



UNITED PLANTATIONS BERHAD

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

(Incorporated in Malaysia under the Companies Act 2016)

Proxy form: Annual General Meeting

I/We \_\_\_\_\_ NRIC/Passport No \_\_\_\_\_
(full name of member appointing proxy in block letters)

of \_\_\_\_\_

(full address in block letters)

hereby appoint \_\_\_\_\_

(full name of proxy in block letters)

or failing him/her THE CHAIRMAN OR VICE CHAIRMAN of the meeting as my/our proxy to attend and vote for me/us and on my/our behalf at the 101st Annual General Meeting of the Company to be held and conducted entirely on a virtual basis through live webcast and online remote voting using Remote Participation and Electronic Voting facilities from broadcast venue at Boardroom Share Registrars Sdn. Bhd., 12th Floor Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia at 10.00am on Tuesday, 26 April 2022 and at any adjournment thereof.

I/We wish my/our proxy to vote as indicated below in respect of the resolutions to be proposed at the meeting. (Please give instructions to your proxy by ticking the appropriate box alongside each resolution).

Table with 5 columns: No, Resolutions, For, Against. It lists 12 resolutions for the Annual General Meeting, including financial statements, dividends, director fees/benefits, and director elections.

Dated this \_\_\_ day of \_\_\_ 2022

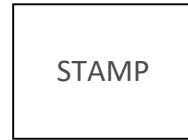
Signed by the said \_\_\_\_\_
(Signature of Shareholder/s)

## Notes

1. A member of the Company entitled to attend and vote at the meeting is entitled to appoint a proxy to vote in his stead other than an exempt authorized nominee who may appoint multiple proxies in respect of each Omnibus account held. A proxy need not be a member of the Company. If you wish to appoint as your proxy someone other than the Chairman or Vice Chairman of the meeting, cross out the words "The Chairman" or "Vice Chairman" of the meeting and write on the lines the full name and address of your proxy.
2. The instrument appointing a proxy must be deposited at the Registered Office of the Company at Jendarata Estate, 36009 Teluk Intan, Perak Darul Ridzuan, Malaysia not less than 48 hours before the time set for the meeting. The number of shares to be represented by the proxy should be stated in the proxy form. Alternatively, the instrument appointing a proxy can be deposited electronically (for individual shareholders only) through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> or via email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) before the cut-off time for the lodgement of the Proxy Form as mentioned above.
3. Where this Form of Proxy is executed by a corporation, it must be either under seal or under the hand of any officer or attorney duly authorised.
4. A proxy may vote or abstain from voting as he thinks fit on a specified resolution, if no indication is given on the proxy form by the member appointing the proxy. Voting on all resolutions to be proposed at the AGM will be by way of a poll.
5. In the case of joint shareholders, the proxy form signed by the first named registered shareholder on the register shall be accepted to the exclusion of the other registered shareholder(s). If voting is in person(s) the vote of the first shareholder who tenders the vote shall be taken.
6. Only a depositor whose name appears on the Record of Depositors as at 18 April 2022 shall be entitled to attend the said meeting or appoint a proxy to attend and/or vote on his/her behalf.
7. There will be no Gift Voucher given for Shareholders / Proxy Holders who attend and/or participate in the AGM.

---

2<sup>nd</sup> fold here



THE COMPANY SECRETARY  
UNITED PLANTATIONS BERHAD  
JENDARATA ESTATE  
36009 TELUK INTAN  
PERAK DARUL RIDZUAN  
MALAYSIA

---

1<sup>st</sup> fold here



## 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: 101<sup>st</sup> Annual General Meeting of United Plantations Berhad

In view of the COVID-19 pandemic and as part of the safety measures for our shareholders, the 101<sup>st</sup> Annual General Meeting ('AGM'), like the previous AGM will be conducted entirely on a virtual basis through live webcast and online remote voting using Remote Participation and Electronic Voting Facilities ("RPV") from the broadcast venue set out below 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 101<sup>st</sup> Annual General Meeting of United Plantations Berhad will be held on Tuesday, 26 April 2022 at 10.00 a.m. at the broadcast venue set out below:

Boardroom Share Registrars Sdn. Bhd.  
(Registration No.: 199601006647 (378993-D))  
12<sup>th</sup> 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 following documents mentioned here below can be viewed and downloaded from our Company website's at [www.unitedplantations.com](http://www.unitedplantations.com) and Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com)

1. Annual Report 2021
2. Corporate Governance Report 2021
3. Statement to Shareholders dated 28 February 2022
4. Notice of 101st Annual General Meeting (AGM)
5. AGM Administrative Guide
6. Form of Proxy
7. Request Form for Annual Report

Should you require a printed copy of the Annual Report 2021, kindly complete the Request Form and email it to [mgr@unitedplantations.com](mailto:mgr@unitedplantations.com) or fax your request to 05-6411876. We will send it to you by ordinary post as soon as reasonably practicable after receipt of your request.

For the purpose of determining a member who shall be entitled to attend this 101st 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 18th April 2022. Only a depositor whose name appears on the Record of Depositors as at 18th April 2022 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)

28 February 2022



## UNITED PLANTATIONS BERHAD

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

### **ADMINISTRATIVE GUIDE FOR THE 101<sup>st</sup> ANNUAL GENERAL MEETING (“AGM”)**

Meeting day, Date and Time	:	Tuesday, 26 April 2022 at 10.00 a.m.
Meeting platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC - D6A357657)
Broadcast venue	:	12 <sup>th</sup> 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 as part of the safety measures for our shareholders, the 101<sup>st</sup> Annual General Meeting (“AGM”), like the previous AGM will be conducted entirely on a virtual basis through live webcast and online remote voting using the Remote Participation and Electronic Voting Facilities (“RPEV”) 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 and/ or Vice-Chairman of the Meeting to be present at the main venue of the meeting. **No shareholder or proxy shall be physically admitted to the broadcast venue on the day of the AGM.**
3. Shareholders can participate in our virtual AGM by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the meeting
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 18 April 2022 shall be entitled to attend the AGM via RPEV facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form.
2. If a shareholder is unable to participate at the AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.



## UNITED PLANTATIONS BERHAD

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

### 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.
2. For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.
3. Members and proxies are required to use one (1) of the following methods to vote remotely:
  - a. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
  - b. Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>
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. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. Scrutineers will pass the poll results to the Chairman thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

### Lodgement of Proxy Form

1. If you are unable to attend the AGM via RPEV facilities and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd at **Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Sunday, 24 April 2022 at 10.00 a.m. Any alteration to the Form of Proxy must be initialled.
2. Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Sunday, 24 April 2022 at 10.00 a.m. For further information, kindly refer to the "**Online Registration Procedure**" below.
3. **If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you**
4. If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.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 AGM. In such event, you should advise your proxy(ies) accordingly.



## UNITED PLANTATIONS BERHAD

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

### Online Registration Procedure

1. 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.
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 RPEV 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://investor.boardroomlimited.com>
- b. 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.

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

*[Note: Registration for the RPEV will be open on 28 February 2022. The closing time to submit your request is at 10:00 a.m. on 24 April 2022]*

##### **Individual Members**

- a. Login to <https://investor.boardroomlimited.com> using your user ID and password above.
- b. Select “**UNITED PLANTATIONS BERHAD (101st) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c. Click on “**Register for RPEV**”.
- d. Read and agree to the Terms & Conditions.
- e. Enter your CDS Account and thereafter submit your request.

##### **Appointment of Proxy**

- a. Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- b. Select “**UNITED PLANTATIONS BERHAD (101st) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c. Click on “**Submit eProxy Form**”.
- d. Read and accept the General Terms and Conditions by clicking “**Next**”.
- e. Enter your CDS Account Number and number of securities held.
- f. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- g. Indicate your voting instructions “**FOR**” or “**AGAINST**”, otherwise your proxy will decide your vote.
- h. Review and confirm your proxy appointment and click “**Apply**”.
- i. Download or print the eProxy form as acknowledgement.





## UNITED PLANTATIONS BERHAD

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

### Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- a. Write in to [bsr.helpdesk@boardroomlimited.com](mailto: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 (as the case may be) to submit the request.
- b. Please provide a copy of Corporate Representative's or Proxy's MyKad/Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.
- c. You will receive a notification from Boardroom that your request has been received and is being verified.
- d. Upon system verification against the General Meeting Record of Depositories as at 18 April 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- e. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved **after the closing time**.
- f. Please note that the closing time to submit your request is at 10:00am on 24 April 2022 (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.]*

- a. The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of AGM at 9:00am on 26 April 2022.
- b. 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 (e) above]
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment The Chairman announces the closure of the AGM.
- e. You can now logout from Virtual Meeting Portal.

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

### SUBMISSION OF QUESTIONS

1. Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2021 commencing from 28 February 2022 and in any event no later than 10.00 a.m., 22 April 2022 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 above and select **"SUBMIT QUESTION"** to pose questions ("Pre-AGM Meeting Questions").
2. Thereafter, on the morning of the AGM, shareholders may also submit questions via the messaging box on Lumi AGM webportal at <https://meeting.boardroomlimited.my> starting at 9.00 a.m. This webportal will remain open throughout the virtual AGM session.
3. The Board will endeavour to respond to Pre-AGM Meeting Questions and questions submitted from 9.00 a.m. on the day of the AGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the responses will be posted on the Company's website as soon as practicable.



## UNITED PLANTATIONS BERHAD

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

### 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](mailto:bsr.helpdesk@boardroomlimited.com)

### Personal Data Privacy

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 has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any 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 warranty.



**UNITED PLANTATIONS BERHAD**

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

(Incorporated in Malaysia under the Companies Act, 2016)

Request Form for Printed Copy of Annual Report 2021 Of United Plantations Berhad

Dear Shareholder,

Thank you for your continued support for United Plantations Berhad.

Should you require a printed copy of the Annual Report 2021 please forward your request by completing the Request Form here below. We will send it to you by ordinary post as soon as reasonably practicable after receipt of your request.

Thank you.

To UNITED PLANTATIONS BERHAD (191701000045 (240-A))  
Jendarata Estate  
36009 Teluk Intan  
Perak, Malaysia

E-mail mgr@unitedplantations.com  
Tel 605-6411411  
Contact Ms. Maria Rozario (ex: 348 / 223)  
Fax 605-6411876

Please send to me / us a printed copy of the Annual Report 2021

**PARTICULARS OF SHAREHOLDER**

Name: .....

Identity Card No./Passport No. / Company No: .....

CDS Account No: .....

Mailing Address: .....

.....

Tel/ Mobile No.: .....

Dated .....

.....

Signature of Shareholder/s

2<sup>nd</sup> fold here

---

STAMP

THE COMPANY SECRETARY  
UNITED PLANTATIONS BERHAD  
JENDARATA ESTATE  
36009 TELUK INTAN  
PERAK DARUL RIDZUAN  
MALAYSIA

---

1<sup>st</sup> fold here