

ADMINISTRATIVE GUIDE FOR THE 49th AGM



Meeting Day and Date	: Tuesday, 21 September 2021
Commencement of Meeting	: 3.00 p.m.
Venue	: Online Meeting Platform provided by Boardroom Share Registrars Sdn Bhd in Malaysia
Online Meeting Platform	: https://meeting.boardroomlimited.my (domain registration number with MYNIC: D6A357657)

1. Fully Virtual 49th Annual General Meeting ("49th AGM")

- 1.1 In line with the Government's directive and Securities Commission Malaysia's revised Guidance Note and FAQs on the conduct of general meetings for listed issuers to curb the spread of the Covid-19, the 49th AGM of the Company will be conducted fully virtual and entirely via RPEV facilities.
- 1.2 Shareholders can participate in our 49th AGM via online meeting platform at <https://meeting.boardroomlimited.my> (domain registration number with MYNIC: D6A357657) by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.
- 1.3 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate and pose questions to the Board and vote at the 49th AGM, safely from your home.
- 1.4 Kindly ensure that the stability of the internet connectivity throughout the 49th AGM proceedings is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 1.5 Due to the constantly evolving Covid-19 situation in Malaysia, the Company may be required to change the arrangements of the 49th AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 49th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.
- 1.6 No recording or photography of the meeting proceedings is allowed.

2. Entitlement to Participate and Vote

- 2.1 Only members whose names appear in the General Meeting Record of Depositors as at 14 September 2021 shall be entitled to participate in the 49th AGM or appoint proxies to register and vote on their behalf by returning the proxy form which is enclosed in the Company's Annual Report 2021 and can also be downloaded from www.fima.com.my/agm.html.

3. Lodgement of Proxy Form

- 3.1 If you are unable to participate in the 49th AGM and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy form at the Share Registrar's office, Boardroom Share Registrars Sdn Bhd ("Boardroom Share Registrars"), 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the time of holding the meeting or adjournment thereof. Any alteration to the proxy form must be initialled.
- 3.2 Boardroom Share Registrars will also provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.
- 3.3 The proxy appointment may also be lodged electronically via Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders, not less than 48 hours before the time of holding the 49th AGM or no later than 3.00 p.m. on 19 September 2021 in accordance with the steps provided on page 8 of this Annual Report.

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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 on eProxy Lodgement.

- a. Access website
<https://investor.boardroomlimited.com>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only).
- d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – eProxy Lodgement

- a. Login to
<https://investor.boardroomlimited.com> using your user ID and password above.
- b. Select "KUMPULAN FIMA BERHAD 49TH AGM" from the list of Corporate Meeting and click "Enter".
- c. Click "Submit eProxy Form".
- d. Read and accept the general terms and conditions and enter your CDS account number to appoint proxy and insert proxy details and voting instructions.

- 3.4 If you wish to participate in the 49th AGM yourself, please do not submit any proxy form for the 49th AGM. You will not be allowed to participate in the 49th AGM together with a proxy appointed by you.
- 3.5 If you have submitted your proxy form prior to the 49th AGM and subsequently, decide to participate in the 49th AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) 48 hours before the 49th AGM. Your proxy(ies), on revocation will not be allowed to participate in the 49th AGM. In such event, you should advise your proxy(ies) accordingly.

4. Corporate Shareholders

- 4.1 Corporate shareholders who require their corporate representative to participate and vote at the 49th AGM must deposit their proxy form or certificate of appointment of corporate representative to the Boardroom Share Registrars' office not less than 48 hours before the time of holding the 49th AGM. Alternatively, the proxy form or certificate of appointment of corporate representative may also be sent to Boardroom Share Registrars via email at BSR.Helpdesk@boardroomlimited.com.

5. Voting Procedures

- 5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Listing Requirements.
- 5.2 The Company has appointed Boardroom Share Registrars as the Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
- 5.3 During the 49th AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- 5.4 For the purpose of the 49th AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.5 The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

6. Remote Participation and Electronic Voting

- 6.1 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 49th AGM.
- 6.2 If you wish to participate in the 49th AGM, you will be able to view a live webcast of the 49th AGM, ask questions and submit your votes in real time while the 49th AGM is in progress.
- 6.3 Kindly follow the steps below on how to request a login ID and password, and how to use the RPEV facilities:

BEFORE 49th AGM

Procedures	Actions
<p>1. Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <p><i>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.</i></p>	<p>a. Access website https://investor.boardroomlimited.com.</p> <p>b. Click <<Login>> and click <<Register>> to sign up as a user.</p> <p>c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only).</p> <p>d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.</p> <p>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</p>
<p>2. Submit Request for Remote Participation User ID and Password</p> <p><i>Note: Registration for remote access will be open on 27 August 2021. Please note that the closing time to submit your request is not less than 48 hours before the time of holding the 49th AGM or no later than 3.00 p.m. on 19 September 2021.</i></p>	<p>Individual Members</p> <ul style="list-style-type: none"> • Login to https://investor.boardroomlimited.com using your user ID and password. • Select "KUMPULAN FIMA BERHAD 49TH AGM" from the list of Corporate Meeting and click "Enter". • Click "Register for RPEV". • Read and accept the general terms and conditions and enter your CDS account number to submit your request. <p>Corporate Members</p> <ul style="list-style-type: none"> • Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member and CDS account number together with the certificate of appointment of corporate representative or proxy form to submit the request. • Please provide a copy of the Corporate Representative's MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only), as well as his/her email address. <p>Authorised Nominees and Exempt Authorised Nominees</p> <ul style="list-style-type: none"> • Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of member and CDS account number together with the proxy form to submit the request. • Please provide a copy of the proxy holder's MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only), as well as his/her email address.
<p>3. Email Notification</p>	<p>a. You will receive a notification from Boardroom Share Registrars that your request has been received and is being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositors as at 14 September 2021, you will receive an email from Boardroom Share Registrars either approving or rejecting your registration for remote participation.</p> <p>c. If your registration is approved, you will receive your remote access user ID and password in the same email from Boardroom Share Registrars.</p>

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ON THE DAY OF THE 49 th AGM	
Procedures	Actions
1. Login to Online Meeting Platform	a. The Online Meeting Platform will be open for login 1 hour before the commencement of the 49 th AGM at 2.00 p.m. on 21 September 2021. b. The Online Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> • scan the QR Code provided in the email notification after successful registration; or • navigate to the website at https://meeting.boardroomlimited.my (domain registration number with MYNIC: D6A357657). c. Enter the meeting ID number and sign in with the user ID and password provided in the confirmation email from Boardroom Share Registrars.
2. Participate <i>Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.</i>	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 49 th AGM, select the messaging icon. c. Type your message within the chat box, click the send button once completed. d. The Chairman/Board of Directors will endeavour to respond to questions submitted by the shareholders/proxies regarding the resolutions to be tabled at the 49 th AGM, as well as the Company's financial performance/prospects.
3. Voting	a. Once the 49 th AGM is open for voting, the polling icon will appear with the resolutions and your voting choices. b. To vote, simply select your voting direction from the options provided. c. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting direction. e. If you wish to cancel your vote, please press "Cancel".
4. End of Participation	a. Upon the announcement by the Chairman on the closure of the 49 th AGM, the live webcast will end and the messaging window will be disabled. b. You can now logout from the meeting platform.

7. No Door Gifts

7.1 There will be no distribution of door gifts or vouchers for participation at this 49th AGM.

8. Enquiries

8.1 The Company welcomes questions and views from shareholders on the 49th AGM resolutions and Annual Report 2021 to be raised at the 49th AGM. Please submit your questions(s) via Boardroom Share Registrars' website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 – eProxy Lodgement and select "SUBMIT QUESTION" to pose questions commencing from 27 August 2021 and in any event no later than 3.00 p.m. on Tuesday, 14 September 2021. We will endeavour to provide responses to the queries during the 49th AGM session.

8.2 If you have any enquiry prior to the 49th AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom Share Registrars during office hours on Monday to Friday from 9.00 a.m. to 5.00 p.m. (except on Public Holidays):

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 Darul Ehsan

General Line : 03-7890 4700
Fax No. : 03-7890 4670
Email : BSR.Helpdesk@boardroomlimited.com

Members are reminded to monitor the Company's website and announcements for any changes to the arrangements of the 49th AGM.

Annual Report 2021

We strongly encourage you to download the digital versions of the documents to reduce the carbon footprints associated with their production and delivery. The Annual Report 2021 and Corporate Governance Report 2021 can be downloaded from the Company's website. Please access the online softcopy through your device by scanning this QR code.

