



HPP HOLDINGS BERHAD

(Registration No.: 201801043588 (1305620-D))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE THIRD ANNUAL GENERAL MEETING

- Day and Date** : Friday, 29 October 2021
- Time** : 10.00 a.m.
- Venue** : Online meeting platform of LUMI AGM at <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC: D6A357657) provided by Boardroom Share Registrars Sdn. Bhd.
- Mode of Meeting** : 1. Typed text in the Online Meeting Platform during the virtual Annual General Meeting
2. Shareholders may submit questions by logging into the Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> prior to the holding of virtual Annual General Meeting

MODE OF MEETING

In view of the COVID-19 pandemic and the Company's initiative to curb the spread of COVID-19, the Third Annual General Meeting ("**3rd AGM**") of the Company will be conducted on a fully virtual basis via the online meeting platform.

The conduct of a fully virtual AGM is in line with the Standard Operating Procedures for Phase 2 of the National Recovery Plan issued by Malaysian National Security Council and Guidance Note and Frequently Asked Questions revised by the Securities Commission Malaysia on 16 July 2021 ("**the Revised Guidance Note and FAQ**"). The Revised Guidance Note and FAQ states that in a fully virtual general meeting, all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are required to participate in the meeting online.

According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual 3rd AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 3rd AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 3rd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

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ONLINE REGISTRATION PROCEDURE

Procedure		Action
Before the day of the 3rd AGM		
1.	Register Online with Boardroom Smart Investor Online Portal (For first time registration only)	<p>[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com Click <<Register>> to sign up as a user. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. Please enter a valid email address. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2.	Submit request for remote participation	<p>Registration for remote access will be opened on 29 September 2021. Please note that the closing time to submit your request is at 10.00 a.m. on 27 October 2021 (48 hours before the commencement of the 3rd AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select HPP HOLDINGS BERHAD 3RD ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”. Click on “Register for RPEV”. Read and accept the General Terms & Conditions and click “Next”. Enter your CDS Account Number and thereafter submit your request. <p>Appointment of Proxy</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select HPP HOLDINGS BERHAD 3RD ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”. Click on “Submit eProxy Form”. Read and accept the General Terms and Conditions by clicking “Next”. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies). Indicate your voting instructions – FOR, AGAINST or ABSTAIN, otherwise your proxy will decide your vote. Review and confirm your proxy appointment. Click “Apply”. Download or print the eProxy form as acknowledgement. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.

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		b. Please provide a copy of the Corporate Representative's or Proxy's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 21 October 2021, you will receive an email from Boardroom approving your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.</p> <p>c. The meeting ID and your remote access user ID and password will be provided after the closing time at 10.00 a.m. on 27 October 2021</p>
On the day of the 3rd AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the 3rd AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> ➤ Scan the QR Code provided in the email notification; or ➤ Navigate to the website at https://meeting.boardroomlimited.my <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the 3rd AGM, select the messaging icon. </p> <p>c. Type your message within the chat box and once completed, click the send button.</p>
6.	Voting	<p>a. Once polling 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.</p> <p>b. To vote, select your voting direction 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 of Participation	Upon the announcement by the Chairman on the closure of the 3 rd AGM, the live webcast will end.

RECORD OF DEPOSITORS FOR THE 3RD AGM

For the purpose of determining whether a member is entitled to attend, participate and vote at the 3rd AGM, the Company shall be requesting the Record of Depositors as at 21 October 2021. Only shareholders whose names appear in the Record of Depositors as at 21 October 2021 shall be entitled to attend, participate and vote at the 3rd AGM or appoint proxy/proxies on his/her behalf.

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PROXY FORM

Please ensure that the hard copy of the original proxy form is deposited with the Share Registrar, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> **(kindly refer to Step 2, online registration procedure above)** not less than forty-eight (48) hours before the time appointed for holding the 3rd AGM or at any adjournment thereof, and in default the proxy form shall not be treated as valid.

REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 3rd AGM yourself, please email to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least 48 hours before the 3rd AGM. On revocation, your proxy(ies) will not be allowed to participate in the 3rd AGM. In such event, you should advise your proxy(ies) accordingly.

POLL VOTING

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the 3rd AGM of the Company.

NO RECORDING OR PHOTOGRAPHY

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

ENQUIRY

If you have any general enquiry prior to the 3rd AGM, please contact the following during office hours from Mondays to Fridays, 9.00 a.m. to 5.30 p.m. (except public holidays):

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

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Personal Data Policy

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 has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any 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 warranty.