

DutaLand Berhad

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

AGM ADMINISTRATIVE DETAILS

MODE OF AGM

The 53rd Annual General Meeting (“AGM”) of DutaLand Berhad (“the Company”) will be conducted entirely through live streaming from the broadcast venue as follows:

Date	:	5 November 2020 (Thursday)
Time	:	11.00 a.m.
Mode	:	Fully virtual via RPV ^{Note 1} facilities provided by our Share Registrar ^{Note 2} through https://tiih.online
Broadcast venue	:	Board Room, Level 23, Menara Olympia, No. 8, Jalan Raja Chulan, 50200 Kuala Lumpur (“ Broadcast Venue ”)

Note 1 - RPV means remote participation and voting.

Note 2 - Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the chairperson of the meeting to be present at the main venue of the AGM. **No shareholders or proxies/corporate representatives/attorneys appointed/authorised shall be physically present at the AGM (in the Broadcast Venue).**

Shareholders of the Company whose names appear in the Record of Depositors as at **28 October 2020** shall be entitled to participate remotely and vote online at the AGM (via RPV facilities) through TIIH Online’s website (<https://tiih.online>). 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 who wish to participate remotely and vote online at the AGM shall firstly **register** at <https://tiih.online>, commencing on **7 October 2020** (Wednesday) from 11.00 a.m. onwards up to **5 November 2020** (Thursday), before the online voting session ends to be announced by the Chairman of the meeting. The relevant procedures for registration and the cut-off date/time are set out in separate sections hereinunder.

MODE OF VOTING

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.

Shareholders/proxies/corporate representatives/attorneys duly appointed/authorised may proceed to vote via <https://tiih.online> at any time from the commencement of the AGM before the remote voting session ends to be announced by the Chairman of the meeting. 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.

ANNUAL REPORT 2020

The Annual Report 2020 and Circular/Statement to Shareholders 2020 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 the printed copy of the aforesaid documents, kindly request through <https://tiih.online> or send us the relevant request form and the printed copy required will be sent to you as soon as reasonably practicable.

SIGNING UP & REGISTRATION FOR REMOTE PARTICIPATION AND ONLINE VOTING AT AGM

Shareholders/proxies/corporate representatives or attorneys duly appointed/authorised, who wish to participate remotely and/or 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	<ul style="list-style-type: none"> • Using your computer, access the TIIH Online’s website at https://tiih.online, and sign up as a new user under the “e-Services” (please refer to the tutorial guide posted on the homepage 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. • This procedure (a) is not registration for remote participation and online voting at the AGM. Please proceed to next procedure (b) below for registration. <p>(Note: If you have previously signed up as a user of TIIH Online, you are not required to sign up again, instead, you may proceed to procedure (b) below.)</p>
(b)	Submit your request to register for remote participation and online voting i.e. RPV facilities	<ul style="list-style-type: none"> • Registration will be commencing from 11.00 a.m. on 7 October 2020 (Wednesday) up to 5 November 2020 (Thursday), before the online voting session ends. • Log in with your user ID and password at https://tiih.online and select the corporate event: “(REGISTRATION) DUTALND 53RD 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 28 October 2020), the system will notify you through email, on or after 3 November 2020, that your registration is approved or rejected.
ON THE AGM DAY		
	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 10.30 a.m. i.e. 30 minutes before the commencement of the AGM on 5 November 2020 (Thursday).
(d)	Participate in AGM through live streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) DUTALND 53RD 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 11.00 a.m. on 5 November 2020 (Thursday), until a time when the Chairman announces the completion of the voting session of the AGM. • Select the corporate event: “(REMOTE VOTING) DUTALND 53RD 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	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the AGM of the Company, the live streaming (for remote participation and voting) will end.

Notes:

- (i) Should your registration for RPV facilities to join the AGM be approved, the system will make available your rights to join the live streamed AGM and to vote remotely. Cross-reference : procedures (a) and (b) as tabulated above.
- (ii) Your log in to TIH Online's website (at <https://tiah.online>) on the AGM day (5 November 2020) will indicate your presence at the virtual meeting. Cross-reference : procedure (c) as tabulated above.
- (iii) Confirmation may take time as signing up as new TIH Online user and/or registration for RPV (for remote participation and online voting at the AGM) will only be confirmed following verification processes. You may want to take the necessary action as early as possible.
- (iv) The quality of the live streaming 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 tiah.online@my.tricorglobal.com.

APPOINTMENT OF PROXY

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. A 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) may be made as follows:

- (i) **Individual shareholders** may appoint a proxy **electronically** through <https://tiah.online> (see procedures hereinbelow) **no later than 11.00 a.m. on 3 November 2020 (Tuesday)**; or
- (ii) **All shareholders** may also appoint a proxy by way of a duly executed **hard copy Proxy Form** which must be **deposited** at the Share Registrar's office below **no later than 11.00 a.m. on 3 November 2020 (Tuesday)**:
 - 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.

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.

- (iii) Any authority to appoint a proxy that is made by way of power of attorney, the power of attorney or a copy of which duly certified notarially pursuant to the applicable legal requirements in the jurisdiction where it is executed must also be **deposited** at the Share Registrar's office below **no later than 11.00 a.m. on 3 November 2020 (Tuesday)**:
 - 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.

Notwithstanding the manner of which a proxy is appointed, the proxies/corporate representatives/attorneys duly appointed/authorised must also **register** at <https://tiah.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 hereinabove.

APPOINTMENT OF PROXY ELECTRONICALLY

The procedures to appoint proxy electronically (by individual shareholders) are required to follow the procedures as detailed below:

BEFORE THE AGM DAY		
	Procedures	Actions
(a)	Sign up as a user with TIIH Online	<ul style="list-style-type: none"> • Using your computer, access the website at https://tiih.online, and sign up as a user under the “e-Services”. • Please refer to the tutorial guide posted on the homepage for assistance. <p>(Note: If you have previously signed up as a user of TIIH Online, you are not required to sign up again, instead, you may proceed to procedure (b) below.)</p>
(b)	Proceed to appoint proxy electronically	<ul style="list-style-type: none"> • Individual shareholders may opt to appoint proxy(ies) electronically no later than 11.00 a.m. on 3 November 2020 (Tuesday). • Log in with your user ID (your email address) and password at https://tiih.online. • Select the corporate event: “Submission of Proxy Form”. • Read and agree to the relevant ‘Terms & Conditions’ set out therein, and then confirm the ‘Declaration’ • Insert your CDS account number and indicate the number of shares represented by your proxy(ies) to vote on your behalf. • Insert the required details of your proxy(ies) to appoint your proxy(ies) or you may appoint the Chairman of the AGM as your proxy. • Indicate your voting instructions i.e. ‘FOR’ or ‘AGAINST’ for your proxy to vote on your behalf, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print out the confirmation of proxy(ies) appointment for record.

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 Share Registrar’s office below **no later than 11.00 a.m. on 3 November 2020 (Tuesday)**:

- 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,

and that the aforesaid certificate of appointment must be executed under the common seal or in accordance with the applicable laws for the time being in force.

SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders/proxies may:

- (a) submit questions for the Board in advance through <https://tiih.online> by selecting “e-Services” to log in and pose/submit questions electronically **no later than 11.00 a.m. on 3 November 2020 (Tuesday)**; or
- (b) submit questions via the query box at <https://tiih.online> during the AGM.

RECORDING OR PHOTOGRAPHY

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

DOOR GIFT/FOOD VOUCHER

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

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)
Encik Sazali Husin (call +603-2783 9280 / email to Sazali@my.tricorglobal.com)

~ End ~