ADMINISTRATIVE GUIDE
FOR THE 57TH AGM

AGM Date & Time : Wednesday, 23 September 2020 at 10.00 a.m.

Meeting Platform : https://web.lumiagm.com

Registration : Virtual Meeting via Remote Participation and Voting ("RPV") facilities

Broadcast Venue : Meeting Room TR12-R02, 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia

Mode of Communication : Shareholders may:-
(i) Submit questions prior to the 57th AGM by 17 September 2020 via Query Form enclosed herewith; and
(ii) Pose questions during live streaming at https://web.lumiagm.com.

1. Virtual Meeting

1.1 In view of the COVID-19 pandemic and with the safety of the Company's shareholders, employees and Directors being of primary concern, the Board of Directors of the Company ("**the Board**") and Management of the Company have decided that the 57th AGM of the Company shall be conducted on a fully virtual and entirely via RPV facilities.

1.2 The main and only venue of the 57th 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 57th AGM of the Company**.

Shareholders can participate in our full virtual 57th AGM by registering online via the Boardroom Smart Investor Portal at https://boardroomlimited.my.

1.3 With the RPV 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 57th AGM, safely from your home.

1.4 Kindly ensure the stability of your internet connectivity throughout the 57th AGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.

2. Entitlement to Participate and Vote

Only a depositor whose name appears on the Record of Depositors of the Company as at **17 September 2020** shall be entitled to attend the 57th AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form.

3. Lodgement of Proxy Form

3.1 If you are unable to attend the 57th AGM via RPV facilities and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form 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 **or** via facsimile to Fax No. 603-6277 7061 not less than forty-eight (48) hours before the time set for holding the Meeting i.e. latest by Monday, 21 September 2020 at 10.00 a.m. or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. Any alteration to the Proxy Form must be initialed.

3.2 Alternatively, the proxy appointment may also be lodged electronically at https://boardroomlimited.my, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time set for holding the Meeting i.e. latest by Monday, 21 September 2020 at 10.00 a.m. or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

ADMINISTRATIVE GUIDE
FOR THE 57ᵀᴴ AGM (CONT'D)

Step 1: Register Online with Boardroom Smart Investor Portal (for first time registration only)

(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 on eProxy Lodgement.)

a. Access website https://boardroomlimited.my
b. Click <<Login>> and click <<Register>> to sign up as a user.
c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport.
d. Please enter a valid email address and wait for Boardroom's email verification.
e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2: eProxy Lodgement

a. Access website https://boardroomlimited.my
b. Login with your User ID and Password given above.
c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "LAND & GENERAL BERHAD FIFTY-SEVENTH (57ᵀᴴ) ANNUAL GENERAL MEETING" and click "APPLY".
d. Read the terms & conditions and confirm the Declaration.
e. Enter your CDS Account Number and indicate the number of securities.
f. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
h. Review and confirm your proxy(ies) appointment.
i. Click submit.

3.3 If you wish to participate in the 57ᵗʰ AGM yourself, please do not submit any proxy form for the 57ᵗʰ AGM. You will not be allowed to participate in the 57ᵗʰ AGM together with a proxy appointed by you.

4. Revocation of Proxy

If you have submitted your Proxy Form prior to the 57ᵗʰ AGM and subsequently decide to appoint another person or wish to participate in the 57ᵗʰ AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 57ᵗʰ AGM. On revocation, your proxy(ies) will not be allowed to participate in the 57ᵗʰ AGM. In such event, you should advise your proxy(ies) accordingly.

5. Voting Procedures

5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Securities' Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:
(i) Download Lumi AGM App (free of charge) onto your personal voting device prior to the AGM from Apple App Store or Google Play Store; or
(ii) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
(iii) Access to Lumi AGM via website URL https://web.lumiagm.com.

5.2 During the 57ᵗʰ AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

5.3 For the purpose of this 57ᵗʰ AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

5.4 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

5.5 The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

6. Remote Participation and Voting (RPV)

6.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the 57th AGM.

6.2 If you wish to participate in the 57th AGM, you will be able to view a live webcast of the 57th AGM, ask questions and submit your votes in real time whilst the 57th AGM is in progress.

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

Before the day of the AGM Procedure	Action
i. Register Online with Boardroom Smart Investor Portal **(for first time registration only)**	*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.)* a. Access website https://boardroomlimited.my b. Click **<<Login>>** and click **<<Register>>** to sign up as a user. c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport. d. Please enter a valid email address and wait for Boardroom's email verification. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
ii. Submit request for remote participation (User ID and Password)	*(Note: Registration for remote access will be opened on 28 August 2020. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the 57th AGM, i.e. <u>latest by Monday, 21 September 2020 at 10.00 a.m.</u>)* **Individual Members** a. Login to https://boardroomlimited.my using your user ID and password. b. Select "VIRTUAL MEETING" from main menu and select the correct Corporate Event "LAND & GENERAL BERHAD FIFTY-SEVENTH (57TH) ANNUAL GENERAL MEETING ". c. Read and agree to the Terms & Conditions. d. Enter your CDS Account and thereafter submit your request. **Corporate Shareholders** a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. b. Please provide a copy of Corporate Representative's MyKad/Identification Card (front and back) or Passport as well as his/her email address. **Authorised Nominee and Exempt Authorised Nominee** a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. b. Please provide a copy of the proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.
iii. Email notification	a. You will receive notification from Boardroom that your request(s) has been received and is being verified. b. Upon system verification against the Record of Depositories of the 57th AGM as at 17 September 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. d. Please note that the closing date and time to submit your request is by Monday, 21 September 2020 at 10.00 a.m.

ADMINISTRATIVE GUIDE
FOR THE 57TH AGM (CONT'D)

Before the day of the AGM Procedure	Action

iv. Login to Virtual Meeting Platform	a. The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the 57th AGM at 9.00 a.m. on Wednesday, 23 September 2020.
	b. The Meeting Platform can be accessed via one of the following methods:-
	  - Download the free Lumi AGM application from Apple App Store or Google Play Store;
	  - Launch Lumi AGM by scanning the QR Code provided in the email notification;
	  - Access to Lumi AGM webportal via website at https://web.lumiagm.com
	c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii).

v. Participate	*(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.)* 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 message within the chat box, once completed click the send button.
vi. Voting	a. Once the AGM is opened for voting, the polling icon will appear with the resolutions and your voting choices. b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, simply select another voting direction. d. If you wish to cancel your vote, please press "Cancel".
vii. End of Participation	a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the messaging window will be disabled. b. You can now logout from the Meeting Platform.

7.   **Gift Policy**

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at this virtual 57th AGM.

8.   **Recording or Photography**

No recording or photography of the 57th AGM proceedings is allowed without the prior written permission of the Company.

9.   **Enquiries**

If you have any enquiries prior to the 57th AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address	:	11th Floor, Menara Symphony
		No. 5 Jalan Professor Khoo Kay Kim
		Seksyen 13
		46200 Petaling Jaya
		Selangor Darul Ehsan Malaysia
General Line	:	603-7890 4700 (Helpdesk)
Fax Number	:	603-7890 4670
Email	:	BSR.Helpdesk@boardroomlimited.com