

Notice of 48th Annual General Meeting

NOTICE IS HEREBY GIVEN that the Forty-Eighth (48th) Annual General Meeting (“AGM”) of KUMPULAN FIMA BERHAD (“KFima” and/or “the Company”) will be held fully virtual at the Broadcast Venue at 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 Tuesday, 29 September 2020 at 3.00 p.m. for the following purposes:

ORDINARY BUSINESS

1. To receive the Audited Financial Statements of the Company for the financial year ended 31 March 2020 and the Directors’ and Auditors’ Reports thereon.
2. To re-elect the following Directors who retire by rotation in accordance with Article 102 of the Company’s Constitution and who, being eligible, offer themselves for re-election:
 - (i) Encik Azizan bin Mohd Noor
 - (ii) Puan Rozana Zeti binti Basir
3. To approve the payment of Directors’ fees for the Non-Executive Directors of the Company for the ensuing financial year.
4. To approve the increase in fees payable to the Audit and Risk Committee members (excluding the Committee Chairman) from 1 April 2020 until the conclusion of the next AGM of the Company.
5. To approve the payment of Directors’ fees for the Non-Executive Directors who sit on the Boards of subsidiary companies from 30 September 2020 until the conclusion of the next AGM of the Company.
6. To approve the payment of Directors’ remuneration (excluding Directors’ fees) to the Non-Executive Directors from 30 September 2020 until the conclusion of the next AGM of the Company.
7. To re-appoint Messrs. Ernst & Young PLT as Auditors of the Company and to authorize the Directors to fix their remuneration.

● Please refer to Note A

● Resolution 1

● Resolution 2

● Resolution 3

● Resolution 4

● Resolution 5

● Resolution 6

● Resolution 7

SPECIAL BUSINESS

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

8. PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE

● Resolution 8

"THAT pursuant to Paragraph 10.09 of 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 as set out in Section 2.4 Part A of the Company's Circular/Statement to Shareholders dated 28 August 2020 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 party than those generally available to the public and are not detrimental to the minority shareholders of the Company.

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 authorized 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."

9. PROPOSED RENEWAL OF THE AUTHORITY FOR SHARES BUY-BACK

● Resolution 9

"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 KFima ("KFima 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 KFima Shares which may be purchased and/or held by the Company shall not exceed 10% of the issued and paid-up 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 authorized to deal with the KFima Shares so purchased at their discretion, in the following manner:

- (i) cancel the KFima Shares so purchased; or
- (ii) retain the KFima 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 KFima Shares so purchased as treasury shares and cancel the remainder of the KFima 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 KFima Shares shall continue to be valid until all the purchased KFima 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
- (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 authorized 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."

10. CONTINUATION IN OFFICE AS INDEPENDENT DIRECTORS

- (i) "THAT approval be and is hereby given to Encik Azizan bin Mohd Noor who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine (9) years, to continue to act as an Independent Non-Executive Director of the Company until the conclusion of the next AGM of the Company."
- (ii) "THAT approval be and is hereby given to Dato' Rosman bin Abdullah who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine (9) years, to continue to act as an Independent Non-Executive Director of the Company until the conclusion of the next AGM of the Company."

● Resolution 10

● Resolution 11

11. 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)

FADZIL BIN AZAHA (SSM PC No. 201908001530) (CA 20995)

Company Secretaries

Kuala Lumpur
28 August 2020

(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 102 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.

The Board endorsed that the Directors who retire in accordance with Article 102 of the Company's Constitution are eligible to stand for re-election.

The profiles of the retiring Directors are set out in Our Board of Directors section of the Company's Annual Report 2020.

(III) **Resolutions 3, 4, 5 and 6**

Section 230(1) of the Act provides amongst 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 48th AGM of the Company on the following payments to Directors in four (4) separate resolutions as below:

- **Resolution 3** on payment of Directors' fees for the ensuing financial year.
- **Resolution 4** on the increase in fees payable to the Audit and Risk Committee members (excluding the Committee Chairman) from 1 April 2020 until the conclusion of the next AGM of the Company.
- **Resolution 5** on payment of Directors' fees for the Non-Executive Directors ("NEDs") who sit on the Board of Directors of subsidiary companies from 30 September 2020 until the conclusion of the next AGM of the Company.
- **Resolution 6** on payment of Directors' remuneration from 30 September 2020 until the conclusion of the next AGM of the Company.

Ordinary Resolutions 3, 5 and 6 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.

Ordinary Resolution 4 relates specifically on the increase in fees payable to members of the Audit and Risk Committee (excluding the Committee Chairman) from RM7,500 per annum to RM10,000 per annum. The Board is of the view that it was fair for the Audit and Risk Committee member's fees to be reviewed having taken into account various

considerations and to reflect the additional roles of the Audit and Risk Committee in assisting the Board to meet its oversight responsibilities in relation to the Group's risk management and sustainability policies and practices.

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

Company

	Fee (per annum)		Meeting Allowance (per meeting)	Benefits
	Existing	Proposed Revision (Ordinary Resolution 4)		

Board

Chairman	RM90,000	Maintain existing fee. No revision proposed	RM2,000	Medical coverage and other claimable benefits
Member	RM60,000	Maintain existing fee. No revision proposed	RM2,000	

Committees

Chairman of Audit and Risk Committee	RM15,000	Maintain existing fee. No revision proposed	RM2,000	N/A
Member of Audit and Risk Committee	RM7,500	RM10,000	RM2,000	N/A
Member of Nomination and Remuneration Committee	N/A	N/A	RM2,000	N/A
Member of Group Sustainability Committee	N/A	N/A	RM2,000	N/A
Member of Risk Steering Committee	N/A	N/A	RM2,000	N/A

Subsidiaries

Subsidiary	Position Held	Fee Type	Amount
International Food Corporation Limited	Chairman	Director's fee – per annum	RM18,000
		Meeting allowance – per meeting	RM1,000
Fima Bulking Services Berhad	Chairman	Director's fee – per annum	RM18,000
		Meeting allowance – per meeting	RM1,000

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

(IV) Resolution 7

The Board had at its meeting held on 24 July 2020 approved the recommendation by the Audit and Risk Committee on the re-appointment of Messrs. Ernst & Young PLT as Auditors of the Company.

(V) EXPLANATORY NOTES ON SPECIAL BUSINESS

(a) Resolution 8

The proposed Ordinary Resolution 8, if passed, will empower the Company and/or its subsidiaries ("the Group") to enter into 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.

Further information on the Proposed 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 28 August 2020 which is circulated together with the Company's Annual Report 2020 and is also available under the 'Investors' section of the Company's website.

(b) Resolution 9

The proposed Ordinary Resolution 9, 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 and paid-up 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 the Part B of Circular/Statement to Shareholders dated 28 August 2020 which is circulated together with the Company's Annual Report 2020 and is also available on 'Investors' section of the Company's website.

(c) Resolutions 10 and 11

The following Directors were appointed as Independent Non-Executive Directors of the Company and have reached the cumulative nine (9) years term limit as recommended by Malaysian Code on Corporate Governance:

<u>Directors</u>	<u>Appointed on</u>
Encik Azizan bin Mohd Noor	2 April 2003
Dato' Rosman bin Abdullah	5 May 2004

The Nomination and Remuneration Committee and the Board, through the annual assessment carried out for the financial year ended 31 March 2020, concluded that the above Directors remain independent and recommended them to continue to act as Independent Non-Executive Directors based on the following justifications:

- (a) Have fulfilled the criteria as an Independent Director as defined in the Bursa Listing Requirements, and therefore is able to bring independent and objective judgement to the Board;
- (b) Have provided effective check and balance in the proceedings of the Board and the Board Committees;
- (c) Have provided objectivity in decision making through unbiased and independent views as well as advice and judgement, to the Board;
- (d) Have contributed sufficient time and effort and attended all Board and Committees meetings for an informed and balanced decision making; and
- (e) Have exercised due care during their tenure as Independent Non-Executive Director of the Company and carried out professional duties in the interest of the Company and shareholders.

Notes:

A. Virtual AGM

1. The 48th AGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting facilities (collectively referred as "48th Virtual AGM"). Kindly refer to the procedures provided in the Administrative Guide for the 48th Virtual AGM in order to register, participate and vote remotely.
2. The broadcast venue of the 48th Virtual AGM which is the main venue of the meeting 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 48th Virtual AGM of the Company.

B. Appointment of Proxy(ies)

1. Only members registered in the General Meeting Record of Depositors as at 22 September 2020 shall be entitled to participate in the 48th Virtual 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 48th Virtual AGM, may appoint up to 2 proxies by specifying the proportion of his 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.

4. The instrument appointing a proxy must be deposited at the Company's Share Registrar's office in the following manner:
 - (a) by electronic means through the Boardroom Smart Investor Online Portal at www.boardroomlimited.my by lodging in and selecting "E-PROXY LODGEMENT" not less than 48 hours before the time of holding the meeting or adjournment thereof; or
 - (b) by hand or post to Boardroom Share Registrars Sdn Bhd ("Boardroom Share Registrars"), 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than 48 hours before the time of holding the meeting or adjournment thereof. Boardroom Share Registrars will provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.
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' office not less than 48 hours before the time of holding the meeting or adjournment thereof. Alternatively, the proxy form or certificate of appointment of corporate representative may also be send to Boardroom Share Registrars via email at BSR.Helpdesk@boardroomlimited.com.
6. If you have submitted your proxy form prior to the 48th Virtual AGM and subsequently, decide to participate in the 48th Virtual AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) 48 hours before the 48th Virtual AGM. Your proxy(ies) on revocation would not be allowed to participate in the 48th Virtual AGM. In such event, you should advise your proxy(ies) accordingly.
7. The voting at the 48th Virtual 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

1. The Directors who are retiring pursuant to Article 102 of the Company's Constitution and seeking re-election are:
 - a. Encik Azizan bin Mohd Noor
 - b. Puan Rozana Zeti binti Basir
2. The Directors who are continuing to act as Independent Non-Executive Director are:
 - a. Encik Azizan bin Mohd Noor
 - b. Dato' Rosman bin Abdullah

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

Administrative Guide for the 48th Virtual AGM

Meeting Day and Date	: Tuesday, 29 September 2020
Meeting Platform	: https://web.lumiagm.com/
Registration	: Virtual Meeting via Remote Participation and Electronic Voting ("RPEV") Facilities
Commencement of Meeting	: 3.00 p.m.
Broadcast Venue	: 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 Meeting

- 1.1 In line with the Government's initiative to curb the spread of the COVID-19 and the restriction on mass gathering post Movement Control Order, the Company has decided to convene the 48th AGM of the Company fully virtual and entirely via RPEV facilities (collectively referred as "48th Virtual AGM").
- 1.2 The main and only venue for the 48th Virtual 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 48th Virtual AGM.
- 1.3 Shareholders can participate in our 48th Virtual AGM by registering online via the Boardroom Smart Investor Portal at www.boardroomlimited.my.
- 1.4 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 48th Virtual AGM, safely from your home.
- 1.5 Kindly ensure the stability of the internet connectivity throughout the 48th Virtual 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.
- 1.6 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 Record of Depositors as at 22 September 2020 shall be entitled to participate in the 48th Virtual AGM or appoint proxies to register and vote on their behalf by returning the proxy form which is enclosed in the Company's Annual Report 2020 and can also be downloaded from www.fima.com.my/agm.html.

3. Lodgement of Proxy Form

- 3.1 If you are unable to participate the 48th Virtual AGM and wish to appoint the Chairman of the Meeting as your proxy to vote on your behalf, please deposit your proxy form at the Share Registrar's office, Boardroom Share Registrars Sdn Bhd ("Boardroom Share Registrars") 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the time of holding the meeting or adjournment thereof. Any alteration to the proxy form must be initialled.
- 3.2 Boardroom Share Registrars will also provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.
- 3.3 The proxy appointment may also be lodged electronically via Boardroom Smart Investor Online Portal at www.boardroomlimited.my, which is free and available to all individual shareholders, not less than 48 hours before the time of holding the 48th Virtual AGM in accordance with the steps 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 eProxy Lodgement.

- a. Access website <https://boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG format only) or Passport (in JPG/PNG 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 – eProxy Lodgement

- a. Login to <https://boardroomlimited.my> using your user ID and password above.
 - b. Go to "eProxy Lodgement" and browse the Meeting List for "KFIMA 48th Virtual AGM". Click "Apply".
 - c. Read the terms & conditions and confirm Declaration.
 - d. Enter the CDS account number and the total number of securities held.
 - e. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
 - f. Indicate your voting instructions – For, Against or Abstain, otherwise your proxy will decide your vote.
 - g. Review and confirm your proxy appointment.
 - h. Click submit.
 - i. Download or print the eProxy form acknowledgement.
- 3.4 If you wish to participate in the 48th Virtual AGM yourself, please do not submit any proxy form for the 48th Virtual AGM. You will not be allowed to participate in the 48th Virtual AGM together with a proxy appointed by you.
- 3.5 If you have submitted your proxy form prior to the 48th Virtual AGM and subsequently, decide to participate in the 48th Virtual AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) 48 hours before the 48th Virtual AGM. Your proxy(ies) on revocation would not be allowed to participate in the 48th Virtual AGM. In such event, you should advise your proxy(ies) accordingly.

4. Corporate Shareholder

- 4.1 Corporate shareholders who require their corporate representative to participate and vote at the 48th Virtual AGM must deposit their proxy form or certificate of appointment of corporate representative to the Boardroom Share Registrars' office not less than 48 hours before the time of holding the 48th Virtual AGM. Alternatively, the proxy form or certificate of appointment of corporate representative may also be send to Boardroom Share Registrars via email at BSR.Helpdesk@boardroomlimited.com.

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 Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
- 5.3 During the 48th Virtual AGM, the Chairman will invite the Poll Administrator to brief 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 48th Virtual 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 48th Virtual AGM.
- 6.2 If you wish to participate in the 48th Virtual AGM, you will be able to view a live webcast of the 48th Virtual AGM, ask questions and submit your votes in real time whilst the 48th Virtual 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 48TH VIRTUAL AGM

Procedures

Actions

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 – Submit Request for Remote Participation User ID and Password.

- a. Access website www.boardroomlimited.my.
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG format only) or Passport (in JPG/PNG 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.

2. Submit Request for Remote Participation User ID and Password

*Note: Registration for remote access will be open on **28 August 2020**. Please note that the **closing time to submit your request** is not less than 48 hours before the time of holding the 48th Virtual AGM or no later than 3.00 p.m. on 27 September 2020.*

Individual Members

- Login to www.boardroomlimited.my using your user ID and password.
- Select "Virtual Meeting" from main menu and select the correct Corporate Event "KFIMA 48th Virtual AGM".
- Enter your CDS account.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Members

- Write in to BSR.Helpdesk@boardroomlimited.com 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.
- Please provide a copy of Corporate Representative's MyKad/Identification Card (front and back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member, CDS account number accompanied with the proxy form to submit the request.
- Please provide a copy of proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.

3. Email Notification

- a. You will receive a notification from Boardroom Share Registrars that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositors as at 22 September 2020, you will receive an email from Boardroom Share Registrars either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will receive your remote access user ID and password in the same email from Boardroom Share Registrars.

ON THE DAY OF THE 48TH VIRTUAL AGM

Procedures

Actions

1. Login to Virtual Meeting Platform

- a. The Virtual Meeting portal will be open for login an hour (1 hour) before the commencement of the 48th Virtual AGM at 2.00 p.m. on 29 September 2020.
- b. The Meeting Platform can be accessed via one of the following:
 - Free **Lumi AGM** application which is downloadable from Apple App Store or Google Play Store;
 - Launch **Lumi AGM** by scanning the QR Code provided in the email notification after successful registration; or
 - Access to **Lumi AGM** via <https://web.lumiagm.com/>.
- c. Enter the Meeting ID No. and sign in with the user ID and password provided in the confirmation email from Boardroom Share Registrars.

ON THE DAY OF THE 48TH VIRTUAL AGM

Procedures

Actions

2. Participate

Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.

- a. If you would like to view live webcast, select the broadcast icon.
- b. If you would like to ask a question during the 48th Virtual AGM, select the messaging icon.
- c. Type your message within the chat box, click the send button once completed.
- d. The Chairman/Board of Directors 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 48th Virtual AGM, as well as financial performance/prospect of the Company.

3. Voting

- a. Once the 48th Virtual 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 48th Virtual 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

7.1 There will be no distribution of door gifts or vouchers for the participation at this 48th Virtual AGM.

8. Enquiries

8.1 The Company welcomes questions and views from shareholders on the AGM resolutions and Annual Report 2020 to be raised at the 48th Virtual AGM.

8.2 Please email your questions to AGM.helpdesk@fima.com.my no later than 3.00 p.m. on Monday, 21 September 2020. We will endeavour to provide responses to the queries during the 48th Virtual AGM session.

8.3 If you have any enquiry prior to the 48th Virtual AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom Share Registrars during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):

Boardroom Share Registrars Sdn Bhd
(Registration No. 199601006647/378993-D)
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan

General Line : 03-7890 4700
Fax No. : 03-7890 4670

Puan Nur Amalina Ab Aziz (03-7890 4742)
Nur.Amalina@boardroomlimited.com

Puan Rozleen Monzali (03-7890 4739)
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Members are reminded to monitor the Company's website and announcements for any changes to the arrangements of the 48th Virtual AGM.

Annual Report 2020

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 2020 and Corporate Governance Report 2020 can be downloaded from the Company's website. Please access the online softcopy through your device by scanning this QR code.

