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

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

Day, Date : Friday, 10 November 2023
Time : 3.00 p.m.
Venue : Wau Bulan Ballroom, Level 2, Sofitel Kuala Lumpur Damansara
No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

ANNUAL REPORT 2023, CORPORATE GOVERNANCE REPORT 2023 AND CIRCULARS TO SHAREHOLDERS

We are pleased to inform you that the following documents of GuocoLand (Malaysia) Berhad ("**GLM**" or the "**Company**") are available and can be downloaded from GLM's website at https://guocoland.com.my/investor-relations :

1. Annual Report 2023;
2. Corporate Governance Report 2023;
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: Statement in relation to the Proposed Renewal of Authority for the Purchase of Own Shares by the Company
   ("Circular to Shareholders 2023");
4. Notice of AGM;
5. Form of Proxy;
6. Request Form; and
7. Administrative Notes.

In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the abovementioned documents. You may also scan the QR Code to access the documents. However, should you require a printed copy of the Annual Report 2023 and/or Circular to Shareholders 2023, please complete the Request Form and return the same to the address stated therein.

ENTITLEMENT TO ATTEND AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 31 October 2023, or their appointed proxy(ies), shall be entitled to attend and vote at the AGM.

LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM on 10 November 2023 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 32, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur or lodge electronically via email at cosec-glm@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 attend and participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to attend and 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 attend and participate in the Meeting yourself, please write in to cosec-glm@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 attend and participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

HEALTH AND SAFETY MEASURES

1. As a precautionary measure, a shareholder/proxy who has symptoms of being unwell is strongly advised not to attend the Meeting.

2. Attendees are encouraged to wear a face mask throughout the Meeting.

REGISTRATION

1. Registration will commence at 2.00 p.m. at the registration area and will end at a time as directed by the Chairman of the Meeting.

2. Please produce your original National Registration Identification Card ("NRIC") or Passport at the registration counter for verification.

3. You are not allowed to register on behalf of another shareholder/proxy, even with the original NRIC or Passport of that other shareholder/proxy.

PARKING

Parking is available at the visitors' parking bays at Levels B3 to B6 of Menara Hong Leong/Damansara City Mall/Sofitel Kuala Lumpur Damansara. Complimentary parking will be provided to the attendees.

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 Meeting to ensure smooth and uninterrupted proceedings.

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

PERSONAL BELONGINGS

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

GENERAL ENQUIRY

For enquiries and administrative details concerning 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

PERSONAL DATA NOTICE

By registering for participation in person for the AGM 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.