



UNITED PLANTATIONS BERHAD

(Company Registration No. 191701000045 (240-A))
(Incorporated in Malaysia under the Companies Act 2016)

Dear Shareholders of United Plantations Berhad ("UP" or the "Company")

Re: 100th Annual General Meeting of United Plantations Berhad

In view of the high number in COVID-19 positive cases in Malaysia and in accordance to the Guidance by the Securities Commission, the 100th Annual General Meeting ('AGM'), like the previous AGM will be conducted by live streaming and online remote voting using the Remote Participation and Voting ("RPV") webcast without physical attendance by shareholders.

We strongly encourage our Shareholders to take advantage of this Remote participation facilities which will be made available on Boardroom's website at <https://boardroomlimited.my>. Please submit your request for the remote participation in accordance with the procedures as set out in the Administrative Guide that is enclosed with this letter.

The Board's decision on adapting this approach and procedure of having an AGM in this manner was seriously deliberated and taken into consideration mainly for the concern of the health and wellbeing of our shareholders, our employees and their families. Health and safety are a non-negotiable priority for the Company. As the AGM will be held virtually, no Door Gifts will be given to the participating Shareholders/ Proxy Holders.

The 100th Annual General Meeting of United Plantations Berhad will be held on Thursday, 22 April 2021 at 10.00 a.m. at the broadcast venue set out below:

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, Malaysia.

Should you require any assistance on the Remote Participation facilities, kindly contact our Share Registrars at 05-6411411 ext 215/348 or Boardroom Share Registrars Sdn. Bhd., at 03-78904700.

Issuance of documents by electronic means

Pursuant to paragraph 2.19 of the Main Market Listing Requirements and Article 162 of the Company's Constitution and in line with UP's "Go Green" initiatives, we wish to notify you by this letter that we have since 2019 discontinued the delivery of the following documents in hard copies.

The Annual Report 2020 and all the documents mentioned here below can be viewed and downloaded from the following designated website links:

1. Annual Report 2020
www.unitedplantations.com/Files/PDF/Announcements/UPAR2020.pdf
2. Notice of 100th Annual General Meeting (AGM)
www.unitedplantations.com/Files/PDF/Announcements/UPAGM2020.pdf

3. Form of Proxy for 100th AGM
www.unitedplantations.com/Files/PDF/Announcements/UPPF2020.pdf
4. Statement to Shareholders dated 22th February 2021
www.unitedplantations.com/Files/PDF/Announcements/UPS2020.pdf
5. Request Form for our Annual Report 2020
www.unitedplantations.com/Files/PDF/Announcements/UPRQ2020.pdf

Items 1 to 4 above are also available on Bursa Malaysia's website at www.bursamalaysia.com.

Should you require a printed copy of the Annual Report 2020, please forward your request by completing the Request Form and email it to mgr@unitedplantations.com or fax your request to 05-6411876. We will send it to you by ordinary post within four (4) market days of receipt of your written request.

For the purpose of determining a member who shall be entitled to attend this 100th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd., in accordance with Articles 77(2) of the Constitutions and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors as at 15th April 2021. Only a depositor whose name appears on the Record of Depositors as at 15th April 2021 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

Pursuant to the Personal Data Protection Act 2010(PDPA), UP will not disclose any personal information to any third party without prior consent of the shareholder. We are committed to ensuring that your personal information is stored securely BUT we reserve our rights to rely on any statutory exemptions and/or exceptions to collect, use and disclose your personal information.

Yours faithfully

UNITED PLANTATIONS BERHAD



Ng Eng Ho

Company Secretary (MIA No.12913)

SSM PC No. (201908002863)

22 February 2021



UNITED PLANTATIONS BERHAD

[Company Registration No. 191701000045 (240-A)]

ADMINISTRATIVE GUIDE FOR THE 100TH ANNUAL GENERAL MEETING

Meeting day, Date and Time	:	Thursday, 22 April 2021 at 10.00 a.m.
Meeting platform	:	https://web.lumiagm.com
Registration	:	Virtual Meeting via Remote Participation and Voting ("RPV") facilities
Broadcast venue	:	11 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Virtual Meeting

1. In view of the high number in COVID-19 positive cases in Malaysia and in accordance to the Guidance by the Securities Commission, the 100th Annual General Meeting ('AGM'), like the previous AGM will be conducted by live streaming and online remote voting using the Remote Participation and Voting ("RPV") webcast without physical attendance by shareholders.
2. The main and only venue of the AGM is the broadcast venue, which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, requires that the Chairman of the Meeting to be present at the main venue of the meeting.
3. Shareholders can participate in our virtual AGM by registering online via the Boardroom Smart Investor Portal at <https://boardroomlimited.my>
4. With the RPV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the AGM, safely from your home.
5. Kindly ensure the stability of your internet connectivity throughout the AGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.

Entitlement to Participate and Vote

1. Only a depositor whose name appears on the Record of Depositors as at 15 April 2021 shall be entitled to attend the AGM via RPV facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form.




Poll Voting

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and GovernAce Advisory Sdn. Bhd. as Scrutineers to verify the poll results.



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2. For the purposes of the AGM, e-voting will be carried out via the following voting devices:-
 - a. Personal smart mobile phones , tablets  or Laptops 
3. There are 2 methods for members and proxies who wish to use their personal voting device to vote. The methods are: -
 - a. Using QR Scanner Code given in the email to you **OR**
 - b. Using website URL <https://web.lumiagm.com/>
4. The polling will only commence after the announcement of open of poll by the Chairman and until such time when the Chairman announces the closure of poll for each resolution.
5. Once the polling for each resolution has been completed, the Chairman will declare whether the resolution was successfully carried or duly passed. The Scrutineers will verify the poll results for all the resolutions passed at the end of the meeting.

Remote Participation and Voting (RPV)

1. Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the AGM.
2. If you wish to participate in the AGM, you will be able to view a live webcast of the AGM, ask questions and submit your votes in real time whilst the AGM is in progress.
3. Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:

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. Submit request for Remote Participation user ID and password.]

- 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 (front and back) or Passport in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.



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Step 2 – Submit Request for Remote Participation User ID and Password

[Note: Registration for the RPV will be open on 22 April 2021. The closing time to submit your request is at 10:00 a.m. on 20 April 2021]

Individual Members

- Login to <https://boardroomlimited.my> using your user id and password above.
- Select “**VIRTUAL MEETING**” from main menu and select the correct Corporate Event “**UNITED PLANTATIONS BERHAD (100th) VIRTUAL ANNUAL GENERAL MEETING**” and click “**APPLY**”.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account and thereafter submit your request.

Corporate Shareholders

- 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 Form of Proxy to submit the request.
- Please provide a copy of Corporate Representative's MyKad/Identification Card (front and back) or Passport in JPEG or PNG format 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 Form of Proxy to submit the request.
- Authorised nominee and exempt authorised nominee must also provide a copy of the Proxy Holder's MyKad (Front and Back) or passport as well as his/her email address.
- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification against the General Meeting Record of Depositories as at 15 April 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- Kindly be informed that if you are registering for United Plantations 100th AGM, you will be receiving an email from Boardroom.
- Please note that the closing time to submit your request is at 10:00am (48 hours before the commencement of the respective AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of AGM at 9:00am on 22 April 2021.
- Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 above)
- The steps will also guide you how to view live web cast, ask questions and vote.
- The live web cast will end and the Messaging window will be disabled the moment The Chairman announces the closure of the AGM.
- You can now logout from Virtual Meeting Portal.

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



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Enquiries

If you have any enquiries prior to the AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:-

Address	:	Boardroom Share Registrars Sdn. Bhd. 11th Floor, Menara Symphony No. 5 Jalan Prof. Khoo Kay Kim Seksyen 13 46200 Petaling Jaya Selangor Darul Ehsan Malaysia.
General Line	:	603-7890 4700 (Helpdesk)
Fax Number	:	603-7890 4670
Email	:	BSR.Helpdesk@boardroomlimited.com