



**LEONG HUP INTERNATIONAL BERHAD**  
Registration No.: 201401022577 (1098663-D)

## **NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT** the 10<sup>th</sup> Annual General Meeting of the Company will be conducted fully virtual through live streaming from the online meeting platform and online remote voting via the Remote Participation and Voting (“RPV”) facilities at <https://tiih.online> on **Friday, 31 May 2024** at **11.00 a.m.** for the following purposes:

### **AGENDA**

#### **AS ORDINARY BUSINESS:**

1. To receive the Audited Financial Statements for the financial year ended 31 December 2023 together with the Reports of the Directors and Auditors thereon. **(Please refer to the Explanatory Notes to the Agenda)**
2. To approve the payment of Directors’ fees up to an aggregate amount of RM880,000 for the financial year ending 31 December 2024, to be paid quarterly in arrears. **(Ordinary Resolution 1)**
3. To approve the payment of Directors’ benefits up to an aggregate amount of RM188,000 for the period from 1 June 2024 until the next Annual General Meeting of the Company. **(Ordinary Resolution 2)**
4. To re-elect the following Directors who are retiring in accordance with Clause 127 of the Constitution of the Company:-
  - (a) Mr Lau Chia Nguang **(Ordinary Resolution 3)**
  - (b) Mr Lau Joo Han **(Ordinary Resolution 4)**
  - (c) Datin Paduka Rashidah Binti Ramli **(Ordinary Resolution 5)**
  - (d) Mr Low Han Kee **(Ordinary Resolution 6)**
5. To re-appoint PricewaterhouseCoopers PLT as Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration. **(Ordinary Resolution 7)**

#### **AS SPECIAL BUSINESS:**

To consider and, if thought fit, to pass the following resolutions, with or without modifications:-

6. **Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Companies Act 2016** **(Ordinary Resolution 8)**

**“THAT** pursuant to Sections 75 and 76 of the Companies Act 2016, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and the approvals of the relevant regulatory authorities (if any), the Directors of the Company be and are hereby authorised to issue and allot shares in the Company from time to time, at such price, upon such terms and conditions and for such purposes and to such persons whomsoever as the

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

Directors may in their absolute discretion deem fit PROVIDED THAT the aggregate number of shares to be issued pursuant to this resolution, when aggregated with the total number of such shares issued during the preceding 12 months does not exceed ten per centum (10%) of the total number of issued shares (excluding treasury shares) of the Company for the time being AND THAT the Directors be authorised to do all such things as they may deem fit and expedient in the best interest of the Company to give effect to the issuance of new shares under this resolution including making such applications to Bursa Malaysia Securities Berhad for the listing of and quotation for the additional shares so issued on Bursa Malaysia Securities Berhad AND THAT such authority shall continue to be in force until the conclusion of the next Annual General Meeting of the Company held after the approval was given or at the expiry of the period within which the next Annual General Meeting is required to be held after the approval was given, whichever is the earlier, unless revoked or varied by an ordinary resolution of the Company at a general meeting (“Proposed General Mandate”).”

7. **Proposed Renewal of Shareholders’ Mandate and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature** *(Ordinary Resolution 9)*

“**THAT** subject to the provisions of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the Company and/or its subsidiaries (“the Group”) be and are hereby authorised to enter into and give effect to the recurrent related party transactions of a revenue or trading nature with the related parties as set out in Section 2.4 of Part A of the Circular to Shareholders dated 30 April 2024 provided that such transactions are:-

- (a) necessary for the Group’s day-to-day operations;
- (b) undertaken in the ordinary course of business at arm’s length basis and on normal commercial terms which are not more favourable to the related parties than those generally available to the public; and
- (c) not detrimental to the interest of the minority shareholders of the Company.

**THAT** the authority conferred shall continue to be in force until:-

- (i) the conclusion of the next Annual General Meeting of the Company, at which time it will lapse, unless by a resolution passed at such Annual General Meeting whereby the authority is renewed; or
- (ii) the expiration of the period within which the next Annual General Meeting of the Company after that date is required to be held pursuant to Section 340(2) of the Companies Act 2016 (but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

2016); or

- (iii) revoked or varied by a resolution passed by the shareholders of the Company in a general meeting,

whichever is the earlier.

**AND THAT** the Directors of the Company be hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary or in the best interest of the Company to give effect to this resolution.”

8. **Proposed Renewal of Authority for the Company to Purchase its own Shares (“Proposed Renewal of Share Buy-Back Authority”)** *(Ordinary Resolution 10)*

“**THAT** subject always to the Companies Act 2016, the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and all other applicable laws, guidelines, rules and regulations, approval be and is hereby given for the Company to purchase such amount of ordinary shares in the Company as may be determined by the Directors of the Company from time to time through Bursa Malaysia Securities Berhad upon such terms and conditions as the Directors of the Company may deem fit and expedient in the interest of the Company provided that:-

- (a) the aggregate number of ordinary shares in the Company purchased and/or held as treasury shares pursuant to this ordinary resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company at any point in time;
- (b) the maximum funds to be allocated by the Company for the purpose of purchasing its ordinary shares shall not exceed the total retained profits of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of the purchase; and
- (c) the Directors of the Company may decide either to retain the shares so purchased as treasury shares or cancel the shares so purchased or retain part of the shares so purchased and cancel the remainder or resell the treasury shares on Bursa Malaysia Securities Berhad or distribute the treasury shares as dividends or transfer the treasury shares under an employees’ share scheme or as purchase consideration or otherwise use the treasury shares for such other purpose in the manner as prescribed by the applicable laws, guidelines, rules and regulations.

**THAT** the authority conferred by this resolution will be effective upon the passing of this resolution and will continue to be in force until:

- (a) the conclusion of the next Annual General Meeting of the

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

Company, at which time it shall lapse, unless by an ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions;

- (b) the expiration of the period within which the next Annual General Meeting of the Company after that date is required by law to be held; or
- (c) revoked or varied by an ordinary resolution passed by the shareholders in a general meeting,

whichever occurs first, but shall not prejudice the completion of purchase(s) by the Company of its own shares before the aforesaid expiry date and, in any event, in accordance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and any applicable laws, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.

**AND THAT** authority be and is hereby given to the Directors of the Company to take all such steps to implement, finalise and give full effect to the Proposed Renewal of Share Buy-Back Authority with full power to assent to any conditions, modifications, variations and/or amendments as may be required by the relevant authorities or as the Directors deem fit and expedient at their discretion in the best interest of the Company.”

- 9. To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Constitution of the Company.

By Order of the Board

**LUM SOW WAI (MAICSA 7028519) (SSM PC NO. 202008002373)**

**TAN LAI KAI (MIA 41018) (SSM PC NO. 202008002788)**

**TE HOCK WEE (MAICSA 7054787) (SSM PC NO. 202008002124)**

Company Secretaries

Kuala Lumpur

30 April 2024

### NOTES:

- 1. *The 10<sup>th</sup> Annual General Meeting will be conducted fully virtual through live streaming from the online meeting platform at <https://tiih.online>.*

*Shareholders are to attend, speak (including posing question to the Board via real time submission of typed texts) and vote remotely at the 10<sup>th</sup> Annual General Meeting via the RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd via its TIIH Online website at <https://tiih.online>.*

*For further information, kindly refer to the Administrative Guide for the 10<sup>th</sup> Annual General Meeting.*

- 2. *For the purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available to the Company, a Record of Depositors as at 24 May 2024. Only a member whose name appears on this Record of Depositors shall be entitled to attend this meeting or appoint a proxy to attend, participate, speak and vote on*

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

*his/her/its behalf.*

3. *A member of the Company who is entitled to attend and vote at a general meeting may appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to attend, participate, speak and vote in his place. A proxy may but need not be a member of the Company.*
4. *A member of the Company who is entitled to attend and vote at a general meeting of the Company may appoint not more than 2 proxies to attend, participate, speak and vote instead of the member at the general meeting.*
5. *Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 ("Central Depositories Act"), it may appoint not more than 2 proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.*
6. *Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.*
7. *Where a member, an authorised nominee or an exempt authorised nominee appoints more than 1 proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies. The appointment shall not be valid unless he/she/it specifies the proportion of his/her/its shareholdings to be represented by each proxy.*
8. *The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than 48 hours before the time appointed for holding the 10<sup>th</sup> Annual General Meeting or adjourned general meeting at which the person named in the appointment proposes to vote:*
  - (i) *In hard copy form*  
*Tricor Investor & Issuing House Services Sdn Bhd 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.*
  - (ii) *By electronic means via Tricor TIIH Online website at <https://tiih.online>*  
*Please refer to the Administrative Guide of the 10<sup>th</sup> Annual General Meeting for further information on electronic submission of proxy form via TIIH Online.*
9. *Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Share Registrar 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 48 hours before the time appointed for holding the general meeting or adjourned general meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.*
10. *Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.*
11. *Last day, date and time for lodging the proxy form is **Wednesday, 29 May 2024 at 11.00 a.m.***
12. *For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please deposit the **ORIGINAL** certificate of appointment executed in the manner as*

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

stated in the proxy form with the Share Registrar of the Company 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 if this has not been lodged with the Company's Share Registrar earlier.

13. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 10<sup>th</sup> Annual General Meeting will be put to vote by way of poll.

### EXPLANATORY NOTES TO THE AGENDA

(i) **Item 1 of the Agenda**

**Audited Financial Statements for the financial year ended 31 December 2023**

This item is meant for discussion only. The provision of Section 248(2) and Section 340(1)(a) of the Companies Act 2016 require that the audited financial statements and the Reports of the Directors and Auditors thereon be laid before the Company at its Annual General Meeting. As such, this agenda item is not a business which requires a motion to be put forward to vote by shareholders.

(ii) **Ordinary Resolution 1**

**Payment of Directors' fees**

The Directors' fees proposed for the financial year ending 31 December 2024 are calculated based on the current board size and provisional sum for appointment of a new Independent Director to the Board. This resolution is to facilitate payment of Directors' fees on current financial year basis. The payment of the Directors' fees will only be made quarterly in arrears if the proposed Ordinary Resolution 1 has been passed at the 10<sup>th</sup> Annual General Meeting of the Company.

(iii) **Ordinary Resolution 2**

**Payment of Directors' benefits**

Directors' benefits are meeting allowance payable to Independent Non-Executive Directors and in determining the estimated amount, the Board of Directors ("Board") has considered various factors including the current board size and number of scheduled meetings for the Board and Board Committees for the period from 1 June 2024 until the next Annual General Meeting as well as the number of Independent Non-Executive Directors involved in the meeting. In the event the proposed amount is insufficient (due to more meetings or enlarged board size), approval will be sought at the next Annual General Meeting for the shortfall.

(iv) **Ordinary Resolutions 3 to 6**

**Re-election of Directors**

The following Directors of the Company are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at the 10<sup>th</sup> Annual General Meeting:-

- (i) Mr Lau Chia Nguang;
- (ii) Mr Lau Joo Han;
- (iii) Datin Paduka Rashidah Binti Ramli; and
- (iv) Mr Low Han Kee.

Their profiles are disclosed in the Profile of the Board of Directors of the 2023 Annual Report.

Save as disclosed, the retiring Directors have no conflict of interest with the Company and have no family relationship with any Director and/or major shareholder of the Company. The Nomination Committee ("NC") has considered the performance and contribution, time and commitment, calibre and personality as well as fit and proper assessment of the retiring

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

Directors. Based on the recommendation of the NC, the Board is supportive of their re-election based on the following justifications:-

- (i) Ordinary Resolution 3 – Re-election of Mr Lau Chia Nguang as Executive Chairman  
Mr Lau Chia Nguang is the brother of Tan Sri Dato' Lau Eng Guang and Tan Sri Lau Tuang Nguang; and the uncle to Datuk Lau Joo Hong, Lau Joo Han and Lau Joo Keat who are the Directors/major shareholders of the Company. He has vast experience in the integrated livestock industry and has contributed significantly to the Group by providing valuable input to steer the Group forward.
- (ii) Ordinary Resolution 4 – Re-election of Lau Joo Han as Non-Independent Executive Director  
Lau Joo Han is the nephew of Lau Chia Nguang, Tan Sri Dato' Lau Eng Guang and Tan Sri Lau Tuang Nguang; and the cousin of Datuk Lau Joo Hong and Lau Joo Keat who are the Directors/major shareholders of the Company. He contributes tremendously to the Group by overseeing and managing the day-to-day operations of the Malaysian operations.
- (iii) Ordinary Resolution 5 – Re-election of Datin Paduka Rashidah Binti Ramli as Independent Non-Executive Director  
Datin Paduka Rashidah Binti Ramli exercised due care and carried out her duties professionally and proficiently during her tenure as an Independent Non-Executive Director of the Company.
- (iv) Ordinary Resolution 6 – Re-election of Low Han Kee as Senior Independent Non-Executive Director  
Low Han Kee has demonstrated his independence through his engagement in Board and Board Committee meetings. He also carried out his duties professionally and proficiently during his tenure as Senior Independent Non-Executive Director of the Company.
- (v) **Ordinary Resolution 7**  
**Re-appointment of Auditors**

The Board had, through the Audit and Risk Committee, considered the re-appointment of PricewaterhouseCoopers PLT as Auditors of the Company. The factors considered by the Audit and Risk Committee in making the recommendation to the Board to table their re-appointment at the 10<sup>th</sup> Annual General Meeting are disclosed in the 2023 Annual Report.

- (vi) **Ordinary Resolution 8**  
**Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Companies Act 2016**

The proposed Ordinary Resolution 8, if passed, will empower the Directors to issue and allot up to a maximum of 10% of the total number of issued shares of the Company for the time being for such purposes as the Directors consider would be in the best interest of the Company. This authority will, unless revoked or varied by the Company in a general meeting, expire at the conclusion of the next Annual General Meeting or the expiration of the period within which the next Annual General Meeting is required by law to be held, whichever is the earlier.

This is a renewal of the mandate obtained from shareholders at the last Annual General Meeting held on 2 June 2023. The mandate is to provide flexibility to the Company to issue new securities without the need to convene separate general meeting to obtain its shareholders' approval so as to avoid incurring additional costs and time.

The purpose of this general mandate, if passed, will enable the Directors to take swift action in case of a need to issue and allot new shares in the Company for fund raising exercise including but not limited to further placement of shares for purpose of funding current and/or future investment projects, working capital, repayment of bank borrowings, acquisitions or such other application as the Directors may deem fit in the best interest of the Company.

As at the date of this Notice, no new shares in the Company were issued pursuant to the mandate granted to the Directors at the last Annual General Meeting held on 2 June 2023 and

## NOTICE OF 10<sup>TH</sup> ANNUAL GENERAL MEETING

*the mandate will lapse at the conclusion of the 10<sup>th</sup> Annual General Meeting.*

(vii) **Ordinary Resolution 9**  
**Proposed Renewal of Shareholders' Mandate and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature**

*The proposed Ordinary Resolution 9, if passed, will allow the Group to enter into recurrent related party transactions of a revenue or trading nature with its related parties as identified in Section 2.4 of Part A of the Circular to Shareholders dated 30 April 2024 in accordance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad without the necessity to convene separate general meetings to seek shareholders' approval as and when such recurrent related party transactions occur.*

*Further details relating to this proposed resolution are set out in Part A of the Circular to Shareholders dated 30 April 2024, which is available at the Company's website at <https://www.leonghupinternational.com/investor/general meeting/>.*

(viii) **Ordinary Resolution 10**  
**Proposed Renewal of Share Buy-Back Authority**

*The proposed Ordinary Resolution 10, if passed, will empower the Company to purchase its own shares up to ten per centum (10%) of the total number of issued shares of the Company.*

*Further information relating to this proposed resolution is set out in Part B of the Statement to Shareholders dated 30 April 2024, which is available at the Company's website at <https://www.leonghupinternational.com/investor/general meeting/>.*

### **Personal data privacy:**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.





**LEONG HUP INTERNATIONAL BERHAD**  
Registration No. 201401022577 (1098663-D)  
(Incorporated in Malaysia)

# PROXY FORM

CDS Account No.

No. of shares held

I/We ..... Tel. ....  
[Full name in block, MyKad/Passport/Company No.]

of .....  
[Full address]

being a Member of the abovenamed Company, hereby appoint the following person(s):

Full Name (in Block Letters)	MyKad/Passport No.	Proportion of Shareholdings	
		No. of Shares	%
Address:			

and

Full Name (in Block Letters)	MyKad/Passport No.	Proportion of Shareholdings	
		No. of Shares	%
Address:			

or failing him/her, the Chairman of the meeting, as my/our proxy/proxies to vote for me/us and on my/our behalf at the 10<sup>th</sup> Annual General Meeting of the Company which will be conducted fully virtual through live streaming from the online meeting platform and online remote voting via the Remote Participation and Voting ("RPV") facilities at <https://tiih.online> on **Friday, 31 May 2024 at 11.00 a.m.** or at any adjournment thereof, and to vote as indicated below:

Description of Resolution	Resolution	FOR	AGAINST
To approve the payment of Directors' fees up to an aggregate amount of RM880,000 for the financial year ending 31 December 2024, to be paid quarterly in arrears.	Ordinary Resolution 1		
To approve the payment of Directors' benefits up to an aggregate amount of RM188,000 for the period from 1 June 2024 until the next Annual General Meeting of the Company.	Ordinary Resolution 2		
To re-elect Mr Lau Chia Nguang as Director.	Ordinary Resolution 3		
To re-elect Mr Lau Joo Han as Director.	Ordinary Resolution 4		
To re-elect Datin Paduka Rashidah Binti Ramli as Director.	Ordinary Resolution 5		
To re-elect Mr Low Han Kee as Director.	Ordinary Resolution 6		
To re-appoint PricewaterhouseCoopers PLT as Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration.	Ordinary Resolution 7		
Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Companies Act 2016.	Ordinary Resolution 8		
Proposed Renewal of Shareholders' Mandate and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature.	Ordinary Resolution 9		
Proposed Renewal of Share Buy-Back Authority.	Ordinary Resolution 10		

(Please indicate with "X" how you wish your vote to be cast. If no instruction as to voting is given, the proxy will vote or abstain from so doing at his/her discretion.)

Signed this                      day of

Signature\*  
Member

**\* Manner of execution:**

- If you are an individual member, please sign where indicated.
- If you are a corporate member which has a common seal, this proxy form should be executed under seal in accordance with the constitution of your corporation.
- If you are a corporate member which does not have a common seal, this proxy form should be affixed with the rubber stamp of your company (if any) and executed by:
  - at least two (2) authorised officers, one of whom shall be a director; or
  - any director and/or authorised officers in accordance with the laws of the country under which your corporation is incorporated.

**NOTES:**

- The 10<sup>th</sup> Annual General Meeting will be conducted fully virtual through live streaming from the online meeting platform at <https://tiih.online>. Shareholders are to attend, speak (including posing question to the Board via real time submission of typed texts) and vote remotely at the 10<sup>th</sup> Annual General Meeting via the RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd via its TIH Online website at <https://tiih.online>. For further information, kindly refer to the Administrative Guide for the 10<sup>th</sup> Annual General Meeting.
- For the purpose of determining who shall be entitled to attend this meeting, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to make available to the Company, a Record of Depositors as at 24 May 2024. Only a member whose name appears on this Record of Depositors shall be entitled to attend this meeting or appoint a proxy to attend, participate, speak and vote on his/her/its behalf.
- A member of the Company who is entitled to attend and vote at a general meeting may appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to attend, participate, speak and vote in his place. A proxy may but need not be a member of the Company.
- A member of the Company who is entitled to attend and vote at a general meeting of the Company may appoint not more than 2 proxies to attend, participate, speak and vote instead of the member at the general meeting.
- Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 ("Central Depositories Act"), it may appoint not more than 2 proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.

6. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.
7. Where a member, an authorised nominee or an exempt authorised nominee appoints more than 1 proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies. The appointment shall not be valid unless he/she/it specifies the proportion of his/her/its shareholdings to be represented by each proxy.
8. The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than 48 hours before the time appointed for holding the 10<sup>th</sup> Annual General Meeting or adjourned general meeting at which the person named in the appointment proposes to vote:
  - (i) In hard copy form  
Tricor Investor & Issuing House Services Sdn Bhd 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.
  - (ii) By electronic means via Tricor TIIH Online website at <https://tjih.online>  
Please refer to the Administrative Guide of the 10<sup>th</sup> Annual General Meeting for further information on electronic submission of proxy form via TIIH Online.
9. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Company's Share Registrar 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 48 hours before the time appointed for holding the general meeting or adjourned general meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
10. Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.
11. Last day, date and time for lodging the proxy form is **Wednesday, 29 May 2024 at 11.00 a.m.**
12. For a corporate member who has appointed a representative instead of a proxy to attend this meeting, please deposit the **ORIGINAL** certificate of appointment executed in the manner as stated in the proxy form with the Share Registrar of the Company 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 if this has not been lodged with the Company's Share Registrar earlier.
13. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 10<sup>th</sup> Annual General Meeting will be put to vote by way of poll.

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AFFIX  
STAMP

**THE SHARE REGISTRAR**  
**LEONG HUP INTERNATIONAL BERHAD**  
Registration No. 201401022577 (1098663-D)  
Unit 32-01, Level 32, Tower A  
Vertical Business Suite, Avenue 3  
Bangsar South, No. 8, Jalan Kerinchi  
59200 Kuala Lumpur

2nd Fold Here

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Fold This Flap For Sealing

## **ADMINISTRATIVE GUIDE FOR THE 10<sup>TH</sup> ANNUAL GENERAL MEETING (“10<sup>TH</sup> AGM”) OF LEONG HUP INTERNATIONAL BERHAD**

Day and Date : Friday, 31 May 2024  
Time : 11.00 a.m.  
Online Meeting Platform : **TIIH Online** website at <https://tiih.online>

### **FULLY VIRTUAL 10<sup>TH</sup> ANNUAL GENERAL MEETING**

The 10<sup>th</sup> AGM of the Company will be conducted fully virtual through **live streaming from the online meeting platform** and online remote voting via the Remote Participation and Voting (“RPV”) facilities via TIIH Online provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its website at <https://tiih.online>.

### **GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

For the purposes of determining a member who shall be entitled to attend the 10<sup>th</sup> AGM, the Company shall be requesting a General Meeting ROD as at 24 May 2024. Members whose names appear in the General Meeting ROD shall be entitled to attend, participate, speak and vote at the 10<sup>th</sup> AGM or appoint proxies or corporate representatives to attend and/or vote on their behalf.

### **REMOTE PARTICIPATION AND VOTING FACILITIES**

Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 10<sup>th</sup> AGM using RPV facilities provided by Tricor via its TIIH Online website at <https://tiih.online>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 10<sup>th</sup> AGM via RPV facilities must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV facilities at TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV facilities section as set out below for further information.

Shareholders who are unable to participate in this 10<sup>th</sup> AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

### **PROCEDURES FOR RPV FACILITIES**

Shareholders/proxies/authorized representatives/attorneys who wish to participate in the 10<sup>th</sup> AGM remotely using the RPV facilities are required to follow the requirements and procedures as summarised below:-

**Before the day of the 10<sup>th</sup> AGM**

<b>Procedure</b>	<b>Action</b>
a. Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Register as a user under the “e-Services”, select the “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within 1 working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that remote participation is available for registration at TIIH Online.</li></ul>
b. Submit your request for RPV	<ul style="list-style-type: none"><li>• Registration is open from <b>Tuesday, 30 April 2024</b> until the day of the 10<sup>th</sup> AGM on <b>Friday, 31 May 2024</b>.</li><li>• Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 10<sup>th</sup> AGM to ascertain their eligibility to participate in the 10<sup>th</sup> AGM using the RPV facilities.</li><li>• Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) LEONG HUP INTERNATIONAL BERHAD 10<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>• TIIH Online system will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the General Meeting ROD as at 24 May 2024 TIIH Online system will send you an e-mail on or after 29 May 2024 to approve or reject your registration for remote participation.</li></ul> <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as registration for the RPV.)</i></p>

### On the day of the 10<sup>th</sup> AGM

<b>Procedure</b>	<b>Action</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 10<sup>th</sup> AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of the 10<sup>th</sup> AGM on <b>Friday, 31 May 2024 at 11.00 a.m.</b></li></ul>
d. Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) LEONG HUP INTERNATIONAL BERHAD 10<sup>th</sup> AGM</b>” to engage in the proceedings of the 10<sup>th</sup> AGM remotely.</li><li>• If you have any question for the Chairperson/Board of Directors (“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 10<sup>th</sup> AGM. If there is time constraint, the responses will be published in the corporate website earliest possible, after the meeting.</li></ul>
e. Online remote voting	<ul style="list-style-type: none"><li>• Voting session commences from <b>11.00 a.m. on Friday, 31 May 2024</b> until a time when the Chairperson announces the end of the voting session of the 10<sup>th</sup> AGM.</li><li>• Select the corporate event: “<b>(REMOTE VOTING) LEONG HUP INTERNATIONAL BERHAD 10<sup>th</sup> AGM</b>”.</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	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairperson on the closure of the 10<sup>th</sup> AGM, the live streaming will end.</li></ul>

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

1. Should your application to join the 10<sup>th</sup> AGM 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, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## **APPOINTMENT OF PROXY OR ATTORNEY OR AUTHORISED REPRESENTATIVE**

Shareholders who appoint proxy(ies) to participate via RPV facilities at the 10<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Wednesday, 29 May 2024 at 11.00 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

The proxy form must be deposited with the Share Registrar of the Company, Tricor 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.

(ii) By electronic means

The proxy form can be submitted electronically with the Share Registrar of the Company via TIIH Online at <https://tiah.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form section as set out below for further information.

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

If you wish to participate in the 10<sup>th</sup> AGM, please do not submit any Proxy Form for the 10<sup>th</sup> AGM. You will not be allowed to participate in the 10<sup>th</sup> AGM together with the proxy(ies) appointed by you.

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, Tricor 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 later than **Wednesday, 29 May 2024 at 11.00 a.m.** to participate via RPV facilities in the 10<sup>th</sup> AGM. A copy of the power of attorney may be accepted provided that it is certified notarially 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** certificate of appointment with the Share Registrar of the Company, Tricor 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 to participate via RPV facilities in the 10<sup>th</sup> AGM. 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 authorised officers, one of whom 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.

## PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:-

Procedure	Action
<b>i. <u>Steps for individual shareholders</u></b>	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer or smartphone, please access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under the “<b>e-Services</b>” by selecting “<b>Create Account by Individual Holder</b>”. Please do 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>
b. Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of 10<sup>th</sup> AGM by the Company, login with your username (i.e. e-mail address) and password.</li> <li>Select the corporate event: “<b>LEONG HUP INTERNATIONAL BERHAD 10<sup>th</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms and 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. <u>Steps for corporation or institutional shareholders</u></b>	
a. 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 corporation or institutional shareholder selects the “<b>Create Account by Representative of Corporate Holder</b>”.</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 1 to 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 corporation 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>

Procedure	Action
b. 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>“LEONG HUP INTERNATIONAL BERHAD 10<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>• Submit the proxy appointment file.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select <b>“Submit”</b> to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## ANNUAL REPORT 2023

The following documents are available at the Company’s website at <https://www.leonghupinternational.com/investor/generalmeeting/>:

- (a) Annual Report 2023
- (b) Corporate Governance Report 2023
- (c) Circular to Shareholders in relation to the Proposed Renewal of Shareholders’ Mandate and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase its own Shares
- (d) Notice of 10<sup>th</sup> AGM
- (e) Proxy Form
- (f) Administrative Guide for the 10<sup>th</sup> AGM

You may request for printed copy of the Annual Report 2023 or Circular/Statement to Shareholders via TIIH Online at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services”. Alternatively, you may also make your request through telephone/email to the Share Registrar at the number/email address stated below.

## PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 10<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 **Wednesday, 29 May 2024 at 11.00 a.m.** The Board will endeavor to answer the questions received at the 10<sup>th</sup> AGM.



## **POLL VOTING**

The voting at the 10<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 (e-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 10<sup>th</sup> AGM at **11.00 a.m.** on **Friday, 31 May 2024** 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 above Procedures for RPV facilities for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 10<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairperson's declaration whether the resolutions are duly passed.

## **DOOR GIFT/ VOUCHER**

There will be no door gifts or vouchers for shareholders/proxies/authorised representatives/attorneys who participate in the 10<sup>th</sup> AGM.

## **NO RECORDING OR PHOTOGRAPHY**

Unauthorised recording and photography are strictly prohibited at the 10<sup>th</sup> AGM.

## **ENQUIRY**

If you have any enquiries on the above, please contact Tricor through the following channels during office hours from 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  
E-mail : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)