

Date: 22 October 2020

To: The Shareholders of Hong Leong Capital Berhad (“HLCB” or the “Company”)

NOTIFICATION TO SHAREHOLDERS OF THE FULLY VIRTUAL TWENTY-NINTH (“29th”) ANNUAL GENERAL MEETING (“AGM”)

We refer to HLCB’s announcement dated 25 September 2020 in connection to its 29th AGM to be held on Tuesday, 27 October 2020.

In view of the Conditional Movement Control Order for Selangor, Kuala Lumpur and Putrajaya effective from 14 October 2020 to 27 October 2020 and in the interest of the health and safety of all stakeholders, the Company has decided to conduct its 29th AGM in full virtual manner. All shareholders are welcomed to participate in our 29th AGM remotely via live streaming and online voting using Remote Participation and Electronic Voting (“RPEV”) facilities by registering online with Boardroom Smart Investor Portal at <https://boardroomlimited.my>.

Pursuant to the Guidance Notes on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, there will be no physical AGM venue for a fully virtual general meeting and the only venue involved is the Broadcast Venue where only essential individuals are permitted to be physically present to organise the fully virtual AGM. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the main venue of the AGM shall be in Malaysia and the Chairman shall be present at the main venue of the AGM. **No shareholders/proxies will be allowed to be physically present at the Broadcast Venue of the AGM.**

AMENDED ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE AGM

Day, Date : Tuesday, 27 October 2020
Time : 10:30 a.m.
Meeting Platform : <https://web.lumiagm.com/>
Broadcast Venue : Auditorium, Ground Floor, Menara Hong Leong
No. 6, Jalan Damanlela, Bukit Damansara
50490 Kuala Lumpur
Malaysia

ENTITLEMENT TO PARTICIPATE AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 20 October 2020, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the AGM.

LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM via RPEV facilities on 27 October 2020 and wish to appoint a proxy(ies) or the Chairman of the meeting to vote on your behalf, please deposit the duly executed Form of Proxy at the Registered Office of the Company at Level 30, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur or lodge electronically via email at cosec-hlfg@hongleong.com.my, not less than forty-eight (48) hours before the time appointed for holding of the meeting or adjourned meeting.

If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to cosec-hlfg@hongleong.com.my 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 Meeting. In such event, you should advise your proxy(ies) accordingly.

REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)

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.

If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

	Procedure	Action
BEFORE THE DAY OF THE AGM		
1.	Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p>[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.]</p> <p>(a) Access the website at https://boardroomlimited.my. (b) Click <Login> and click <Register> to sign up as a user. (c) Complete registration and upload a copy of your National Registration Identification Card (front and back) (for Malaysian members/proxies) or passport (for foreign members/proxies). (d) Please enter a valid email address and wait for Boardroom's email verification. (e) An email notification will be provided after your registration is verified and approved.</p>
2.	Submit Request for Remote Participation (User ID and Password)	<p>Individual Shareholders</p> <ul style="list-style-type: none"> – Login to https://boardroomlimited.my using your user ID and password above. – Select "VIRTUAL MEETING" from main menu and select the correct Corporate Event "HONG LEONG CAPITAL BERHAD 29th VIRTUAL AGM". – Read and agree to the Terms & Conditions – Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders</p> <ul style="list-style-type: none"> – Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member and 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 the Corporate Representative's National Registration Identification Card (front and back) (for Malaysian members/proxies) or passport (for foreign members/proxies) as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none"> – Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number accompanied with the Form of Proxy to submit the request. – Please provide a copy of the Proxy Holder's National Registration Identification Card (front and back) (for Malaysian) or Passport (for non-Malaysian) as well as his/her email address.

		<p>Thereafter:</p> <p>(a) You will receive a notification from Boardroom that your request has been received and is being verified.</p> <p>(b) Upon system verification against the Record of Depositors as at 20 October 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>(c) If your registration is approved, you will receive your remote access meeting ID, user ID and password in the same email from Boardroom.</p>
ON THE DAY OF THE AGM		
3.	<p>Login to Virtual Meeting Portal</p> <p><i>Note: You may login from 9.30 a.m., i.e. one (1) hour before the commencement of the 29th AGM on 27 October 2020</i></p>	<p>(a) Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).</p> <p>(b) The Meeting Platform can be accessed via one of the following methods:-</p> <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; ➤ Access to Lumi AGM web portal via website at https://web.lumiagm.com <p>(c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
4.	Participate through live streaming	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <p>(a) If you would like to view the live webcast, select the broadcast  icon.</p> <p>(b) If you would like to ask a question during the AGM, select the messaging  icon.</p> <p>(c) Type your message within the chat box, once completed click the send button.</p>
5.	Online remote voting	<p>Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.</p> <p>To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>To change your vote, simply select another voting direction.</p> <p>If you wish to cancel your vote, please press “Cancel”.</p>
6	End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.</p> <p>(b) You can now logout from the Meeting Platform.</p>

NO RECORDING OR PHOTOGRAPHY

Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

Please ensure that you are connected to the internet at all times in order to participate and vote when the AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. The Company shall not be responsible or liable for any failure on your part for any reason whatsoever to connect to the internet or for any interruption to the internet connection and accordingly your failure to participate and vote at the AGM.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

Shareholders/proxies are encouraged to submit questions to the Board in advance of the AGM to ir@hlcb.hongleong.com.my by 10.30 a.m. on 25 October 2020.

When sending in your questions, please provide us with the following details:

- (a) Full name
- (b) NRIC/Passport Number
- (c) Number of shares held
- (d) CDS account number

Whilst the Company will endeavour to address all relevant questions received from the shareholders which are related to the agenda of the AGM, it may not be able to answer all questions from shareholders.

GENERAL ENQUIRY

For enquiries prior to the AGM or request for technical assistance to participate in the AGM, please contact the following during office hours:

Hong Leong Share Registration Services Sdn
Bhd
Level 25, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur

Tel No.: 03-2088 8818
Fax No.: 03-2088 8990

Contact person; Mr Allan Tang Chin Heng
Email address: CHTang@hongleong.com.my

Contact person: Ms Lee Mun Yee
Email address: MYLee@hongleong.com.my

Boardroom Share Registrars Sdn. Bhd.
11th Floor, Menara Symphony
No. 5, Jalan Professor Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line: 03-7890 4700 (Helpdesk)
Fax No.: 03-7890 4670

Email address: BSR.Helpdesk@boardroomlimited.com

PERSONAL DATA PROTECTION NOTICE

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 consents to and/or warrants that he/she has obtained the consent of the appointed proxy/representative (as applicable) for the collection, use, disclosure and processing of such personal data by the Company, its agents and/or third party service providers for purposes of organising, conducting, facilitating and administering the AGM; for enabling access to, participation in and the exercise of shareholder rights by the member or the appointed proxy/member in the AGM; for communicating with the member; for preparing attendance lists, minutes of meeting and any documents in relation to the AGM; for the Company, its agents and/or third party service providers to comply with the requirements of applicable 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 the above warranty.

Thank you.

Yours faithfully

The Board of Directors of
Hong Leong Capital Berhad