

## HeveaBoard Berhad

Registration No. 199301020774 (275512-A)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE

#### IN RESPECT OF THE TWENTY-EIGHTH ANNUAL GENERAL MEETING (“28TH AGM”) TO BE HELD VIA AN ONLINE PLATFORM (FULLY VIRTUAL AGM)

<b>DATE:</b>  Monday, 27 June 2022	<b>TIME:</b>  10.00 a.m.	<b>BROADCAST VENUE:</b>  Level 10, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur
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We would like to invite our shareholders to participate and vote remotely at the 28th AGM using the Virtual Meeting Facilities.

The Broadcast Venue of the AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be physically present at the main venue in Malaysia. No shareholders/proxies/corporate representatives shall be physically present at the Broadcast Venue on the meeting day. Members are advised to refer to the Administrative Guide for the remote participation and voting at the AGM using the Virtual Meeting Facilities.

#### GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear on the Record of Depositors on 20 June 2022 shall be eligible to attend, speak and vote at the 28<sup>th</sup> AGM or appoint proxy/proxies to attend and/or vote on his/her behalf.

#### PROXY

2. A shareholder of the Company entitled to participate and vote remotely at the 28<sup>th</sup> AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies to participate and vote in instead of his/her. If you are unable to participate at the meeting and wish to appoint proxy/proxies to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to participate at the 28th AGM via Virtual Meeting Facilities on 27 June 2022, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing proxy/proxies must be deposited at the Registered Office of the Company at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia (“Registered Office”), not less than twenty-four (24) hours before the time appointed for the taking of poll at the 28th AGM or at the adjourned meeting, no later than **Sunday, 26 June 2022 at 10.00 a.m.** Please inform the appointed proxy/proxies to **register themselves via the Registration Link at item 10(a) below.**
5. For Corporate Shareholders who wish to appoint corporate representatives, **please register yourself via the Registration Link provided at item 10(a) below** and provide the following documents to Registered Office no later than **Sunday, 26 June 2022 at 10:00 a.m.:-**
  - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
  - (b) Corporate Representative’s e-mail address and mobile number.



6. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facilities at the 28th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 28th AGM via the Virtual Meeting Facilities. Please submit the duly executed proxy form to Registered Office no later than **Sunday, 26 June 2022 at 10:00 a.m.** and **register your proxy via the Registration Link at item 10(a) below.**

#### POLL VOTING

7. The voting at the 28th AGM will be conducted by poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed **HMC CORPORATE SERVICES SDN BHD** as Poll Administrator to conduct the poll by way of online voting and **BINA MANAGEMENT (M) SDN BHD** as Scrutineer to verify the poll results.
8. Shareholders can proceed to vote on the resolutions and submit their votes at any time from the commencement of the 28th AGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 28th AGM, the Scrutineer will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### VIRTUAL MEETING FACILITIES

9. Shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) are invited to participate and vote remotely at the 28th AGM using Virtual Meeting Facilities. Please refer to **Registration Link at item 10(a) below.**
10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

<b>BEFORE THE AGM</b>		
(a)	REGISTRATION	<ul style="list-style-type: none"> <li>Please click on the following link or scan the QR Code herein to register yourself as Shareholder/Proxy/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose.</li> </ul> <p>Registration Link: <a href="https://bit.ly/3jnINRt">https://bit.ly/3jnINRt</a></p> 
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> <li>Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.</li> </ul>
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> <li>You may submit any questions online via <a href="https://bit.ly/3xiKbMj">https://bit.ly/3xiKbMj</a> or by scanning the QR Code below and to submit your questions accordingly:</li> </ul> 

11.

<b>ON THE AGM DAY</b>		
(a)	PARTICIPATION	<ul style="list-style-type: none"> <li>• Click on the participation link which was provided to you via e-mail. Sharing of participation is strictly prohibited.</li> <li>• If you have any question to be raised during the meeting, you may submit by using the Q and A box. The Chairman/Board will address the questions submitted prior or during the 28th AGM accordingly.</li> </ul>
(b)	ONLINE VOTING	<ul style="list-style-type: none"> <li>• The Voting Link for the Online will be displayed in the Chat Box of the Virtual Meeting Room upon the Commencement of the AGM. Voting shall commence from 10.00 a.m., Monday, 27 June 2022 until a time when the Chairman announces the closing of the voting session at the 28th AGM Broadcast Venue.</li> </ul>
(c)	CLOSURE	The 28th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

**ENQUIRY**

If you have any enquiry or require any assistance before or during the 28th AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

**HMC CORPORATE SERVICES SDN BHD****Registration No. 199601006647 (378993-D)**

Level 2, Tower 1, Avenue 5

Bangsar South City

59200 Kuala Lumpur

Wilayah Persekutuan Kuala Lumpur

Tel : 603-2241 5800

Mobile/WhatsApp: 017-388 3989

Fax : 603-2282 5022

Email : [office365support@hmc.my](mailto:office365support@hmc.my)

Contact Person: HMC Virtual Meeting Administrator