

# Notice of 49<sup>th</sup> Annual General Meeting

**NOTICE IS HEREBY GIVEN THAT** the Forty-Ninth (“49<sup>th</sup>”) Annual General Meeting (“AGM”) of FIMA CORPORATION BERHAD (“FimaCorp” and/or “the Company”) will be conducted on a virtual basis via live streaming and online remote voting using Remote Participation and Electronic Voting (“RPEV”) facilities available at <https://meeting.boardroomlimited.my>, from the Broadcast Venue at the Training Room, Kumpulan Fima Berhad, Suite 4.1, Level 4, Block C, Plaza Damansara, No. 45, Jalan Medan Setia 1, Bukit Damansara, 50490 Kuala Lumpur on Thursday, 29 August 2024 at 9.30 a.m. to transact the following business:

## ORDINARY BUSINESS

- |  |                               |
|--|-------------------------------|
| 1. To receive the Audited Financial Statements of the Company for the financial year ended 31 March 2024 and the Directors’ and Auditors’ Reports thereon.   | <b>Please refer to Note A</b> |
| 2. To re-elect the following Directors, who retire by rotation in accordance with Article 108 of the Company’s Constitution and who, being eligible, offer themselves for re-election:                       |                               |
| (i) Dato’ Roslan Bin Hamir   | <b>Resolution 1</b>           |
| (ii) Rosely Bin Kusip  | <b>Resolution 2</b>           |
| 3. To approve the payment of Directors’ fees for each of the Non-Executive Directors of the Company for the ensuing financial year.  | <b>Resolution 3</b>           |
| 4. To approve the payment of Directors’ fees for each of the Non-Executive Directors who sit on the Boards of FimaCorp subsidiaries from 30 August 2024 until the conclusion of the next AGM of the Company. | <b>Resolution 4</b>           |
| 5. To approve the payment of Directors’ remuneration (excluding Directors’ fees) for the Non-Executive Directors from 30 August 2024 until the conclusion of the next AGM of the Company.                    | <b>Resolution 5</b>           |
| 6. To re-appoint Messrs. Ernst & Young PLT as Auditors of the Company for the financial year ending 31 March 2025 and to authorise the Directors to determine their remuneration.                            | <b>Resolution 6</b>           |

## SPECIAL BUSINESS

To consider and if thought fit, to pass the following resolutions:

- |   |                     |
|---|---------------------|
| 7. <b>PROPOSED NEW AND RENEWAL OF SHAREHOLDERS’ MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE</b> | <b>Resolution 7</b> |
|---|---------------------|

“THAT pursuant to Paragraph 10.09 of the Bursa Malaysia Securities Berhad (“Bursa”) Main Market Listing Requirements (“Listing Requirements”), approval be and is hereby given for the Company and/or its subsidiaries to enter into recurrent related party transactions of a revenue or trading nature with the specified classes of Related Parties as stated in Sections 2.4.1 and 2.4.2 Part A of the Company’s Circular/Statement to Shareholders dated 31 July 2024 which are necessary for the day-to-day operations of the Company and/or its subsidiaries, provided that such transactions are entered into in the ordinary course of business of the Company and/or its subsidiaries, are carried out on terms not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders of the Company; and the aggregate value of such transactions conducted pursuant to the Proposed Shareholders’ Mandate during the financial year will be disclosed in the Annual Report for the said financial year.

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THAT such approval shall continue to be in full force and effect until:

- (i) the conclusion of the next AGM of the Company, at which time the authority will lapse, unless the authority is renewed by a resolution passed at such general meeting; or
- (ii) the expiration of the period within which the Company's next AGM is required to be held under Section 340(1) of the Companies Act, 2016 ("the Act") (but shall not extend to such extension as may be allowed under Section 340(4) of the Act); or
- (iii) revoked or varied by resolution passed by the shareholders of the Company at a general meeting,

whichever is the earlier;

AND THAT the Board of Directors of the Company be and is hereby empowered and authorised to complete and do all such acts and things (including executing such documents under the common seal in accordance with the provisions of the Company's Constitution, as may be required) as they may consider expedient or necessary to give effect to the proposed mandate."

### 8. PROPOSED RENEWAL OF THE AUTHORITY FOR SHARES BUY-BACK

### Resolution 8

"THAT subject to compliance with the Act, the Bursa Listing Requirements, provisions of the Company's Constitution, and all other applicable laws, guidelines, rules and regulations, approval and authority be and are hereby given to the Directors of the Company, to the extent permitted by law, to purchase such number of ordinary shares in FimaCorp ("FimaCorp Shares") as may be determined by the Directors from time to time through Bursa upon such terms and conditions as the Directors may deem fit, necessary and expedient in the interest of the Company, provided that:

- (i) the maximum aggregate number of FimaCorp Shares which may be purchased and/or held by the Company shall not exceed 10% of the issued share capital of the Company at any time; and
- (ii) the maximum funds to be allocated by the Company for the purpose of purchasing its own shares shall not exceed the total retained profits of the Company for the time being.

THAT the Directors be and are hereby authorised to deal with the FimaCorp Shares so purchased at their discretion, in the following manner:

- (i) cancel the FimaCorp Shares so purchased; or
- (ii) retain the FimaCorp Shares so purchased as treasury shares which may be dealt with in accordance with Section 127(7) of the Act; or
- (iii) retain part of the FimaCorp Shares so purchased as treasury shares and cancel the remainder of the FimaCorp Shares,

or in any other manner as may be prescribed by the Act, all applicable laws, regulations and guidelines applied from time to time by Bursa and/or other relevant authority for the time being in force and that the authority to deal with the purchased FimaCorp Shares shall continue to be valid until all the purchased FimaCorp Shares have been dealt with by the Directors of the Company;

THAT the authority conferred by this resolution shall be effective immediately upon the passing of this resolution and shall continue to be in force until:

- (i) the conclusion of the next AGM of the Company, at which time it shall lapse, unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or

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- (ii) the expiration of the period within which the next AGM of the Company is required by law to be held; or
- (iii) revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting,

whichever occurs first but not so as to prejudice the completion of purchase(s) by the Company before the aforesaid expiry date and, in any event, in accordance with the provisions of the Bursa Listing Requirements or any other relevant authorities;

AND FURTHER THAT the Board be and is hereby authorised to do all such acts and things and to take all such steps as they deem fit, necessary, expedient and/or appropriate in order to complete and give full effect to the purchase by the Company of its own shares with full powers to assent to any condition, modification, variation and/or amendment as may be required or imposed by the relevant authorities.”

- 9. To transact any other business of which due notice shall have been given in accordance with the Act and the Company’s Constitution.

### **BY ORDER OF THE BOARD**

#### **JASMIN BINTI HOOD**

(SSM PC No. 201908001455) (LS 0009071)

#### **MUHAMMAD FADZLILAH BIN ABDUL RA’FAR**

(SSM PC No. 202208000410) (CA 39941)

Company Secretaries

Kuala Lumpur

31 July 2024

### **NOTES:**

#### **(I) Note A**

The Audited Financial Statements is for discussion only as it does not require shareholders’ approval pursuant to the provision of Section 340(1)(a) of the Act. Hence, it is not put forward for voting.

#### **(II) Resolutions 1 and 2**

Article 108 of the Company’s Constitution provides that one-third (1/3) of the Directors of the Company for the time being shall retire by rotation at an AGM of the Company provided always that all Directors, shall retire from office at least once in every three (3) years, but shall be eligible for re-election at the AGM. A Director retiring at a meeting shall retain office until the close of the meeting, whether adjourned or not.

At the 49<sup>th</sup> AGM, Dato’ Roslan Bin Hamir and Encik Rosely Bin Kusip being the longest in office since their last retirements are to stand for re-election as Directors of the Company and being eligible, have offered themselves for re-election.

For the purpose of determining the eligibility of the Directors to stand for re-election at the 49<sup>th</sup> AGM, the Board through its Nomination and Remuneration Committee (NRC), had assessed each of the retiring Director, and considered the following:

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- (i) the Directors' level of contribution to Board discussions through their skills, experience and strength in qualities and their ability to act in the best interests of the Company in decision-making;
- (ii) the evaluation of Directors' fitness and propriety to discharge their roles effectively as determined by the self and peer assessments conducted during the Board Effectiveness Evaluation for FYE2024; and
- (iii) the Directors' commitment and time allocation to ensure effective fulfilment of their responsibilities.

Based on the outcome of the said assessments, the Board and the NRC are satisfied that the performance of each of the retiring Directors have met the performance criteria and the Board's expectations by continuously discharging their duties diligently as Directors of the Company. Accordingly, the Board recommends that shareholders vote in favour of their re-election.

Both Directors have completed their Annual Declaration and Disclosure of Interests Form, and there are no concerns noted.

The profiles of the retiring Directors are set out in Our Board of Directors section of the Company's Annual Report 2024.

### (III) Resolutions 3, 4 and 5

Section 230(1) of the Act provides, among others, that the fees of the directors and any benefits payable to the directors of a listed company and its subsidiaries shall be approved at a general meeting. In this respect, the Board agreed that the shareholders' approval shall be sought at the 49<sup>th</sup> AGM of the Company on the following payments to Directors in three (3) separate resolutions as below:

- **Resolution 3** on payment of Directors' fees for the ensuing financial year.
- **Resolution 4** on payment of Directors' fees for each of the Non-Executive Directors ("NEDs") who sit on the Board of Directors of FimaCorp subsidiaries from 30 August 2024 until the conclusion of the next AGM of the Company.
- **Resolution 5** on payment of Directors' remuneration (excluding Directors' fees) to the NEDs from 30 August 2024 until the conclusion of the next AGM of the Company.

Ordinary Resolutions 3, 4 and 5 comprises fees, allowances and other benefits payable to the Non-Executive Chairman, NEDs and Board Committees, including fees and allowances payable to them by the subsidiaries. Payment of the said fees, allowances and other benefits referred to herein will be made by the Company as and when incurred.

Other fees payable to the NEDs remain unchanged. The Managing Director does not receive any Director's fees and meeting allowances.

### Company

		Fee (per annum)	Meeting Allowance (per meeting)	Benefits
<b>Board</b>	Chairman	RM90,000	RM2,000	Medical coverage and other claimable benefits
	Member	RM50,000	RM2,000	
<b>Committees</b>	Chairman of Audit and Risk Committee	RM15,000	RM2,000	N/A
	Member of Audit and Risk Committee	RM10,000	RM2,000	N/A
	Member of Nomination and Remuneration Committee	N/A	RM2,000	N/A

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		<b>Fee (per annum)</b>	<b>Meeting Allowance (per meeting)</b>	<b>Benefits</b>
<b>Other Committees</b>	Member of Group Sustainability Committee	N/A	RM2,000	N/A
	Member of Risk Steering Committee	N/A	RM2,000	N/A
	Member of Investment Committee	N/A	RM2,000	N/A
	Member of Plantation Executive Committee	N/A	RM2,000	N/A
	Member of Ad Hoc Committee	N/A	RM2,000	N/A

### Subsidiaries

<b>Subsidiary</b>	<b>Position Held</b>	<b>Fee Type</b>	<b>Amount</b>
<b>Percetakan Keselamatan Nasional Sdn. Bhd.</b>	Director	Director's fee per annum Meeting allowance per meeting	RM12,000 RM1,000
<b>PT Nunukan Jaya Lestari</b>	Director	Director's fee per annum Meeting allowance per meeting	RM12,000 RM1,000
<b>FCB Plantation Holdings Sdn. Bhd.</b>	Chairman	Director's fee per annum Meeting allowance per meeting	RM18,000 RM1,000
<b>Ladang Bunga Tanjung Sdn. Bhd.</b>	Director	Director's fee per annum Meeting allowance per meeting	RM12,000 RM1,000

In determining the estimated amount of remuneration payable for the NEDs, various factors, including the number of scheduled meetings of the Board, Board Committees and Board of subsidiaries as well as the number of NEDs involved in these meetings were considered.

#### (IV) Resolution 6

The Board had at its meeting held on 25 June 2024 approved the Audit and Risk Committee's recommendation for shareholders' approval to be sought at the 49<sup>th</sup> AGM for re-appointment of Messrs. Ernst & Young PLT as Auditors of the Company for the financial year ending 31 March 2025.

The Board and the Audit and Risk Committee collectively agreed that Messrs. Ernst & Young PLT has met the relevant criteria prescribed by Paragraph 15.21 of the Bursa Listing Requirements.

#### (V) EXPLANATORY NOTES ON SPECIAL BUSINESS

##### (a) Resolution 7

The proposed Ordinary Resolution 7, if passed, will empower the Company and/or its subsidiaries ("the Group") to enter into new and recurrent related party transactions of a revenue or trading nature which are necessary for the Group's day-to-day operations, subject to the transactions being carried out in the ordinary course of business on terms not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders of the Company.

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Further information on the Proposed New and Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature is set out in Part A of the Circular/Statement to Shareholders dated 31 July 2024, which is available on the 'Investors' section of the Company's website.

### (b) Resolution 8

The proposed Ordinary Resolution 8, if passed, will renew the authority granted by the shareholders at the last AGM. The renewed authority will allow the Company to purchase its own shares of up to 10% of its prevailing ordinary issued share capital at any time. The renewed authority, unless revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting, will expire at the conclusion of the next AGM of the Company or the expiration of the period within which the next AGM is required by law to be held, whichever occurs first.

Further information on the Proposed Renewal of Shares Buy-Back Authority is set out in Part B of the Circular/Statement to Shareholders dated 31 July 2024, which is available on the 'Investors' section of the Company's website.

### Notes:

#### A. Registration for Remote Participation and Voting through RPEV Facilities

1. The 49<sup>th</sup> AGM of the Company will be conducted on a virtual basis via live streaming and RPEV facilities provided by Boardroom Share Registrars Sdn. Bhd. at <https://meeting.boardroomlimited.my>. Please follow the procedures provided in the Administrative Guide for the 49<sup>th</sup> AGM in order to register, participate and vote remotely via the RPEV facilities.
2. The Broadcast Venue of the 49<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the 49<sup>th</sup> AGM to be present at the main venue of the general meeting and to facilitate the conduct of the virtual meeting.
3. Members, proxies or corporate representatives are not allowed to be physically present at the Broadcast Venue. Only essential individuals and authorised personnel as determined by the Company shall be allowed entry into the Broadcast Venue.

#### B. Submission of Questions before and during the 49<sup>th</sup> AGM

1. Members may submit questions electronically in relation to the agenda items for the 49<sup>th</sup> AGM prior to the meeting via <https://investor.boardroomlimited.com> no later than 9.30 a.m. on Thursday, 22 August 2024. The responses to these questions will be shared at the 49<sup>th</sup> AGM.
2. Members may also pose questions via real time submission at <https://meeting.boardroomlimited.my> during the 49<sup>th</sup> AGM.

#### C. Appointment of Proxy(ies)

1. Only members whose names appear in the General Meeting Record of Depositors as at 22 August 2024 shall be entitled to participate, speak and vote at the 49<sup>th</sup> AGM or appoint proxy(ies) to participate and/or vote on their behalf.
2. A member of the Company who is entitled to participate and vote at the 49<sup>th</sup> AGM, may appoint up to 2 proxies by specifying the proportion of his/her shareholding to be represented by each proxy. A proxy may not be a member of the Company.
3. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for the multiple beneficial owners in one (1) securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.

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4. The instrument appointing a proxy (proxy form) may be made in a hard copy form or by electronic means in the following manner and must be deposited to the Company's share registrar, Boardroom Share Registrars Sdn. Bhd., not less than 48 hours before the time appointed for holding the 49<sup>th</sup> AGM or adjournment thereof:
  - (a) In hard copy form

The proxy form must be deposited at the Company's share registrar's office situated at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.
  - (b) By electronic means

The proxy form can also be lodged electronically through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>. Kindly refer to the Administrative Guide for the 49<sup>th</sup> AGM on the procedures for electronic lodgement of proxy form.
5. If the appointer is a corporation, the proxy form or certificate of appointment of corporate representative must be deposited by hand or post to Boardroom Share Registrars Sdn. Bhd. not less than 48 hours before the time appointed for holding the 49<sup>th</sup> AGM or adjournment thereof. Alternatively, the proxy form or certificate of appointment of corporate representative may also be sent to Boardroom Share Registrars Sdn. Bhd. via email at [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).
6. If you have submitted your proxy form prior to the 49<sup>th</sup> AGM and subsequently, decide to participate in the 49<sup>th</sup> AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the 49<sup>th</sup> AGM. Your proxy(ies) on revocation will not be allowed to participate in the 49<sup>th</sup> AGM. In such event, you should advise your proxy(ies) accordingly.
7. The voting at the 49<sup>th</sup> AGM will be conducted on a poll. The Company will appoint independent scrutineers to verify the poll results.

## Statement Accompanying **Notice of Annual General Meeting**

The Directors who are retiring pursuant to Article 108 of the Company's Constitution and seeking re-election are:

- (i) Dato' Roslan Bin Hamir
- (ii) Encik Rosely Bin Kusip

The profiles of the above Directors are set out in Our Board of Directors section of this Annual Report.

# Administrative Guide for the 49<sup>th</sup> AGM

<b>Meeting Day and Date</b>	: Thursday, 29 August 2024
<b>Online Meeting Platform</b>	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
<b>Registration</b>	: Virtual Meeting using Remote Participation and Electronic Voting (“RPEV”) facilities online via the Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>
<b>Commencement of Meeting</b>	: 9.30 a.m.
<b>Broadcast Venue</b>	: Training Room, Kumpulan Fima Berhad, Suite 4.1, Level 4, Block C, Plaza Damansara, No. 45, Jalan Medan Setia 1, Bukit Damansara, 50490 Kuala Lumpur

## 1. Virtual 49<sup>th</sup> Annual General Meeting (“49<sup>th</sup> AGM”)

- 1.1 The Company’s 49<sup>th</sup> AGM will be conducted virtually through live streaming and online remote participation using RPEV facilities from the Broadcast Venue, in accordance with the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission of Malaysia on 7 April 2022. In this respect, the Company will continue to leverage technology, to ensure that the 49<sup>th</sup> AGM supports meaningful engagement between the Board and shareholders of the Company.
- 1.2 The main and only venue for the 49<sup>th</sup> AGM is the Broadcast Venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 that requires the Chairman of the Meeting to be present at the main venue of the meeting. No shareholders/proxies/corporate representatives should be physically present nor admitted at the Broadcast Venue on the day of the 49<sup>th</sup> AGM.
- 1.3 Shareholders can participate in our 49<sup>th</sup> AGM via online meeting platform at <https://meeting.boardroomlimited.my> by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>. With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate and pose questions to the Board and vote at the 49<sup>th</sup> AGM.
- 1.4 Kindly ensure the stability of the internet connectivity throughout the 49<sup>th</sup> AGM proceedings is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 1.5 No recording or photography of the meeting proceedings is allowed.

## 2. Entitlement to Participate and Vote

- 2.1 Only members whose names appear in the General Meeting Record of Depositors as at 22 August 2024 shall be entitled to participate in the 49<sup>th</sup> AGM or appoint proxies to participate and vote on their behalf.

## 3. Proxy

- 3.1 If you are unable to participate in the 49<sup>th</sup> AGM and wish to appoint the proxies to participate and vote on your behalf or the Chairman of the meeting as your proxy, please indicate your voting instructions in the proxy form.
- 3.2 Corporate shareholders who require their corporate representative to participate and vote at the 49<sup>th</sup> AGM must deposit their proxy form or certificate of appointment of corporate representative to the Company’s share registrar, Boardroom Share Registrars Sdn. Bhd. (“Boardroom Share Registrars”).
- 3.3 You may download the proxy form from our website <http://www.fimacorp.com/agm.php>.



## Administrative Guide for the 49<sup>th</sup> AGM

### 4. Lodgement of Proxy Form

4.1 The instrument appointing a proxy (proxy form) may be made in hard copy form or by electronic means, and must be deposited to the Boardroom Share Registrars, not less than 48 hours before the time appointed for holding the 49<sup>th</sup> AGM or adjournment thereof:

(a) In hard copy form

The proxy form must be deposited at the Boardroom Share Registrars' office situated at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan. Boardroom Share Registrars will also provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.

(b) By electronic means

The proxy form can also be lodged electronically through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>. Kindly refer to the procedures for electronic lodgement of proxy form provided below:

#### Step 1: Register Online with Boardroom Smart Investor Portal (for first time registration only)

*Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.*

- a. Access website <https://investor.boardroomlimited.com>.
- b. Click <<Register>> to sign up as a user.
- c. Complete your registration and upload softcopy of MyKad/Identification Card (front and back in JPEG/PNG/PDF format only) or Passport (for foreign shareholder) (in JPEG/PNG/PDF format only).
- d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

#### Step 2: e-Proxy Lodgement

- a. Login to <https://investor.boardroomlimited.com> using your user ID and password provided by Boardroom Share Registrars.
- b. Select "FIMA CORPORATION BERHAD 49<sup>TH</sup> ANNUAL GENERAL MEETING" from the list of Corporate Meeting and click "Enter".

##### **For Individual/Corporate Shareholders:**

- a. Go to "PROXY" and click on "Submit e-Proxy Form".
- b. Select the Company you would like to be represented if more than one Company (for Corporate Shareholder).
- c. Enter your Central Depository System ("CDS") account number and insert the number of securities held.
- d. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
- e. Read and agree to the Terms and Condition by clicking "Next".
- f. Indicate your voting instructions – For, Against or Abstain, otherwise your proxy(ies) will decide your votes.
- g. Review and confirm your proxy(ies) appointment.
- h. Click "Apply".
- i. Download or print the e-Proxy form acknowledgment.

##### **For Authorised Nominee and Exempt Authorised Nominee:**

- a. Go to "PROXY" and click on "Submit e-Proxy Form".
- b. Select the company you would like to be represented (if more than one).
- c. Proceed to download the file format for "Submission of e-Proxy Form".
- d. Prepare the file for the appointment of proxies by inserting the required data.
- e. Proceed to upload the duly completed Proxy Appointment file.
- f. Review and confirm your proxy appointment and click "Submit".
- g. Download or print the e-Proxy form as acknowledgment.

*Note: If you are the authorised representatives for more than one authorised nominee/exempt authorised nominee/corporate shareholder, kindly click the home button and select "Edit Profile" in order to add company's name.*

## Administrative Guide for the 49<sup>th</sup> AGM

- 4.2 If you wish to participate in the 49<sup>th</sup> AGM yourself, please do not submit any proxy form for the 49<sup>th</sup> AGM. You will not be allowed to participate in the 49<sup>th</sup> AGM together with a proxy appointed by you.
- 4.3 If you have submitted your proxy form prior to the 49<sup>th</sup> AGM and subsequently, decide to participate in the 49<sup>th</sup> AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxies 48 hours before the 49<sup>th</sup> AGM. Your proxies on revocation would not be allowed to participate in the 49<sup>th</sup> AGM. In such event, you should advise your proxies accordingly.

### 5. Voting Procedures

- 5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Listing Requirements.
- 5.2 The Company has appointed Boardroom Share Registrars as the Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and SKY Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.
- 5.3 During the 49<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to present a short video on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- 5.4 For the purpose of the 49<sup>th</sup> AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.5 The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

### 6. Remote Participation and Electronic Voting

- 6.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominee, shall use the RPEV facilities to participate and vote remotely at the 49<sup>th</sup> AGM.
- 6.2 If you wish to participate in the 49<sup>th</sup> AGM, you will be able to view a live webcast of the 49<sup>th</sup> AGM, ask questions and submit your votes in real time whilst the 49<sup>th</sup> AGM is in progress.
- 6.3 Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities:

BEFORE 49 <sup>TH</sup> AGM	
Procedures	Actions
<p>1. Register online with Boardroom Smart Investor Portal <b>(for first time registration only)</b></p> <p><i>Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password.</i></p>	<p>a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>b. Click &lt;&lt;Register&gt;&gt; to sign up as a user.</p> <p>c. Complete your registration and upload softcopy of MyKad/Identification Card (front and back in JPEG/PNG/PDF format only) or Passport (for foreign shareholder) (in JPEG/PNG/PDF format only).</p> <p>d. Please enter a valid email address and wait for Boardroom Share Registrars’ email verification.</p> <p>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</p>

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BEFORE 49 <sup>TH</sup> AGM (CONT'D.)	
Procedures	Actions
<p>2. Submit Request for Remote Participation User ID and Password</p> <p><i>Note: Registration for remote access will be opened on 31 July 2024. Please note that the closing time to submit your request is not less than 48 hours before the time of holding the 49<sup>th</sup> AGM or no later than 9.30 a.m. on 27 August 2024.</i></p>	<p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password.</li> <li>Select “FIMA CORPORATION BERHAD 49<sup>TH</sup> ANNUAL GENERAL MEETING” from the list of Corporate Meeting and click “Enter”.</li> <li>Click “Register for RPEV”.</li> <li>Read and accept the general terms and conditions and enter your CDS account number to submit your request.</li> </ul> <p><b>Corporate Members</b></p> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of member, CDS account number accompanied with the certificate of appointment of corporate representative or proxy form to submit the request.</li> <li>Please provide a copy of corporate representative's MyKad/Identification Card (front and back) or Passport (for foreign shareholder) (in JPEG/PNG/PDF format only) as well as his/her email address.</li> </ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of member, CDS account number accompanied with the proxy form to submit the request.</li> <li>Please provide a copy of proxy holder's MyKad/Identification Card (front and back) or Passport (for foreign shareholder) (in JPEG/PNG/PDF format only) as well as his/her email address.</li> </ul>
<p>3. Email Notification</p>	<p>a. Upon system verification against the General Meeting Record of Depositors as at 22 August 2024, you will receive an email from Boardroom Share Registrars either approving or rejecting your registration for remote participation.</p> <p>b. If your registration is approved, you will receive your remote access user ID and password in the same email from Boardroom Share Registrars.</p>

ON THE DAY OF THE 49 <sup>TH</sup> AGM	
Procedures	Actions
<p>1. Login to Online Meeting Platform</p>	<p>a. The Online Meeting Platform will be opened for login 1 hour before the commencement of the 49<sup>th</sup> AGM at 8.30 a.m. on 29 August 2024.</p> <p>b. Follow the steps given to you in the email from Boardroom Share Registrars, using the remote access user ID and password provided.</p> <p>c. The steps will also guide you on how to view live webcast, pose questions and vote.</p>
<p>2. Participate</p>	<p>a. If you would like to view live webcast, select the broadcast icon.</p> <p>b. If you would like to ask a question during the 49<sup>th</sup> AGM, select the messaging icon.</p> <p>c. Type your message within the chat box, click the send button once completed.</p> <p>d. The Chairman/the Board will endeavour their best to respond to the questions submitted by the shareholders/proxies which are related to the resolutions to be tabled at the 49<sup>th</sup> AGM, as well as financial performance/prospect of the Company.</p> <p>e. In order to ensure a smooth and efficient conduct of the 49<sup>th</sup> AGM, questions that are repetitive in nature and/or have been responded to will not be specifically addressed.</p> <p>f. All questions and responses will be made available on the Company's website after the 49<sup>th</sup> AGM.</p>

## Administrative Guide for the 49<sup>th</sup> AGM

ON THE DAY OF THE 49 <sup>TH</sup> AGM (CONT'D.)	
Procedures	Actions
3. Voting	a. Once the 49 <sup>th</sup> AGM is open for voting, the polling icon will appear with the resolutions and your voting choices. b. To vote, simply select your voting direction from the options provided. c. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting direction. e. If you wish to cancel your vote, please press "Cancel".
4. End of Participation	a. Upon the announcement by the Chairman on the closure of 49 <sup>th</sup> AGM, the live webcast will end and the messaging window will be disabled. b. You can now logout from the meeting platform.

### 7. No Door Gifts

There will be no distribution of door gifts or vouchers for the participation at this 49<sup>th</sup> AGM.

### 8. Enquiries

8.1 The Company welcomes questions and views from shareholders on the 49<sup>th</sup> AGM resolutions and Annual Report 2024 to be raised at the 49<sup>th</sup> AGM. Please submit your questions(s) via Boardroom Share Registrars' website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 2: e-Proxy Lodgement and select "SUBMIT QUESTION" to pose questions commencing from 31 July 2024 and in any event no later than 9.30 a.m. on Thursday, 22 August 2024. We will endeavour to provide responses to the queries during the 49<sup>th</sup> AGM session.

8.2 If you have any enquiry relating to RPEV facilities or any of the above, please contact Boardroom Share Registrars during office hours on Monday to Friday from 9.00 a.m. to 5.00 p.m. (except on Public Holidays):

General Line : +603-7890 4700

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

8.3 Members are reminded to monitor the Company's website and announcements for any changes to the arrangements of the 49<sup>th</sup> AGM.

### Annual Report 2024

We strongly recommend you to download the digital version of the documents taking into consideration of the carbon footprints arising from the production and delivery of the documents. The Annual Report 2024 and Corporate Governance Report 2024 can be downloaded from the Company's website. Please access the online softcopy through your device by scanning this QR code.

