



FARLIM GROUP (MALAYSIA) BHD.

Registration No. 198201002529 (82275-A)

(Incorporated in Malaysia)

Administrative Guide for the Forty-First Annual General Meeting ("41ST AGM")

Day and Date : Thursday, 22 June 2023
Time : 10.00a.m.
Venue : Melati 1, 2 & 3, Dorsett Grand Subang, Jalan SS 12/1, 47500 Subang Jaya, Selangor Darul Ehsan.

Dear Shareholders,

A. Safety Measures in light of the Covid-19 Endemic

In transition to the endemic phase of Covid-19 and to safeguard the health and safety of all participants who may be attending the 41st AGM physically, you are highly encouraged to adhere to the following:-

- Perform self-test for Covid-19 a day before the Meeting;
- Not to attend the Meeting if you have symptoms of being unwell; and
- Wear a face mask and sanitise your hands throughout the Meeting.

B. Entitlement to Participate in the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on **16 June 2023** (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

C. Form(s) of Proxy

Members who are unable to attend the AGM are encouraged to appoint a proxy or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the form of proxy in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at the Company's Registered Office situated at No. 2-8, Bangunan Farlim, Jalan PJS 10/32, Taman Sri Subang, 46150 Petaling Jaya, Selangor Darul Ehsan or at the Share Registrar of the Company at Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan. Alternatively, the form of proxy may also be lodged electronically via <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time appointed for holding the said Meeting or any adjournment thereof.

D. Revocation of Proxy

If you have submitted your form of proxy and subsequently decide to appoint another person or wish to participate in the 41st AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the Meeting.

E. Registration

The Registration will commence at 9.00a.m. at the entrance of meeting room of Dorsett Grand Subang and will end at a time as directed by the Chairman of the Meeting.

Please read the signage to ascertain the correct registration counter. Please present your original National Registration Identity Card (NRIC) or Passport at the registration counter for verification purposes. Kindly ensure the original NRIC or Passport is returned to you thereafter. No person will be allowed to register on behalf of another person with the NRIC or Passport of other person.

Upon verification, attendees are required to write their names and sign on the Attendance List placed on the registration table. An identification wristband will be provided to shareholders/proxy(ies) upon

Administrative Guide for the Forty-First Annual General Meeting ("41ST AGM")(cont'd)

successful registration. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that it is lost or misplaced.

F. Voting Procedure

All the resolutions set out in the Notice of the 41st AGM will be put to vote by poll pursuant to Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. U Search Management Services has been appointed as Independent Scrutineers to verify the poll results.

G. Food/Gift Vouchers

There will be no distribution of food/gift vouchers for shareholders/proxies who attend the 41st AGM.

H. No Recording or Photography

No recording or photography of the meeting proceedings is allowed without the prior written permission of the Company.

I. Issuance of Documents by Electronic Means

The following documents which are available for downloading from the Company's website at <http://farlim.com.my/notification-shareholders/>:-

1. Annual Report 2022;
2. Corporate Governance Report 2022;
3. Notice of the 41st AGM;
4. Form of Proxy;
5. Administrative Guide; and
6. Requisition Form for printed copy of Annual Report 2022.

You may request for a printed copy of the Annual Report 2022 by completing and submitting the Requisition Form provided by us. We will send it to you by ordinary post as soon as possible upon receipt of your request.

J. Enquiry

If you have any enquiries prior to the 41st AGM, you may contact the following during office hours from Monday to Friday (8.30a.m. to 5.30p.m.):-

Boardroom Share Registrars Sdn. Bhd.
Address : 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
Fax Number : 603-7890 4670
Email : BSR.Helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the 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.