.com.my> and email the same to the Share Registrar.
3. Kindly think of the environment before you decide to print the Annual Report 2019. We would appreciate your support by going paperless as part of the Company “Go Green” initiative to help protect the environment for current and future generations

**Enquiry**

1. If you have any query prior to the Meeting, please contact the following officers during office hours:

|   |  |                                   |
|---|--|-----------------------------------|
| Boardroom Share Registrar Sdn. Bhd.<br>199601006647 (378993-D)<br>11 <sup>th</sup> Floor, Menara Symphony<br>No. 5, Jalan Prof. Khoo Kay Kim<br>Seksyen 13, 46200 Petaling Jaya<br>Selangor Darul Ehsan, Malaysia | Tel No.  | +603-7890 4700                    |
|   | Fax No.  | +603-7890 4670                    |
|   | Email Add  | bsr.helpdesk@boardroomlimited.com |
|   | Contact Person:<br>ENCIK IBNU SUFFIAN BIN MAS’ON |                                   |