

LANDMARKS BERHAD

198901007900 (185202-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 31ST ANNUAL GENERAL MEETING OF LANDMARKS BERHAD

Meeting Platform	:	https://tiih.online
Meeting Title	:	(LIVE STREAMING MEETING) LB 31 ST AGM
Day, Date and Time	:	Wednesday, 15 July 2020 @ 10.00 a.m.
Broadcast Venue	:	Tricor Leadership Room Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur
Mode of Communication	:	1. Submit questions via query box facility via Tricor's TIIH Online website at https://tiih.online during the Meeting. 2. Submit questions via Tricor's TIIH Online website at https://tiih.online prior to the Meeting.

GENERAL MEETING ARRANGEMENTS

As the COVID-19 situation in Malaysia is constantly evolving, we may be required to change AGM arrangements at short notice and will notify you of these changes.

CORONAVIRUS DISEASE (“COVID-19”) PANDEMIC

In view of the COVID-19 health concerns and to safeguard the wellbeing of Shareholders, the 31st Annual General Meeting (“AGM”) will be conducted virtually through live streaming and online voting using the Remote Participation and Voting (“RPV”) facility from the Broadcast Venue. Therefore, there will not be a physical meeting venue for Shareholders to participate the AGM in person, as we take every necessary precaution to minimise the risk of COVID-19 infections.

The above arrangement is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission of Malaysia, which provides guidance for listed issuers to conduct fully virtual general meetings, without a physical meeting venue, after the Conditional Movement Control Order (CMCO) is lifted.

The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 and Clause 15.4 of the Company's Constitution which stipulated that a general meeting may be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members' right to speak and vote at the general meeting and the Chairperson shall be present at the main venue of the AGM.

This is also in line with Practice 12.3 of the Malaysian Code on Corporate Governance, by conducting a fully virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation.

With the RPV Facility, you may exercise your right as a Shareholder of the Company to participate (including to pose questions to the Board of Directors of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Shareholders should not be physically present and **WILL NOT BE ALLOWED** entry to the Broadcast Venue during the AGM. Any Shareholders who turn up at the Broadcast Venue would be requested to leave the venue politely.

REMOTE PARTICIPATION AND VOTING FACILITY (“RPV FACILITY”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 31st AGM using RPV Facility provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV Facility in the 31st AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **10.00 a.m., Monday, 13 July 2020**.

Corporate representatives of corporate members who wish to participate at the 31st AGM must deposit their original certificate of appointment of corporate representative to Tricor not later than **10.00 a.m., Monday, 13 July 2020**.

Nominee Company [whose beneficiary of the shares in its Central Depository System (CDS) account] who wishes to participate at the 31st AGM via RPV Facility must deposit its proxy form in a hard copy form or by electronic means to Tricor not later than **10.00 a.m., Monday, 13 July 2020**.

Attorneys appointed by power of attorney who wish to participate at the 31st AGM must deposit their power of attorney with Tricor not later than **10.00 a.m., Monday, 13 July 2020**.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this 31st AGM via RPV Facility must request his/her proxy or attorney or authorised representative to register himself/herself for RPV Facility at TIIH Online website at <https://tiih.online> no later than **10.00 a.m., Monday, 13 July 2020**.

As the 31st AGM is a fully virtual AGM, shareholders who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

If a shareholder has submitted his/her Proxy Form appointing the Chairman of the meeting as his/her proxy to vote on his/her behalf at the 31st AGM, such appointment shall be revoked upon registration of the shareholder/corporate representative/proxy no later than **10.00 a.m., Monday, 13 July 2020** to participate remotely via RPV at the 31st AGM.

Please note that the Company shall deem that shareholders have no objection to use the provision in the Proxy Form which has designated the Chairman of the meeting as the authorised person to vote on behalf of shareholders until further instructions are received. The appointed Poll Administrator of this 31st AGM shall be notified of such arrangement accordingly.

ENTITLEMENTS TO ATTEND, SPEAK AND VOTE

In respect of deposited securities, only Shareholders whose names appear on the Record of Depositors on 8 July 2020 (General Meeting Record of Depositors) shall be eligible to attend, participate, speak and/or vote at the meeting via RPV facility.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 31st AGM remotely using the RPV facility are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 31ST AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. 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. You will receive an e-mail to notify you that the RPV Facility is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Tuesday, 16 June 2020 up to 10.00 a.m., Monday, 13 July 2020. Login with your user ID and password and select the corporate event “(REGISTRATION) LB 31ST AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting” System will send an e-mail to notify that your registration for the RPV Facility is received and will be verified. After verification of your registration against the General Meeting’s Record of Depositors as at 8 July 2020, the system will send you an e-mail to approve or reject your registration for the RPV Facility.
ON THE 31ST AGM DAY		
(c)	Login to TIIH Online	Login with your user ID and password for RPV Facility for the 31 st AGM at any time from 9.40 a.m. , i.e. 20 minutes before the commencement of the 31 st AGM at 10.00 a.m., Wednesday, 15 July 2020 .
(d)	Participate through live-streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) LB 31ST AGM” to engage in the proceedings of the 31st 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 endeavor to respond to questions submitted by remote participants during the 31st AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

(e)	Online remote voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m., Wednesday, 15 July 2020 until a time when the Chairman announces the completion of the voting session at the 31st AGM broadcast venue. • Select the corporate event: “(REMOTE VOTING) LB 31ST AGM”. • 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.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman of the meeting on the closure of the 31st AGM, the Live Streaming will end.

Note to users of the RPV facility:

1. Should your registration to join the 31st AGM be approved, the system 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 at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streaming meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 31st AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **10.00 a.m. Monday, 13 July 2020**. The Board will endeavor to answer the questions received at the AGM.

GENERAL MEETING RECORD OF DEPOSITORS

Only a depositor whose name appears on the Record of Depositor as at **8 July 2020** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf.

PROXY

Since the 31st AGM will be conducted virtually, a Shareholder can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy. The Form of Proxy must be deposited at the Company’s Share Registrar’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, alternatively, you may also submit the Form of Proxy electronically, via TIIH Online at website <https://tiih.online>, not less than forty-eight (48) hours before the time for holding the meeting or at any adjournment thereof, otherwise the instrument of proxy shall not be treated as valid. Please do read and follow the following procedures to submit Proxy Form electronically:

	Procedure	Action
a	Register as a User with TIIH Online	Using your computer, please access the website at https://tiih.online . Register as a user under the “e-Services”. Please do 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 e-Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (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(s) to vote on your behalf. • Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(s) appointment. • Print e-proxy form for your record.

NO GIFTS DISTRIBUTION

There will be **no gift distribution** for the shareholders/proxies at the 31st AGM.

POLL VOTING

The voting at the 31st AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Asia Securities Sdn Bhd as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and **submit your votes at any time from the commencement of the 31st AGM at 10.00 a.m.** Kindly refer to item (e) of the Remote Participation and Voting for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>. The Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 31st AGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 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 : En Zulhafri Bin Abdul Rahman +603-2783 9289
 (Zulhafri@my.tricorglobal.com)
 En Ahmad Syafiq +603-2783 9248
 (Ahmad.Syafiq@my.tricorglobal.com)