

LANDMARKS BERHAD

Registration No. 198901007900 (185202-H)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING OF LANDMARKS BERHAD

Meeting Platform	:	https://tjih.online
Meeting Title	:	(LIVE STREAMING MEETING) LANDMARKS EGM 2022
Day, Date and Time	:	Friday, 8 April 2022 @ 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 TIH Online website at https://tjih.online during the Meeting. 2. Submit questions via Tricor's TIH Online website at https://tjih.online prior to the Meeting.

GENERAL MEETING ARRANGEMENTS

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

CORONAVIRUS DISEASE (“COVID-19”) PANDEMIC

As part of the measures taken by the Company to curb the spread of Covid-19 and taking into consideration the paramount safety and well-being of the members of the Company, the EGM 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 EGM in person, as we take every necessary precaution to minimise the risk of COVID-19 infections.

This is also in line with the revised Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (including any amendments that may be made from time to time) (“Guidance Note”) to allow general meetings under National Recovery Plan to be conducted virtually. Kindly refer to Administrative Guide for more information.

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 EGM.

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 EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Shareholders should not be physically present and **WILL NOT BE ALLOWED** entry to the Broadcast Venue during the EGM. 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 EGM 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 EGM 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., Wednesday, 6 April 2022**.

Corporate representatives of corporate members who wish to participate at the EGM must deposit their original certificate of appointment of corporate representative to Tricor not later than **10.00 a.m., Wednesday, 6 April 2022**.

Nominee Company [whose beneficiary of the shares in its Central Depository System (CDS) account] who wishes to participate at the EGM 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., Wednesday, 6 April 2022**.

Attorneys appointed by power of attorney who wish to participate at the EGM must deposit their power of attorney with Tricor not later than **10.00 a.m., Wednesday, 6 April 2022**.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this EGM 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., Wednesday, 6 April 2022**.

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

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 EGM 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 31 March 2022 (General Meeting Record of Depositors) shall be eligible to attend, participate, speak and/or vote at the meeting via RPV facility.

PROCEDURES FOR RPV FACILITY

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the EGM using the RPV facility:

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tjih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. 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 Facility	<ul style="list-style-type: none"> Registration is open from Thursday, 24 March 2022 up to the EGM day, Friday, 8 April 2022. Login with your user ID and password and select the corporate event “(REGISTRATION) LANDMARKS EGM 2022”. 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. 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 31 March 2022, the system will send you an e-mail after 6 April 2022 to approve or reject your registration for the RPV Facility. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV Facility)</i></p>
ON THE EGM DAY		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 9.00 a.m., i.e. 1 hour before the commencement of the EGM at 10.00 a.m., Friday, 8 April 2022.
(d)	Participate through live-streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) LANDMARKSEGM 2022” to engage in the proceedings of the EGM remotely. <p>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 EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>

(e)	Online remote voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m., Friday, 8 April 2022 until a time when the Chairman announces the completion of the voting session at the EGM broadcast venue. • Select the corporate event: “(REMOTE VOTING) LANDMARKS EGM 2022” or if you are on the live stream meeting page you can select “GO TO REMOTE VOTING PAGE” button 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.
(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 EGM, the Live Streaming will end.

Note to users of the RPV facility:

1. Should your registration to join the EGM 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 EGM 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. Wednesday, 6 April 2022**. The Board will endeavor to answer the questions received at the EGM.

GENERAL MEETING RECORD OF DEPOSITORS

Only a depositor whose name appears on the Record of Depositor as at **31 March 2022** shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf.

PROXY

Since the EGM 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 with the Company’s Share Registrar’s office at Tricor’s Office, 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
i. <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the 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.
Proceed with submission of form of proxy	<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: “LANDMARKS EGM 2022 - SUBMISSION OF PROXY FORM”. ▪ Read and agree to the Terms and 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. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. ▪ Review and confirm your proxy(s) appointment. ▪ Print the form of proxy for your record.
ii. <u>Steps for corporation or institutional shareholders</u>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online 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>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.</p>
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: “LANDMARKS EGM 2022 - 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: “LANDMARKS EGM 2022 – 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.

NO GIFTS DISTRIBUTION

There will be **no gift distribution** for the shareholders/proxies at the EGM.

POLL VOTING

The voting at the EGM 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 EGM 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 EGM is allowed.

ENQUIRY

If you have any enquiries on the above, please contact the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd 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