

HeveaBoard Berhad

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

ADMINISTRATIVE GUIDE

IN RESPECT OF THE TWENTY-SEVENTH ANNUAL GENERAL MEETING (“27TH AGM”) TO BE HELD VIA AN ONLINE PLATFORM (FULLY VIRTUAL AGM)

DATE:

Wednesday,
30 June 2021

TIME:

10.00 a.m.

BROADCAST VENUE:

Level 10, Tower 1, Avenue 5, Bangsar South City,
59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur

The 27th AGM will be convened as a Fully Virtual AGM and will be conducted in the manner as guided by the Securities Commission Malaysia’s (“SC”) Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the SC from time to time (“SC Guidance Note”). Pursuant to the SC Guidance Note and Section 327(2) of the Companies Act 2016, the Chairman of the 27th AGM and some essential personnel shall be present at the main venue (broadcast venue) of the meeting. Shareholder(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** physically present at the broadcast venue on the day of the 27th AGM. Instead, Shareholders shall register their attendance, participate and vote remotely at the 27th AGM using the Virtual Meeting Facilities.

GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear on the Record of Depositors on 22 June 2021 shall be eligible to participate, speak and vote at the 27th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

PROXY

2. A shareholder entitled to participate and vote remotely at the 27th AGM using the Virtual Meeting Facilities is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are unable to participate at the meeting and wish to appoint a proxy 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 27th AGM via Virtual Meeting Facilities on 30 June 2021, 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 a proxy 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, not less than twenty-four (24) hours before the time appointed for holding the meeting or adjourned meeting, i.e., no later than **Tuesday, 29 June 2021 at 10.00 a.m.**

POLL VOTING

5. The voting at the 27th 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.
6. Shareholders can proceed to vote on the resolutions and submit their votes at any time from the commencement of the 27th AGM at 10.00 a.m. until time for the closing of the voting session to be announced by the Chairman at the meeting. The voting link for online voting will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 27th AGM, the Scrutineer will verify and the Chairman will announce the poll results and declare whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite the shareholders to participate and vote remotely at the 27th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the Registration Link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided in item 10(a) below and to provide the following documents to HMC Corporate Services Sdn Bhd no later than **Tuesday, 29 June 2021 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 hand-phone number.

Upon receipt of such documents, HMC Corporate Services Sdn Bhd will liaise with yourselves on the Participation Link.

9. For the Beneficial Owner whose shares are registered under a Nominee Company's CDS account, he/she may request his/her Nominee Company to appoint him/her as proxy to participate and vote remotely at the 27th AGM via the Virtual Meeting Facilities. Please submit the duly executed proxy form to HMC Corporate Services Sdn Bhd no later than **Tuesday, 29 June 2021 at 10.00 a.m.** and register yourself via the Registration Link below.
10. Please follow the steps below for participating and voting via the Virtual Meeting Facilities:

BEFORE THE AGM		
(a)	Registration	<ul style="list-style-type: none"> Please click on the following link to register yourself as Shareholder/Corporate Representative/Beneficial Owner of an Exempt Nominee for purpose of verification of attendance: <p style="text-align: center;">Registration Link: https://bit.ly/2PjtY5V</p>
(b)	Confirmation of Attendance	<ul style="list-style-type: none"> Upon verification, the Participation Link will be sent to you before the commencement of the meeting.
(c)	Submission of Questions	<ul style="list-style-type: none"> You may submit your questions online by scanning the QR Code below or via https://bit.ly/32WGED3 : <div style="text-align: center;">  </div>
ON THE AGM DAY		
(d)	Participation	<ul style="list-style-type: none"> Click on the Participation Link which was provided to you via e-mail. If you have any questions to be raised during the meeting, you may submit your questions by using the Q&A Box. The Chairman/Board of Directors will endeavor to address the questions submitted prior or during the 27th AGM accordingly.
(e)	Online Voting	<ul style="list-style-type: none"> The voting link for online voting will be displayed in the Chat Box upon the commencement of the meeting. The QR Code for online voting will be displayed on the screen of the Virtual Meeting Room at the commencement of the polling to be announced by the Chairman. Voting shall commence from 10.00 a.m. on Wednesday, 30 June 2021 until a time when the Chairman announces the closing of the voting session at the 27th AGM.
(f)	Closure	<ul style="list-style-type: none"> The 27th AGM will be closed upon the announcement by the Chairman.

ENQUIRY

11. If you have any enquiry or require any assistance before or during the 27th AGM, please do not hesitate to contact the following officer during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

HMC CORPORATE SERVICES SDN BHD

Registration No. 198201003810 (83556-P)

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

Contact Person: HMC Virtual Meeting Administrator