



**FM GLOBAL LOGISTICS HOLDINGS BERHAD**  
Registration No. 199601008064 (380410-P)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE 27<sup>th</sup> ANNUAL GENERAL MEETING**

Meeting Date : Thursday, 23 November 2023  
Time : 10.00 a.m.  
Broadcast Venue : The Vertical, Connexion Conference & Event Centre  
The Vertical, Pinnacle 3 (Level M1)  
Bangsar South City, No. 8, Jalan Kerinchi  
59200 Kuala Lumpur, Malaysia  
Meeting Platform : TIIH Online website at <https://tiih.online>

### **MODE OF MEETING**

In line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (including any amendment that may be made from time to time), the 27<sup>th</sup> Annual General Meeting (“27<sup>th</sup> AGM”) of FM Global Logistics Holdings Berhad (“FM Global” or “the Company”) will be conducted **virtually through live streaming from the Broadcast Venue and online remote voting** via Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor”) TIIH Online website at <https://tiih.online>.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) **WILL NOT BE ALLOWED** to attend the 27<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

### **RPV FACILITIES**

The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>.

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 27<sup>th</sup> AGM using the RPV facilities provided by Tricor. Please refer to the Procedures for RPV.

**A shareholder who has appointed a proxy or authorised representative or attorney to participate at the 27<sup>th</sup> AGM via RPV facilities must request his/her proxy or attorney or corporate representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.**

The 27<sup>th</sup> AGM will be conducted virtually. Shareholders who are unable to participate in this 27<sup>th</sup> AGM via RPV facilities may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

## PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 27<sup>th</sup> AGM remotely using the RPV facilities are advised to follow the requirements and procedures as indicated below:-

Procedure		Action
<b>BEFORE THE DAY OF THE 27<sup>TH</sup> AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a> and register as a user under the “e-Services”. Select the “Sign Up” button followed by “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with <b>TIIH Online</b>, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at <b>TIIH Online</b> website.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li>Registration is open from Wednesday, 25 October 2023 until the day of the 27<sup>th</sup> AGM on Thursday, 23 November 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 27<sup>th</sup> AGM to ascertain their eligibility to participate the 27<sup>th</sup> AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) FM GLOBAL 27<sup>TH</sup> AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> you that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors dated <b>14 November 2023</b>, the system will send you an <b>e-mail after 21 November 2023 to approve or reject your registration</b> for remote participation and the procedures to use the RPV facilities are detailed therein. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><i>Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV facilities in order for you to login to TIIH Online and participate the 27<sup>th</sup> AGM remotely.</i></p>
<b>ON THE DAY OF THE 27<sup>TH</sup> AGM (THURSDAY, 23 NOVEMBER 2023)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 27<sup>th</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the 27<sup>th</sup> AGM at <b>10.00 a.m. on Thursday, 23 November 2023</b>.</li> </ul>

Procedure		Action
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) FM GLOBAL 27<sup>TH</sup> AGM</b>” to engage in the proceedings of the 27<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Chairperson/Board, you may use the Query Box to transmit your question. The Chairperson/Board will endeavor to respond to questions submitted by remote participants during the 27<sup>th</sup> AGM. If there is time constraint, the responses will be provided either by e-mail to you or posted them on the Company’s website at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 10.00 a.m. on Thursday, 23 November 2023</b> until a time when the Chairperson announces the completion of the voting session of the 27<sup>th</sup> AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) FM GLOBAL 27<sup>TH</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	Live streaming will end upon the announcement by the Chairperson on the closure of the 27 <sup>th</sup> AGM.

**Note to users of the RPV facilities:**

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to **TiiH Online** on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**ENTITLEMENT TO PARTICIPATE**

Only a depositor whose name appears on the Record of Depositors as at **14 November 2023** shall be eligible to attend, speak and vote at the 27<sup>th</sup> AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) or the Chairperson of the meeting to attend and/or vote on his/her behalf.

## APPOINTMENT OF PROXY OR CORPORATE REPRESENTATIVE OR ATTORNEY

Shareholders who appoint proxy(ies) to participate via RPV facilities at the 27<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited to Tricor **not later than Tuesday, 21 November 2023 at 10.00 a.m.** The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:-

- (i) In hard copy form  
By hand or post to the Share Registrar of the Company at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, not less than forty-eight (48) hours before the time appointed for holding the 27<sup>th</sup> AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
- (ii) By electronic means  
The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online website at <https://tiah.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form as summarised below.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **not later than Tuesday, 21 November 2023 at 10.00 a.m.** to participate via RPV in the 27<sup>th</sup> AGM. A copy of the power of attorney may be accepted provided that it is certified by notary and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL/DULY CERTIFIED** certificate of appointment with the Share Registrar of the Company at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia if it has not been lodged with the Company's Share Registrar earlier. The certificate of appointment should be executed in the following manner:-

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
  - (a) at least two (2) authorised officers, of whom one shall be a director; or
  - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

## PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

All shareholders can have the option to submit proxy form electronically via Tricor's TIIH Online and the steps to submit are summarised below:-

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under the “e-Services”. Select the “Sign Up” button followed by “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of the 27<sup>th</sup> AGM by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: <b>“FM GLOBAL 27<sup>TH</sup> AGM – Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy.</li> <li>Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the Proxy Form for your record.</li> </ul>
<b>ii. Steps for Corporate or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under “e-Services”, the authorised or nominated representative of the corporate or institutional shareholder selects “Create Account by Representative of Corporate Holder”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by e-mail within one (1) or two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporate or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event: <b>“FM GLOBAL 27<sup>TH</sup> AGM – Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Login to TIIH Online, select corporate event: <b>“FM GLOBAL 27<sup>TH</sup> AGM – Submission of Proxy Form”</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## **POLL VOTING AT THE MEETING**

The voting at the 27<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting.

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from the commencement of the 27<sup>th</sup> AGM at 10.00 a.m. on Thursday, 23 November 2023 but before the end of the voting session which will be announced by the Chairperson of the meeting. Kindly refer to item (e) of the Procedures for RPV for guidance on how to vote remotely via TIIH Online at <https://tiih.online>.

Upon completion of the voting session for the 27<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairperson's declaration whether the resolutions are duly passed.

## **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

In order to enhance the efficiency of the proceedings of the 27<sup>th</sup> AGM, shareholders may submit questions for the Board prior to the 27<sup>th</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically **not later than Tuesday, 21 November 2023 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 27<sup>th</sup> AGM.

## **NO RECORDING OR PHOTOGRAPHY**

By participating at the 27<sup>th</sup> AGM, you agree that no part of the 27<sup>th</sup> AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronic, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

## **ANNUAL REPORT 2023**

The Company's Annual Report 2023 together with other documents in relation to the 27<sup>th</sup> AGM are available at <https://fmgloballogistics.listedcompany.com/AR2023.html>.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Officers : Mr. Nazrul Darwin +603-2783 9246 /Email: [Nazrul.Darwin@my.tricorglobal.com](mailto:Nazrul.Darwin@my.tricorglobal.com)

: Mr. Hifzul Azad +603-2783 9284 /Email: [Mohamad.Hifzul@my.tricorglobal.com](mailto:Mohamad.Hifzul@my.tricorglobal.com)

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