



MHC PLANTATIONS BHD

ADMINISTRATIVE GUIDE FOR THE SIXTY-FIRST ANNUAL GENERAL MEETING (“61st AGM”)

Dear Shareholders Greeting from MHC Plantations Bhd

In view of the evolving development of COVID-19 situation in Malaysia, shareholders are encouraged to visit the Company’s website and Bursa’s website from time to time for any changes or updated information on the Company’s Annual General Meeting.

Details and Procedures of 61st AGM

Date	Time	Venue
Monday, 31 May 2021	11.30 a.m.	Kompleks Pejabat Behrang 2020, Jalan Persekutuan 1, 35900 Tanjung Malim, Perak, Malaysia

1. The 61st AGM will be a physical annual general meeting. However, the Company will closely monitor the COVID-19 situation and reserves the right to take further measures as appropriate up to the day of the 61st AGM. These could include limiting the number of shareholders/proxies admitted into the meeting room.
2. The Company is abiding with the SOP issued by MKN in conducting the 61st AGM. Shareholders are advised to download the MySejahtera application in advance into their phone for contact tracing purposes.
3. Shareholders who are above 60 years old are strongly 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.

Precautions and Preventive Measures in view of COVID-19

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 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. The Company will take the precaution measure by conducting temperature checks on all members upon arrival at the AGM venue. Those attendees found to be suffering from any symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.



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4. In view of COVID-19 pandemic 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 61st 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. All attendees are required to sanitize their hands before entry into the meeting room. In addition attendees are required to wear face masks throughout the event and adhere to physical distancing precautions.
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.

Entitlement to Participate in the AGM

Only members whose names appear on the Record of Depositors as at 18 December 2020 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and need not be a member of the Company.

No Lunch, Refreshment nor Door Gift

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

Registration

1. Registration will start at 10.30 a.m. on Monday, 31 May 2021.
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.



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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 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.

Poll Voting

1. In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 61st 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 61st AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

Annual Report 2020

1. The Company's Annual Report 2020, 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 2020, 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 2020. 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:



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

The Company and its subsidiary companies, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives and/or any other party arising out of or in connection of any infection or suspicion of any infection from Covid-19 and/or suffering any losses arising out of or in connection with attendance at the Company's AGM and/or measures are undertaken by the Company in the Company's sole discretion in response to the Covid-19 pandemic.