

ADMINISTRATIVE GUIDE

for the 15th Annual General Meeting of Sime Darby Berhad (the “Company”)

Date	:	Thursday, 18 November 2021
Time	:	10.00 a.m.
Broadcast Venue	:	Function Room, Menara Sime Darby Oasis Corporate Park Jalan PJU 1A/2, Ara Damansara 47301 Petaling Jaya Selangor Darul Ehsan, Malaysia

MODE OF MEETING

1. In view of the COVID-19 pandemic and as part of the safety measures, the Company’s 15th Annual General Meeting (“15th AGM” or “the Meeting”) will be conducted virtually through live streaming and online remote voting from the broadcast venue using Remote Participation and Voting (“RPV”) facilities provided by the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”).
2. The broadcast venue of the 15th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the meeting. Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the broadcast venue on the day of the meeting.

RPV FACILITIES

1. Shareholders are able to attend virtually, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 15th AGM using the RPV provided by Tricor via its **TIIH Online** website at <https://tiih.online>. Please refer to the Procedure for RPV contained herein for more information.
2. A shareholder who has appointed a proxy(ies) or authorised representative(s) or attorney(s) to participate at the 15th AGM via the RPV must request his/her proxy(ies) or authorised representative(s) or attorney(s) to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV contained herein for more information.

PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 15th AGM will need to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Sign-up as a user with TIIH Online	<ul style="list-style-type: none">• Using your computer, access the TIIH Online website at https://tiih.online. Sign-up as a user under “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.• User application will be approved within one (1) working day and you will be notified via email.

	Procedure	Action
BEFORE THE AGM DAY		
		<ul style="list-style-type: none"> If you are already a user with TIIH Online, you are not required to sign-up again. You will receive an email to notify you that remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 15th AGM to ascertain their eligibility to participate at the 15th AGM using the RPV. Pre-registration is open from Wednesday, 20 October 2021 until the day of the 15th AGM, Thursday, 18 November 2021. To register for RPV, visit the TIIH Online website and login with your user ID (i.e. email address) and password and select the corporate event: “(REGISTRATION) SIME DARBY BERHAD 15TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. The system will send an email to notify you that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 8 November 2021, the system will send you an email to approve your registration for remote participation and the procedures to use the RPV will be detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please allow sufficient time for approval as a new user of TIIH Online as well as the registration for RPV in order for you to log into TIIH Online and participate in the 15th AGM remotely.)</i></p>
ON THE DAY OF THE AGM		
(a)	Login to TIIH Online	<ul style="list-style-type: none"> To participate in the 15th AGM, visit the TIIH Online website and log in with your user ID (i.e. email address) and password at any time from 9.00 a.m. i.e. 1 hour– before the commencement of the 15th AGM on Thursday, 18 November 2021 at 10.00 a.m.
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) SIME DARBY BERHAD 15TH AGM” to engage in the proceedings of the 15th AGM. If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to all questions submitted during the 15th AGM.
(c)	Online Remote Voting	<ul style="list-style-type: none"> The voting session will commence from 10.00 a.m. on Thursday, 18 November 2021 until a time when the Chairman announces the end of the session. To submit your vote, on the TIIH Online website, select the corporate event: “(REMOTE VOTING) SIME DARBY BERHAD 15TH AGM” or if you are in the live stream meeting page, you can select the “GO TO REMOTE VOTING PAGE” button, located below the query box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(d)	End of remote participation	Upon the announcement by the Chairman on the closure of the 15 th AGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your registration for the RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
3. In the event you encounter any issues logging in, connecting to the live streamed meeting or voting online on the day of the meeting, kindly call the Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 or email to tiih.online@my.tricorglobal.com for assistance.

ENTITLEMENT TO PARTICIPATE AND VOTE

1. Only shareholders whose names appear on the Record of Depositors as at 8 November 2021 shall be entitled to attend the 15th AGM or appoint proxy(ies) to attend and/or vote on his/her behalf. A shareholder will not be allowed to participate at the meeting if his/her proxy(ies) has/have been registered to participate in the meeting.
2. If a shareholder is unable to participate in the 15th AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the form of proxy.

APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

1. The appointment of proxy(ies) may be submitted in hard copy form or electronically.

(i) In hard copy form

The form of proxy must be deposited with Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) Electronically

The form of proxy can be electronically submitted via Tricor's TIIH Online website at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Form of Proxy.

2. The form of proxy and power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, must be deposited with Tricor not less than 24 hours before the time appointed for the taking of the poll or no later than **Wednesday, 17 November 2021 at 12.00 p.m.**
3. Shareholders who have appointed proxy(ies) or authorised representative(s) or attorney(s) to participate in the 15th AGM must request his/her proxy(ies) or authorised representative(s) or attorney(s) to register himself/herself/themselves for the RPV at Tricor's TIIH Online website at <https://tiih.online>.

PROCEDURE FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

The procedures to submit your form of proxy electronically via Tricor’s **TIIH Online** website are summarised below:

	Procedure	Action
i	Steps for Individual Shareholders	
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Using your computer, please access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. ▪ If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> ▪ After the release of the Notice of Meeting by the Company, log in with your username (i.e. email address) and password. ▪ Select the corporate event: “Submission of Proxy Form”. ▪ Read and agree to the Terms & Conditions and confirm the Declaration ▪ Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. ▪ Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. ▪ Review and confirm your proxy(ies) appointment. ▪ Print the form of proxy for your record.
ii	Steps for Corporation or Institutional Shareholders	
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Using your computer, please access the TIIH Online website at https://tiih.online ▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. ▪ Complete the registration form and upload the required documents. ▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days. ▪ Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate exercise name: “SIME DARBY BERHAD 15TH AGM “Submission of Proxy Form””. ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Submit the proxy appointment file. ▪ Login to TIIH Online, select corporate exercise name: “SIME DARBY BERHAD 15TH AGM “Submission of Proxy Form””. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Submit” to complete your submission ▪ Print the confirmation report of your submission for your record.

POLL VOTING

1. The voting at the 15th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Coopers Professional Scrutineers Sdn Bhd as the Scrutineers to verify the poll results.
2. Shareholders or proxy(ies) or corporate representative(s) or attorney(s) may proceed to vote on the resolutions at any time from 10.00 a.m. on **Thursday, 18 November 2021** until the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from Tricor's TIIH Online website at <https://tiih.online>.
3. Upon completion of the voting session for the 15th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

1. Shareholders may submit questions for the Board in advance of the 15th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to log in and submit questions no later than **Wednesday, 17 November 2021 at 10.00 a.m.**
2. The Board will endeavour to answer the questions received at the 15th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no distribution of voucher(s) or door gift(s) to shareholders/proxy(ies) who participate in the 15th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 15th AGM.

ENQUIRY

If you have any enquiries on the above, please contact our Share Registrar, Tricor, during office hours on 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 Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact persons : Ms Lim Lay Kiow
+603 2783 9232 /Email: Lay.Kiow.Lim@my.tricorglobal.com
: Puan Zakiah Wardi
+603 2783 9287 /Email: Zakiah@my.tricorglobal.com
: Mr Keith Lim
+603 2783 9240 /Email: Keith.Lim@my.tricorglobal.com
: Puan Siti Zalina Osmin
+603-2783 9247 /Email: Siti.Zalina@my.tricorglobal.com