



FARLIM GROUP (MALAYSIA) BHD.

发林集团(马)有限公司

Registration No. 198201002529 (82275-A)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING ("EGM" OR "MEETING")

Day and Date : Wednesday, 15 January 2025
Time : 10.00 a.m.
Venue : Melati 1, 2 & 3, Dorsett Grand Subang, Jalan SS 12/1, 47500 Subang Jaya,
Selangor Darul Ehsan

Entitlement to Participate in the EGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 8 January 2025 (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

Form of Proxy

Members who are unable to attend the EGM 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 Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at 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, i.e. latest by Monday, 13 January 2025 at 10.00 a.m., before the time appointed for holding the said Meeting or any adjournment thereof. Please find the below steps for eProxy lodgement:

- i. Create an account via <https://investor.boardroomlimited.com>;
- ii. Select "**FARLIM GROUP (MALAYSIA) BHD EXTRAORDINARY GENERAL MEETING**" from the list of Meeting Event(s) and click "**Enter**";
- iii. Click "**Submit eProxy Form**";
- iv. For Corporate Shareholder, select the company you would like to represent (if more than one) (*Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders*);
- v. Enter your CDS account no. and number of shares held. Read and accept the General Terms and Conditions by clicking "**Next**";
- vi. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary";
- vii. Review and confirm your proxy/proxies appointment and click "**Next**"; and
- viii. Download or print the eProxy form as acknowledgement;

If you wish to participate in the EGM yourself, please do not submit any Form of Proxy for the EGM. You will not be allowed to participate in the EGM if you have earlier appointed a proxy and such proxy has not been revoked in accordance with the paragraph below-headed "Revocation of Proxy".

Revocation of Proxy

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the EGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com or login to <https://investor.boardroomlimited.com> to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the Meeting i.e. latest by Monday, 13 January 2025 at 10.00 a.m.

Registration

The registration will commence at 9.00 a.m. at the entrance of the designated meeting room in Dorsett Grand Subang, Jalan SS 12/1, 47500 Subang Jaya, Selangor Darul Ehsan and will end at a time when the Meeting commences.

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 that 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 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.

Voting Procedure

The resolution set out in the Notice of the EGM 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. Usearch Corporate Services Sdn. Bhd. has been appointed as Independent Scrutineers to verify the poll result.

Issuance of Documents by Electronic Means

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

1. Notice of the EGM;
2. Form of Proxy;
3. Administrative Guide;
4. Circular to Shareholders dated 18 December 2024 ("**Circular**"); and
5. Request Form for printed copy of the Circular.

You may also request for a printed copy of the Circular by completing and submitting the Request Form below to the Company Secretarial Department via e-mail at corporateaffairs@farlim.com.my or facsimile transmission at 04-8298811. Barring any unforeseen circumstances, we will send a copy of the printed Circular to you as reasonably practicable from the date of receipt of your request. However, please consider the environment protection before requesting for the printed copy of the Circular.

Others

1. Parking

A flat parking fee will be charged subject to the hotel's validation. Shuttle bus service will be arranged to transport shareholders and proxies from Lakeview Club to Dorsett Grand Subang at 9.30a.m. on the day of Meeting.

2. Refreshment

Refreshment will be provided during the EGM.

3. Vouchers

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

4. No Recording or Photography

Recording or photography of the Meeting proceedings is prohibited without the prior written permission of the Company.

5. Seating

All participants are requested to be seated at least five minutes before the scheduled commencement of the Meeting.

Enquiry

If you have any enquiries prior to the EGM, you may contact Boardroom Share Registrars Sdn. Bhd. 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 of the Company 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.