

DutaLand Berhad

Company Registration No. 196701000326 (7296-V)
(Incorporated in Malaysia)

AGM ADMINISTRATIVE DETAILS

(A) MODE OF AGM

The 54th Annual General Meeting (“AGM”) of DutaLand Berhad (“the Company”) will be conducted as follows:

Date	:	30 November 2021 (Tuesday)
Time	:	3.00 p.m.
Mode	:	Fully virtual meeting to be conducted entirely through an online meeting platform (https://tjih.online) provided by our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”)

All meeting participants shall join the AGM through <https://tjih.online>. Shareholders of the Company whose names appear in the Record of Depositors as at **22 November 2021** 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.

Shareholders/proxies/corporate representatives/attorneys duly appointed who wish to participate remotely and vote online at the AGM, shall firstly **register** at <https://tjih.online> commencing on **29 October 2021** (Friday) from 3.00 p.m. onwards up to **30 November 2021** (Tuesday) before the Chairman announces the end of the voting session at the AGM. The relevant procedures and the cut-off date/time are set out in separate sections hereinunder.

(B) MODE OF VOTING

Upon signing up and registering as a TIH Online website user, shareholders/proxies/corporate representatives/attorneys duly appointed may proceed to vote via <https://tjih.online> on **30 November 2021** (Tuesday) **from 3.00 p.m.** until a time when the Chairman announces the completion of the voting session at the AGM.

All resolutions as set out herein will be put to vote by way of poll pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”). The Company has appointed Tricor as the poll administrator to conduct the poll by way of remote electronic voting. 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.

(C) ANNUAL REPORT 2021

The Annual Report 2021 and Circular/Statement to Shareholders 2021 have been published and made available at the Company’s website (www.dutaland.com.my) and Bursa Securities’ website (www.bursamalaysia.com). Should you wish to receive a printed copy of which, kindly request through <https://tjih.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, who wish to participate remotely and vote online at the AGM, are required to follow the procedures as detailed below:

BEFORE THE AGM DAY		
	Procedures	Actions
(a)	Sign up as a user with TIIH Online (Note: If you have previously signed up as TIIH Online user, you may proceed to procedure (b) below.)	<ul style="list-style-type: none"> Using your computer, access to the TIIH Online website at https://tiih.online 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 assistance). You will receive an email (within one working day) notifying that you have signed up successfully as a new user of TIIH Online. Next, you will need to proceed to procedure (b) below to complete your registration for remote participation and online voting at the AGM.
(b)	Submit request to register for remote participation and online voting (“RPV”) facilities	<ul style="list-style-type: none"> Registration will be commencing from 3.00 p.m. on 29 October 2021 (Friday) up to 30 November 2021 (Tuesday), before the online voting session at the AGM ends. Log in with your user ID and password at https://tiih.online and select the corporate event: “(REGISTRATION) DUTALND 54TH AGM”. Read and agree to the relevant ‘Terms & Conditions’ set out therein, and then confirm the ‘Declaration’. Select “Register for Remote Participation and Voting”; review your registration; and proceed to register. 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. After verification of your registration against the Record of Depositors of the Company as at 22 November 2021, the system will notify you through email on or after 28 November 2021 that your registration is approved or rejected.
ON THE AGM DAY (30 NOVEMBER 2021)		
	Procedures	Actions
(c)	Log in to TIIH Online	<ul style="list-style-type: none"> Log in with your user ID and password at https://tiih.online for remote participation at the AGM of the Company at any time from 2.00 p.m. i.e. 1 hour before the commencement of the AGM on 30 November 2021 (Tuesday).
(d)	Participate in AGM	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) DUTALND 54TH AGM” to engage in the proceedings of the AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the AGM. The responses may also be e-mailed to you after the AGM when there is a time constraint during the AGM.
(e)	Online remote voting	<ul style="list-style-type: none"> Voting session will be commencing from 3.00 p.m. until a time when the Chairman announces the completion of the voting session of the AGM on 30 November 2021 (Tuesday). Select the corporate event: “(REMOTE VOTING) DUTALND 54TH AGM” or if you are on the live stream meeting webpage, you may select the button “GO TO REMOTE VOTING PAGE” below the query box. Read and agree to the relevant ‘Terms & Conditions’ set out therein, and then confirm the ‘Declaration’. Select the Central Depository System (“CDS”) account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of RPV facilities	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the AGM of the Company, the live streaming will end.

Notes:

- (i) Should your registration for RPV facilities to join 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 (a) and (b) in **section D** as tabulated above.
- (ii) Your log in to TIIH Online website (<https://tiih.online>) on the AGM day (30 November 2021) will indicate your presence at the virtual meeting. Cross-reference: procedure (c) in **section D** as tabulated above.
- (iii) Confirmation may take time as signing up as new TIIH Online user and/or registration for RPV facilities (for remote participation and online voting at the AGM) will 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 used by the remoted 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.

(E) APPOINTMENT OF PROXY IN GENERAL

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.

Appointment of proxy(ies) shall be made as follows **no later than 3.00 p.m. on 28 November 2021** (Sunday):

- (i) Shareholders may appoint a proxy:
 - (a) **electronically** through <https://tiih.online> (see procedures as detailed in **section F** hereinbelow); or
 - (b) through a duly executed **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) Appoint a proxy by way of power of attorney may be done:
 - (a) **electronically** through <https://tiih.online> (see procedures as detailed in **section F** hereinbelow); 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 executed, 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. Appointment of proxy by any corporate shareholder, the Proxy Form must be executed 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** hereinabove.

(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 2021 (SUNDAY)		
(1)	FOR INDIVIDUAL SHAREHOLDERS	
	Procedures	Actions
(a)	Sign up as a user with TIIH Online (Note: If you have previously signed up as TIIH Online user, you may proceed to procedure (b) below.)	<ul style="list-style-type: none"> Using your computer, access to the TIIH Online website at https://tiih.online, 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 assistance). You will receive an email (within one working day) notifying that you have signed up successfully as a new user of TIIH Online.
(b)	Submit Proxy Form electronically	<ul style="list-style-type: none"> After the release of the Notice of 54th AGM of the Company, please log in to the TIIH Online website at https://tiih.online with your user name (i.e. your email address) and password. Select the corporate event: “DUTALND 54TH AGM – SUBMISSION OF PROXY FORM”. Read and agree to the relevant ‘Terms & Conditions’ set out therein, and confirm the ‘Declaration’. Insert your CDS account number and indicate proportion of shareholdings to be represented by for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) by inserting the required details of your proxy(ies) or appoint the Chairperson of the AGM as your proxy. Indicate your voting instructions (i.e. ‘For’ or ‘Against’) for each proposed resolution for the proxy(ies) to vote on your behalf, falling which, your proxy(ies) may vote at his/her/their discretion. Lastly, review and confirm your proxy(ies) appointment. Print out the duly submitted Proxy Form for your record.
(2)	FOR CORPORATE/INSTITUTIONAL SHAREHOLDERS	
	Procedures	Actions
(a)	Sign up as a user with TIIH Online (Note: Representative of corporate/institutional shareholder must register as TIIH Online user before submitting Proxy Form electronically.)	<ul style="list-style-type: none"> Access to TIIH Online at https://tiih.online. Under “e-Services”, the authorised/nominated representative of the corporate or institutional shareholder may select the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Your registration will be verified, and you will be notified by email within one or two working days. Proceed to activate your account with a temporary password given in the said email and re-set your own password.
(b)	Submit Proxy Form electronically	<ul style="list-style-type: none"> After the release of the Notice of 54th AGM of the Company, please log in to TIIH Online website at https://tiih.online with your user name (i.e. your email address) and password. Select the corporate event: “DUTALND 54TH AGM - SUBMISSION OF PROXY FORM”. Read and agree to the relevant ‘Terms & Conditions’ set out therein, and confirm the ‘Declaration’. Proceed to download the file format for “Submission of Proxy Form” in accordance with the guidance note set out therein. Prepare the file for the appointment of proxy(ies) by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select “Submit” to complete your submission. Print out the confirmation report of your submission above for your record.

(G) CORPORATE REPRESENTATIVES

For corporate shareholders who appoint representatives to participate and vote remotely at the AGM on its behalf, the duly executed original certificate of appointment of corporate representative must be **deposited at the abovementioned Share Registrar's office** herein **no later than 3.00 p.m. on 28 November 2021** (Sunday), and that the said certificate of appointment must be executed 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 for the Board in advance through <https://tjih.online> by selecting “**e-Services**” to log in and pose/submit questions electronically **no later than 3.00 p.m. on 28 November 2021** (Sunday); or
- (ii) submit questions via the query box at <https://tjih.online> during the AGM.

(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 during office hours, 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 : is.enquiry@my.tricorglobal.com
Contact persons : Encik Amier Arief (call +603-2783 9250/ email to Amier.Arief@my.tricorglobal.com)
Ms Sofea Amalina (call +603-2783 9280/ email to Sofea.Amalina@my.tricorglobal.com)

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