

# DutaLand Berhad

Company Registration No. 196701000326 (7296-V)

## AGM ADMINISTRATIVE DETAILS

### (A) MODE OF MEETING

The 55<sup>th</sup> Annual General Meeting (“AGM”) of DutaLand Berhad (“the Company”) will be conducted as follows:

Date	:	<b>30 November 2022 (Wednesday)</b>
Time	:	<b>3.00 p.m.</b>
Mode	:	<b>Fully virtual meeting</b> to be conducted entirely through an online meeting platform ( <a href="https://tiih.online">https://tiih.online</a> ) provided by the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”)

All participants including shareholders/proxies/corporate representatives/attorneys duly appointed who wish to participate remotely and/or vote online at the AGM, shall firstly **register** at <https://tiih.online> commencing on **1 November 2022** (Tuesday) from 3.00 p.m. onwards up to **30 November 2022** (Wednesday) before the Chairman announces the end of the voting session at the AGM. The relevant procedures are set out in separate sections hereinafter.

Shareholders of the Company whose names appear in the Record of Depositors as at **17 November 2022** shall be entitled to participate remotely and vote online at the AGM. In this context, the term ‘participate’ aforesaid shall include the right to posing questions to the Directors via real time submission of typed texts at the portal specified above.

### (B) MODE OF VOTING

All resolutions will be put to vote by way of poll pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”) via remote electronic voting. The Company has appointed Tricor as the poll administrator. The independent scrutineers appointed will then verify the poll results and the Chairman of the meeting shall announce the results to shareholders in due course.

Upon signing up and registering as a TIIH Online user, shareholders/proxies/corporate representatives/attorneys duly appointed may proceed to vote via <https://tiih.online> on **30 November 2022** (Wednesday) **from 3.00 p.m.** until a time when the Chairman announces the completion of the voting session at the AGM.

### (C) ANNUAL REPORT 2022

The Annual Report 2022 and Circular/Statement to Shareholders 2022 have been published and made available at the Company’s website ([www.dutaland.com.my](http://www.dutaland.com.my)). Should you wish to receive a printed copy of which, kindly request through <https://tiih.online> or send us the relevant request form.

**(D) SIGNING UP/REGISTRATION FOR REMOTE PARTICIPATION AND ONLINE VOTING**

Shareholders/proxies/corporate representatives/attorneys duly appointed are required to follow the procedures as detailed below:

(1)	BEFORE THE AGM DAY	
	Procedures	Actions
(a)	<b>Sign up as a TIIH Online user</b> (Note: If you have previously signed up as TIIH Online user, you may proceed to procedure (b) below.)	<ul style="list-style-type: none"> <li>By using your computer, access to the TIIH Online at <a href="https://tiih.online">https://tiih.online</a> and sign up as a new user under “e-Services” (please refer to the tutorial guide posted on the homepage of the aforesaid website for guidance).</li> <li>You will receive an approval via email (within one working day) notifying that you have signed up successfully as a new TIIH Online user.</li> <li>Next, you will need to proceed to procedure (b) below to complete your registration for remote participation and online voting at the AGM.</li> </ul>
(b)	<b>Register for remote participation and online voting</b> (“RPV”) facilities	<ul style="list-style-type: none"> <li><b>Registration</b> will be commencing from <b>3.00 p.m. on 1 November 2022</b> (Tuesday) up to <b>30 November 2022</b> (Wednesday), before the online voting session at the AGM ends.</li> <li>Log in with your <b>user ID and password</b> at <a href="https://tiih.online">https://tiih.online</a> and select the <b>corporate event: “(REGISTRATION) DUTALND 55TH AGM”</b>.</li> <li>Read and agree to the relevant ‘Terms &amp; Conditions’ and confirm the ‘Declaration’.</li> <li>Select “<b>Register for Remote Participation and Voting</b>”; review your registration; and proceed to <b>register</b>.</li> <li>The system will then send an email notifying that your application for registration above has been received and it will be verified by the system.</li> <li>After verifying your registration against the Record of Depositors of the Company as at 17 November 2022, the system will notify you through email on or after 28 November 2022 that your registration is approved or rejected.</li> </ul>
(2)	ON THE AGM DAY (30 NOVEMBER 2022)	
	Procedures	Actions
(a)	<b>Log in</b> to TIIH Online	<ul style="list-style-type: none"> <li>Log in with your user ID and password at <a href="https://tiih.online">https://tiih.online</a> for remote participation at the AGM of the Company at any time <b>from 2.00 p.m.</b> i.e. 1 hour before the commencement of the AGM on <b>30 November 2022</b> (Wednesday).</li> </ul>
(b)	<b>Participate</b> in AGM	<ul style="list-style-type: none"> <li>Select the <b>corporate event: “(LIVE STREAM MEETING) DUTALND 55TH AGM”</b> to engage in the proceedings of the AGM remotely.</li> <li>You may use the query box to transmit your question for the Board. The Board will endeavour to respond to questions submitted. The responses may also be sent to you through email after the AGM if there is a time constraint during the AGM.</li> </ul>
(c)	<b>Online voting</b>	<ul style="list-style-type: none"> <li><b>Voting session</b> will be commencing <b>from 3.00 p.m., on 30 November 2022</b> (Wednesday), until a time when the Chairman announces the completion of the AGM voting session.</li> <li>Select the <b>corporate event: “(REMOTE VOTING) DUTALND 55TH AGM”</b> or (if you are on the live stream meeting webpage) you may select the button “<b>GO TO REMOTE VOTING PAGE</b>” below the query box.</li> <li>Read and agree to the relevant ‘Terms &amp; Conditions’ and confirm the ‘Declaration’.</li> <li>Select the Central Depository System (“CDS”) account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(d)	<b>End</b>	<ul style="list-style-type: none"> <li>The live streaming shall end upon the announcement by the Chairman on the closure of the AGM of the Company.</li> </ul>

**Notes:**

- (i) Should your registration for RPV facilities (for remote participation and online voting at the AGM) be approved, the system would make available your rights to join the AGM through an online meeting platform and to vote remotely. Cross-reference: procedures in **section D** as tabulated above.
- (ii) On the AGM day (30 November 2022), upon completion of **procedures 2(a) and 2(b) in section D** as tabulated above will indicate your presence at the virtual meeting.
- (iii) Confirmation for new TIIH Online user sign-up takes time. Registration for RPV facilities (for remote participation and online voting at the AGM) would only be confirmed following verification processes. **Please allow Tricor to have sufficient time to verify and approve your registration for RPV facilities.** You may want to sign up or register as early as possible.
- (iv) The quality of the virtual AGM through the online meeting platform is dependent on the bandwidth and stability of the device to be used by remote participants and the internet connection at the location.
- (v) Should you need any assistance on the RPV facilities (e.g. signing-up / registration / connection / remote participation / online voting, etc.), please call **Tricor's helpline** at +6011-4080 5616 / +6011-4080 3168 / +6011-4080 3169 / +6011-4080 3170 or email to **[tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com)**.

**(E) APPOINTMENT OF PROXY IN GENERAL**

Appointment of proxy(ies) shall be made **no later than 3.00 p.m. on 28 November 2022** (Monday).

Each shareholder is entitled to appoint not more than 2 proxies to participate and vote remotely on his/her/its behalf. A proxy may but need not be a shareholder of the Company. Any shareholder who appoints more than 1 proxy without specifying in the Proxy Form the proportion of the shareholdings to be represented by each proxy, such appointment shall be invalid.

A shareholder who is an authorised nominee, may appoint not more than 2 proxies in respect of each securities account held. For any shareholder who is an exempt authorised nominee holding ordinary shares in the Company for multiple beneficial owners in a securities account ("Omnibus Account"), there is no limit to the number of proxies such shareholder may appoint in respect of each Omnibus Account held.

- (i) Shareholders may appoint a proxy:
  - (a) **electronically** through **<https://tiih.online>** (see procedures as detailed in **section F** hereinafter); or
  - (b) through a duly signed **hard copy Proxy Form** which must be **deposited at the Share Registrar's office** below:
    - Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;  
or
    - The Customer Service Centre (Tricor Investor & Issuing House Services Sdn Bhd), Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
- (ii) Appointment of proxy by way of power of attorney may be done:
  - (a) **electronically** through **<https://tiih.online>** (see procedures as detailed in **section F** hereinafter); or
  - (b) through a copy of the **power of attorney**, duly certified notarially pursuant to the applicable legal requirements in the jurisdiction where it is signed, which must be **deposited at the abovementioned Share Registrar's office**.

The Proxy Form shall be completed with all the appropriate information required and signed with a date inserted thereon. For appointment of proxy by any corporate shareholder, the Proxy Form must be signed under its common seal or under the hand of its attorney duly authorised in writing or in accordance with the applicable laws for the time being in force.

Notwithstanding the manner of which a proxy is appointed, the proxies/corporate representatives/attorneys duly appointed must also **register** at **<https://tiih.online>** so as to participate remotely and vote online at the AGM. The relevant procedures for registration and the cut-off date/time are set out in the **section D** herein.

**(F) APPOINTMENT OF PROXY ELECTRONICALLY**

Should any shareholders wish to appoint proxy(ies) electronically, please follow the proper procedures below before the AGM day **no later than 3.00 p.m. on 28 November 2022 (Monday)**:

<b>(1) FOR INDIVIDUAL SHAREHOLDERS</b>		
	<b>Procedures</b>	<b>Actions</b>
(a)	<p><b>Sign up as TIIH Online user</b> (Note: If you have previously signed up as TIIH Online user, you may proceed to procedure (b) below.)</p>	<ul style="list-style-type: none"> <li>By using your computer, access to the TIIH Online at <a href="https://tiih.online">https://tiih.online</a> and sign up as a new user under “<b>e-Services</b>” (please refer to the tutorial guide posted on the homepage of the aforesaid website for guidance).</li> <li>You will receive an approval via email (within one working day) notifying that you have signed up successfully as a new TIIH Online user.</li> </ul>
(b)	<p><b>Submit Proxy Form electronically</b></p>	<ul style="list-style-type: none"> <li><b>After the Notice of 55<sup>th</sup> AGM</b> of the Company is released, please log in to the TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your username (i.e. your email address) and password.</li> <li>Select the <b>corporate event: “DUTALND 55TH AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the relevant ‘Terms &amp; Conditions’ and confirm the ‘Declaration’.</li> <li>Insert your CDS account number and indicate proportion of shareholdings to be represented by your proxy(ies) for him/her/them to vote on your behalf.</li> <li>Appoint your proxy(ies) by inputting the required details of your proxy(ies) or appoint the Chairperson of the AGM as your proxy.</li> <li>Indicate your voting instructions (i.e. ‘For’ or ‘Against’) for each proposed resolution for the proxy(ies) to vote on your behalf, failing which, your proxy(ies) may vote at his/her/their discretion.</li> <li>Lastly, review and confirm your appointment of proxy(ies). Print out the duly submitted Proxy Form for your record.</li> </ul>
<b>(2) FOR CORPORATE / INSTITUTIONAL SHAREHOLDERS</b>		
	<b>Procedures</b>	<b>Actions</b>
(a)	<p><b>Sign up as TIIH Online user</b> (Note: Representative of corporate/institutional shareholder must register as TIIH Online user before submitting Proxy Form electronically.)</p>	<ul style="list-style-type: none"> <li>By using your computer, access to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under “<b>e-Services</b>”, the authorised/nominated representative of the corporate or institutional shareholder may select the “<b>Sign Up</b>” button and followed by “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Your registration will be verified, and you will receive an approval via email (within one or two working days) notifying that you have signed up successfully as a new TIIH Online user.</li> <li>Proceed to activate your account with a temporary password given (as in the said email) and re-set your own password.</li> </ul>
(b)	<p><b>Submit Proxy Form electronically</b></p>	<ul style="list-style-type: none"> <li><b>After the Notice of 55<sup>th</sup> AGM</b> of the Company is released, please log in to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your username (i.e. your email address) and password.</li> <li>Select the <b>corporate event: “DUTALND 55TH AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the relevant ‘Terms &amp; Conditions’ and confirm the ‘Declaration’.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the guidance note set out therein.</li> <li>Prepare the file for appointment of proxy(ies) and input the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission. Print out the confirmation report of your submission above for your record.</li> </ul>

## **(G) CORPORATE REPRESENTATIVES**

For any corporate shareholder who appoints a representative to participate and vote remotely at the AGM on its behalf, the original certificate of appointment of corporate representative, duly signed, must be **deposited at the abovementioned Share Registrar's office no later than 3.00 p.m. on 28 November 2022** (Monday), and that the said certificate of appointment must be signed under the common seal or in accordance with the applicable laws for the time being in force.

## **(H) SUBMISSION OF QUESTIONS TO THE BOARD**

Shareholders/proxies may:

- (i) submit questions to the Board in advance through <https://tiih.online> by selecting “e-Services” to log in and pose/submit questions electronically **no later than 3.00 p.m. on 28 November 2022** (Monday); or
- (ii) submit questions via the query box at <https://tiih.online> during the AGM on **30 November 2022** (Wednesday).

## **(I) RECORDING OR PHOTOGRAPHY**

Unauthorised recording or photography of the AGM of the Company is strictly prohibited.

## **(J) DOOR GIFT/FOOD VOUCHER**

There will be no distribution of door gifts or vouchers for this AGM of the Company.

## **(K) ENQUIRIES**

If you have any enquiries on the above, please contact the following persons (Mondays to Fridays from 9.00 a.m. to 5.30 p.m. except on public holidays):

### **Tricor Investor & Issuing House Services Sdn Bhd**

General line	:	+603-2783 9299
Fax no.	:	+603-2783 9222
Email	:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
Contact persons	:	Encik Amier Arief (call +603-2783 9250 / email to <a href="mailto:Amier.Arief@my.tricorglobal.com">Amier.Arief@my.tricorglobal.com</a> ) Encik Halim Md Amin (call +603-2783 9267 / email to <a href="mailto:halim.amin@my.tricorglobal.com">halim.amin@my.tricorglobal.com</a> )

~ End ~