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

ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE NINETY-SEVENTH ANNUAL GENERAL MEETING ("AGM" or "MEETING")

Day, Date : Thursday, 11 November 2021
Time : 10.00 a.m.
Meeting Platform : https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)

ANNUAL REPORT 2021, CORPORATE GOVERNANCE REPORT 2021 AND CIRCULAR TO SHAREHOLDERS

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

1. Annual Report 2021
2. Corporate Governance Report 2021
3. Circular to Shareholders in relation to:
   Part A: Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
   Part B: Proposed Authority for the Purchase of Own Shares by the Company
   ("Circular to Shareholders 2021")
4. Notice of AGM
5. Form of Proxy
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 2021 and Circular to Shareholders 2021. However, should you require a printed copy of the Annual Report 2021 and/or Circular to Shareholders 2021, please complete the request and return the same to the address stated therein.

MODE OF MEETING

The AGM of the Company will be conducted on fully virtual basis through live streaming and online remote voting using remote participation and electronic voting facilities provided by Boardroom Share Registrars Sdn Bhd ("Boardroom") via its online meeting platform at https://meeting.boardroomlimited.my.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 3 November 2021, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the AGM.

LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM via Remote Participation and Electronic Voting ("RPEV") facilities on 11 November 2021 and wish to appoint a proxy(ies) or the Chairman of the Meeting to vote on your behalf, please deposit the duly executed Form of Proxy at the Registered Office of the Company at Level 10, Wisma Hong Leong, 18 Jalan Perak, 50450 Kuala Lumpur or lodge electronically via email at glm-gmeeting@guocoland.com, not less than forty-eight (48) hours before the time appointed for holding of the Meeting or adjourned Meeting.

If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.

If you have submitted your Form of Proxy prior to the AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to glm-gmeeting@guocoland.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV")

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM.

If you participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Please follow the steps below to request for your login ID and password and usage of the RPEV facilities:

	Procedure	**Action**
BEFORE THE DAY OF THE AGM		
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.]* (a) Access the website at https://investor.boardroomlimited.com. (b) Click **<Register>** to sign up as a user. (c) Complete registration and upload a softcopy of your National Registration Identification Card (front and back) (for Malaysian members/proxies) or passport (for non-Malaysian members/proxies). (d) Please enter a valid email address and wait for Boardroom's email verification. 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: Shareholders are encouraged to register at least 48 hours before the commencement of the Meeting, i.e. by 10.00 a.m., 9 November 2021, to avoid any delay in the registration process*	**Individual Shareholders** – Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. – Select "**GUOCOLAND (MALAYSIA) BERHAD 97TH ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click **<Enter>**. – Click on **<Register for RPEV>**. – Read and agree to the Terms & Conditions and click **<Next>**. – Enter your CDS Account Number and thereafter submit your request. **Corporate Shareholders** – Write in to bsr.helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. – Please provide a copy of the Corporate Representative's National Registration Identification Card (front and back) (for Malaysian) or passport (for non-Malaysian) 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 the Member and CDS Account Number accompanied with the Form of Proxy to submit the request. – Please provide a copy of the Proxy Holder's National Registration Identification Card (front and back) (for Malaysian) or Passport (for non-Malaysian) as well as his/her email address.

	Procedure	Action
BEFORE THE DAY OF THE AGM (CONT'D)		
		Thereafter: (a) You will receive a notification from Boardroom that your request has been received and is being verified. (b) Upon system verification against the Record of Depositors as at **3 November 2021**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. (c) If your registration is approved, you will receive your remote access Meeting ID, user ID and password in the same email from Boardroom. You will also be notified in the event your registration is rejected.
ON THE DAY OF THE VIRTUAL AGM		
3.	Login to Virtual Meeting Portal *Note:* *You may login from 9.00 a.m., i.e. one (1) hour before the commencement of the 97th AGM on 11 November 2021*	(a) Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above). (b) The Meeting Platform can be accessed via one of the following methods:- ➢ Scan the QR Code provided in the email notification; ➢ Access to **Lumi AGM** web portal via website at https://meeting.boardroomlimited.my. (c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.
4.	Participate through live streaming	*[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]* (a) If you would like to view the live webcast, select the broadcast icon.  (b) If you would like to ask a question during the AGM, select the messaging icon.  (c) Type your question within the chat box, once completed click the **<send>** button.
5.	Online remote voting	Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session. To vote, please select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received. To change your vote, please re-select your voting preference. If you wish to cancel your vote, please press "Cancel".
6.	End of Participation	(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end. (b) You can now logout from the Meeting Platform.

NO RECORDING OR PHOTOGRAPHY

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

INTERNET CONNECTION

Please ensure that you are connected to the internet at all times in order to participate and vote when the AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. It is your responsibility to ensure that the connectivity for the duration of the Meeting is maintained.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders/proxies are encouraged to submit questions to the Board in advance of the AGM to glm-gmeeting@guocoland.com by 10.00 a.m. on 9 November 2021.

When sending in your questions, please provide us with the following details:

(a) Full name
(b) National Registration Identification Card/Passport Number
(c) Number of shares held
(d) CDS account number

Whilst the Company will endeavour to address all relevant questions received from the shareholders which are related to the agenda of the AGM, it may not be able to answer all questions from shareholders.

GENERAL ENQUIRY

For enquiries prior to the AGM or request for technical assistance to participate in the AGM, please contact the following during office hours:

Hong Leong Share Registration Services Sdn Bhd
Level 25, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur
Malaysia

Tel No. : 03-2088 8818
Fax No. : 03-2088 8990

Contact persons : Mr Allan Tang Chin Heng/
Ms Lee Mun Yee
Email address : hlsrs@hongleong.com.my

Boardroom Share Registrars Sdn Bhd
11th Floor, Menara Symphony
No. 5, Jalan Professor Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 03-7890 4700 (Helpdesk)
Fax No. : 03-7890 4670
Email address : bsr.helpdesk@boardroomlimited.com

PERSONAL DATA NOTICE

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company consents to and/or warrants that he/she has obtained the consent of the appointed proxy/representative (as applicable) for the collection, use, disclosure and processing of such personal data by the Company, its agents and/or third party service providers for purposes of organising, conducting, facilitating and administering the AGM; for enabling access to, participation in and the exercise of shareholder rights by the member or the appointed proxy/representative in the AGM; for communicating with the member; for preparing attendance lists, minutes of Meeting and any documents in relation to the AGM; and for the Company, its agents and/or third party service providers to comply with the requirements of applicable laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of the above warranty.

Thank you.

Yours faithfully

The Board of Directors of
GuocoLand (Malaysia) Berhad