GuocoLand (Malaysia) Berhad (192001000022 (300-K))
A Member of the Hong Leong Group

ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE ANNUAL GENERAL MEETING ("AGM")

Day, Date : Friday, 6 November 2020
Time : 10.00 a.m.
Venue : Wau Bulan Ballroom, Level 2, Sofitel Kuala Lumpur Damansara
No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS

We are pleased to inform you that the following documents of GuocoLand (Malaysia) Berhad ("GLM") are available for download from GLM's website at https://guocoland.com.my/investor-relations/; or you may scan the QR code provided below:

1. Annual Report 2020;
2. Circular to Shareholders in relation to Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPT Circular 2020");
3. Notice of AGM;
4. Form of Proxy;
5. Request Form; and
6. Administrative Notes.

In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the Annual Report 2020 and RRPT Circular 2020. However, should you require a printed copy of the Annual Report 2020 and/or RRPT Circular 2020, please complete the Request Form and return the same to the address stated therein.

SAFETY MEASURES DUE TO CORONAVIRUS DISEASE ("COVID-19") PANDEMIC

Pursuant to the Recovery Movement Control Order (RMCO) and the "SOP Pembukaan Semula Ekonomi" Guideline by the Majlis Keselamatan Negara (MKN), in our effort to keep our shareholders/proxies, employees and the communities around us safe, please adhere to the following safety measures:

1. Check-In

Check-In via the MySejahtera Application or manually record contact details in the check-in register.

2. Temperature Checks

a. Shareholders and proxies to consent to have temperature taken.
b. If the temperature exceeds 37.4°C, the individual will be requested to step aside and take a secondary temperature check after a 10-minute rest period.
c. Should the temperature exceed 37.4°C after a third attempt, the individual will not be permitted to enter the AGM venue and will be referred to the nearest clinics.

3. Shareholders/Proxies Exhibiting Symptoms of Being Unwell

Individuals who exhibit symptoms of illness such as, amongst others, fever, dry cough, sore throat, difficulty in breathing, conjunctivitis, or rashes on skin or discolouration of fingers or toes, will not be permitted to enter the AGM venue and will be referred to the nearest clinics.

4. **Social/Physical Distancing**

   Practise social/physical distancing by maintaining a one-metre distance from others.

5. **Face Mask**

   Attendees are required to wear a face mask throughout the AGM.

Important Reminder: Shareholders and proxies will not be allowed to enter the AGM venue if they do not follow the guidelines. Your cooperation is important in protecting the health and well-being of other shareholders/proxies, employees and our communities.

Please be advised that GLM reserves the right to make changes to the administration and organisation of the AGM as it deems necessary. Please visit Bursa Malaysia Securities Berhad's or GLM's website for any latest announcements/ updates in relation to the AGM.

REGISTRATION

1. Registration will commence at 8.30 a.m. at the reception foyer and will end at the time determined by the Chairman of the AGM.

2. Please produce your **original National Registration Identification Card ("NRIC")** (for Malaysian members/ proxies) or **passport** (for foreign members/proxies) at the registration counter for verification.

3. You will not be allowed to register on behalf of another person even with the original NRIC or passport of that other person.

MOBILE DEVICES

1. Please ensure that all mobile devices (i.e. phones/other sound emitting devices) are switched off or put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

2. Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

PARKING

1. Parking is available at the visitors' parking bays at Levels B2 and B3 of Sofitel Kuala Lumpur Damansara/ Damansara City Mall.

2. Please exchange your parking ticket for a "Complimentary Parking Ticket" at the Parking Ticket Counter located at the reception foyer of the AGM venue.

3. The Complimentary Parking Ticket does not require validation at the autopay machine before exit.

4. There will be no replacement for lost or misplaced Complimentary Parking Ticket. Valet parking is not entitled to the complimentary ticket.

REFRESHMENTS

Refreshments will not be served at the AGM as a precautionary measure against the spread of COVID-19.

NO SMOKING POLICY

A no-smoking policy is maintained. Your co-operation is much appreciated.

PERSONAL BELONGINGS

Please take care of your personal belongings. GLM will not be held responsible for any missing personal belongings.

LOCATION MAP

