

ADMINISTRATIVE DETAILS FOR THE THIRTEENTH ANNUAL GENERAL MEETING

Date : Thursday, 14 November 2019
Time : 10.00 a.m.
Venue : Grand Ballroom, 1st Floor, Sime Darby Convention Centre,
1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia.

REGISTRATION

- Registration will start at 7.00 a.m. at Ballroom 3, 1st Floor, Sime Darby Convention Centre (SDCC).
- Please read the signage to ascertain the registration area to register yourself for the meeting and join the queue accordingly.
- Please produce your ORIGINAL Identification Card (I/C) or Passport (for foreign shareholder) during registration for verification. Only original I/C or Passport is valid for registration. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original I/C or Passport of that other shareholder/proxy. Please make sure you collect your I/C or Passport after the registration.
- After verification and registration, you will be given an identification wristband. If you are attending the Annual General Meeting (AGM) as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
- After registration and signing on the Attendance List, please vacate the registration area.
- The registration counters will only handle verification of shareholdings and registration. For any other clarification or query, you may proceed to the Registration Help Desk or Secretariat Help Desk for assistance.

REGISTRATION HELP DESK

- The Registration Help Desk is located at Ballroom 3, 1st Floor, SDCC.
- You may proceed to the Registration Help Desk for any clarification or query on registration matters.

SECRETARIAT HELP DESK

- The Secretariat Help Desk is located at the entrance of the Grand Ballroom.
- The Secretariat Help Desk handles any general clarification or enquiry.

BREAKFAST

- Each present shareholder/proxy will be given one (1) coupon only upon registration, to be exchanged for a takeaway set meal. This is irrespective of the number of shareholders he/she represents (e.g. in the event a proxy represents two (2) or more shareholders, he/she shall be entitled to one (1) takeaway set meal only). You may redeem the takeaway set meal on the same day between 7.00 a.m. to 10.00 a.m. To ensure the quality and freshness of the food, you are advised to consume the set meal before 12.00 p.m.
- There will be no replacement of coupon in the event that you lose/misplace it.
- If the proxy/proxies has/have obtained the takeaway set meal earlier, the shareholder registering subsequently will not be given any coupon for redemption.
- There are tables and chairs (subject to availability) located at the Dillenia and Eugenia Rooms and LG2 should you wish to have your meal there.
- No door gift will be given to shareholders or proxies attending the AGM.

SEATING ARRANGEMENT FOR THE AGM

- Free seating. All shareholders/proxies are allowed to enter the Grand Ballroom from 9.00 a.m. onwards.
- All shareholders/proxies are encouraged to be seated at least five (5) minutes before the commencement of the AGM.

MOBILE DEVICES

- Please ensure that all mobile devices i.e. phones and other sound emitting devices are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.
- No recording of the AGM proceedings is allowed without the prior written permission of the Company.

NO SMOKING POLICY

- A no smoking policy is maintained in the Grand Ballroom. Your co-operation is much appreciated.

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SURAU/PRAYER ROOM

- The Surau is located at 1st Floor, SDCC, near Halia Restaurant.

PARKING

- Indoor parking is freely available at SDCC (subject to availability).
- Outdoor parking is available at Stadium Juara which is adjacent to SDCC (subject to availability).

FIRST AID

- An ambulance is on standby for any medical emergency. Please refer to the Secretariat Help Desk/First Aiders should any assistance be required.

PERSONAL BELONGINGS

- Please take care of your personal belongings. The organiser will not be held responsible for any loss or damage.

EVALUATION FORM

- An evaluation form is available at the Secretariat Help Desk. To enable us to improve on the administration and quality of our services, we would appreciate your completed Evaluation Form. Please leave it at the Secretariat Help Desk once completed.

VOTING PROCEDURE

- The voting at the Thirteenth AGM will be conducted by poll. The Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, is appointed as the Poll Administrator to conduct the polling process and Independent Scrutineers are appointed to verify the results of the poll.

ANNUAL REPORT 2019

- The Annual Report 2019 is available on Bursa Malaysia Berhad's website at www.bursamalaysia.com under Company Announcements of Sime Darby Berhad and also at the Company's website at www.simedarby.com.

