

ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR THE THIRTY-SECOND ANNUAL GENERAL MEETING (“AGM” or “MEETING”)

Day, Date : Thursday, 26 October 2023
Time : 10.00 a.m.
Venue : Wau Bulan 3, Level 2, Sofitel Kuala Lumpur Damansara
No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

ANNUAL REPORT 2023, CORPORATE GOVERNANCE REPORT 2023 AND CIRCULAR TO SHAREHOLDERS

We are pleased to inform you that the following reports of Hong Leong Capital Berhad (“HLCB” or the “Company”) are available and can be downloaded from HLCB’s website at <http://www.hlcap.com.my/agm2023>:

1. Annual Report 2023;
2. Corporate Governance Report 2023;
3. Circular to Shareholders in relation to Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“RRPT Circular 2023”);
4. Notice of AGM;
5. Form of Proxy;
6. Request Form; and
7. Administrative Notes.



In line with our continued commitment to environmental sustainability, we encourage you to refer to the digital version of the abovementioned documents. You may also scan the QR code to access the documents. However, should you require a printed copy of the Annual Report 2023 and/or RRPT Circular 2023, please complete the Request Form and return the same to the address stated therein.

ENTITLEMENT TO ATTEND AND VOTE

Only shareholders whose names appear in the Record of Depositors as at 18 October 2023, or their appointed proxy(ies), shall be entitled to attend and vote at the AGM.

LODGEMENT OF FORM OF PROXY

If you are unable to attend the AGM on 26 October 2023 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 attend and participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to attend and participate in the Meeting together with a proxy appointed by you.

If you have submitted your Form of Proxy prior to the AGM and subsequently decide to appoint another person or wish to attend and 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 attend and participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

HEALTH AND SAFETY MEASURES

1. As a precautionary measure, a shareholder/proxy who has symptoms of being unwell is strongly advised not to attend the Meeting.
2. Attendees are encouraged to wear a face mask throughout the Meeting.

REGISTRATION

1. Registration will commence at 9.00 a.m. at the registration area and will end at a time as directed by the Chairman of the Meeting.
2. Please produce your original National Registration Identification Card ("**NRIC**") or passport at the registration counter for verification.
3. You will not be allowed to register on behalf of another shareholder/proxy, even with the original NRIC or passport of that other shareholder/proxy.

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 10.00 a.m. on 24 October 2023.

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

- (a) Full name;
- (b) NRIC/Passport Number;
- (c) Number of shares held; and
- (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.

PARKING

1. Parking is available at the visitors' parking bays at Level B3 to B6 of Menara Hong Leong/Damansara City Mall/Sofitel Kuala Lumpur Damansara.
2. Complimentary parking will be provided to the attendees.

MOBILE DEVICES

1. Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the Meeting to ensure smooth and uninterrupted proceedings.
2. Photography and recording of the Meeting proceedings, whether vocal or audio-visual, are strictly prohibited.

PERSONAL BELONGINGS

Please take care of your personal belongings. HLCB will not be held responsible for any missing personal belongings.

GENERAL ENQUIRY

For enquiries and administrative details concerning 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
Malaysia

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

Contact persons: Mr Allan Tang Chin Heng
Ms Lee Mun Yee

Email address: hlsrs@hongleong.com

PERSONAL DATA NOTICE

By registering for participation in person for the AGM 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/representative in the AGM; for communicating with the member; for preparing attendance lists, minutes of Meeting and any documents in relation to the AGM; and 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

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN that the Thirty-second Annual General Meeting (“AGM”) of Hong Leong Capital Berhad (“Company”) will be held at Wau Bulan 3, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur on Thursday, 26 October 2023 at 10.00 a.m. in order:

1. To lay before the meeting the audited financial statements together with the reports of the Directors and Auditors thereon for the financial year ended 30 June 2023.
2. To approve the payment of Director Fees of RM451,000 for the financial year ended 30 June 2023, to be divided amongst the Directors in such manner as the Directors may determine and Directors’ Other Benefits of up to an amount of RM45,000 from the 32nd AGM to the 33rd AGM of the Company. **(Resolution 1)**
3. To re-elect Ms Tai Siew Moi as a Director pursuant to the Company’s Constitution. **(Resolution 2)**
4. To re-appoint PricewaterhouseCoopers PLT as Auditors of the Company and to authorise the Directors to fix their remuneration. **(Resolution 3)**

SPECIAL BUSINESS

As special business, to consider and, if thought fit, pass the following motions as resolutions:

5. **Ordinary Resolution**
 - **Authority to Directors to Allot Shares**
 - **Waiver of Pre-Emptive Rights over New Ordinary Shares (“Shares”) or Other Convertible Securities in the Company under Section 85(1) of the Companies Act 2016 (“Act”) read together with Clause 50 of the Constitution of the Company**

“**THAT** subject to the Act, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”) [“MMLR”], the Company’s Constitution and approval of the relevant governmental regulatory authorities, if required, the Directors be and are hereby empowered pursuant to Sections 75 and 76 of the Act to issue and allot new Shares in the Company, grant rights to subscribe for Shares in the Company, convert any security into Shares in the Company, or allot Shares under an agreement or option or offer at any time and from time to time, and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, to any persons who are not caught by Paragraph 6.04(c) of the MMLR, provided that the aggregate number of Shares issued and allotted, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer, pursuant to this resolution does not exceed 10% of the total number of issued Shares (excluding treasury shares) of the Company for the time being and that the Directors be and are also empowered to obtain approval for the listing of and quotation for the additional Shares so allotted on Bursa Securities and that such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company;

AND THAT in connection with the above, pursuant to Section 85(1) of the Act read together with Clause 50 of the Constitution of the Company, the shareholders of the Company do hereby waive their pre-emptive rights over all new Shares, options over or grants of new Shares or any other convertible securities in the Company and/or any new Shares to be issued pursuant to such options, grants or other convertible securities, such new Shares when issued, to rank pari passu with the existing Shares in the Company.”

(Resolution 4)

6. **Ordinary Resolution**

- Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature with Hong Leong Company (Malaysia) Berhad ("HLCM"), Guoline Capital Assets Limited ("GCA") and Persons Connected with them

"**THAT** approval be and is hereby given for the Company and/or its subsidiaries to enter into any of the transactions falling within the types of recurrent related party transactions of a revenue or trading nature as disclosed in Section 2.3(A) and (C) of the Company's Circular to Shareholders dated 27 September 2023 ("the Circular") with HLCM, GCA and persons connected with them ("Hong Leong Group"), as set out in Appendix II of the Circular provided that such transactions are undertaken in the ordinary course of business, on arm's length basis and on commercial terms which are not more favourable to Hong Leong Group than those generally available to and/or from the public and are not, in the Company's opinion, detrimental to the minority shareholders;

AND THAT such approval shall continue to be in force until:

- (a) the conclusion of the next Annual General Meeting ("AGM") of the Company at which time it will lapse, unless by a resolution passed at the meeting, the authority is renewed; or
- (b) the expiration of the period within which the next AGM of the Company after that date is required to be held pursuant to Section 340(2) of the Companies Act 2016 (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act 2016); or
- (c) revoked or varied by resolution passed by the shareholders in general meeting,

whichever is the earlier;

AND THAT the Directors of the Company be and are hereby authorised to complete and to do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the transactions contemplated and/or authorised by this ordinary resolution."

(Resolution 5)

7. **Ordinary Resolution**

- Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature with Tower Real Estate Investment Trust ("Tower REIT")

"**THAT** approval be and is hereby given for the Company and/or its subsidiaries to enter into any of the transactions falling within the types of recurrent related party transactions of a revenue or trading nature as disclosed in Section 2.3(B) of the Company's Circular to Shareholders dated 27 September 2023 with Tower REIT provided that such transactions are undertaken in the ordinary course of business, on arm's length basis and on commercial terms which are not more favourable to Tower REIT than those generally available to and/or from the public and are not, in the Company's opinion, detrimental to the minority shareholders;

Notice of Annual General Meeting

AND THAT such approval shall continue to be in force until:

- (a) the conclusion of the next Annual General Meeting (“AGM”) of the Company at which time it will lapse, unless by a resolution passed at the meeting, the authority is renewed; or
- (b) the expiration of the period within which the next AGM of the Company after that date is required to be held pursuant to Section 340(2) of the Companies Act 2016 (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act 2016); or
- (c) revoked or varied by resolution passed by the shareholders in general meeting,

whichever is the earlier;

AND THAT the Directors of the Company be and are hereby authorised to complete and to do all such acts and things (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the transactions contemplated and/or authorised by this ordinary resolution.”

(Resolution 6)

8. To consider any other business of which due notice shall have been given.

By Order of the Board

JACK LEE TIONG JIE
(MAICSA 7060133)
(SSM PC No. 202008001704)
Group Company Secretary

Kuala Lumpur
27 September 2023

Notice of Annual General Meeting

NOTES:

1. For the purpose of determining members' eligibility to attend this meeting, only members whose names appear in the Record of Depositors as at 18 October 2023 shall be entitled to attend this meeting or appoint proxy(ies) to attend and vote on their behalf.
2. Save for a member who is an exempt authorised nominee, a member entitled to attend and vote at the meeting is entitled to appoint not more than two (2) proxies to attend, participate, speak and vote in his stead. A proxy may but need not be a member of the Company. A member who is an authorised nominee may appoint not more than two (2) proxies in respect of each securities account it holds. A member who is an exempt authorised nominee for multiple beneficial owners in one securities account ("Omnibus Account") may appoint any number of proxies in respect of the Omnibus Account.
3. Where two (2) or more proxies are appointed, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies, failing which the appointments shall be invalid.
4. The Form of Proxy must be deposited at the Registered Office of the Company at Level 30, Menara Hong Leong, No. 6, Jalan Damansara, Bukit Damansara, 50490 Kuala Lumpur or lodged 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.
5. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities, all the resolutions set out in this Notice will be put to a vote by way of a poll.

EXPLANATORY NOTES

1. Resolution 1 on Director Fees and Other Benefits

- Director Fees of RM451,000 are inclusive of Board Committee Fees of RM145,000 and Meeting Allowances of RM66,000.
- Directors' Other Benefits refer to Directors' training benefits of up to RM45,000.

2. Resolution 2 on Re-election of Director

The Board, on the recommendation of the Nomination and Remuneration Committee of the Company ("NRC"), supports the re-election of Ms Tai Siew Moi. The NRC has reviewed the results of the Board Annual Assessment conducted for the financial year ended 30 June 2023 and noted that Ms Tai Siew Moi has effectively discharged her duties and responsibilities. The NRC has also conducted assessments on the fitness and propriety of Ms Tai Siew Moi including the review of her Fit and Proper Declaration and results of her background checks, and was satisfied that she met the Fit and Proper criteria as set out in the Fit and Proper Policy of the Company. In addition, the NRC has assessed the declaration made by Ms Tai Siew Moi confirming that she fulfilled the Independent Director criteria as set out in the relevant regulatory requirements, and found it to be in order.

Ms Tai Siew Moi had abstained from deliberations and decisions on her re-election at the NRC and Board meetings, as applicable.

The profile and details of Ms Tai Siew Moi are set out in the Board of Directors' Profile section of the Company's 2023 Annual Report.

3. Resolution 4 on Authority to Directors to Allot Shares and Waiver of Pre-emptive Rights

The proposed Ordinary Resolution, if passed, will renew the general mandate given to the Directors of the Company to allot ordinary shares ("Shares") of the Company from time to time and expand the mandate to grant rights to subscribe for Shares in the Company, convert any security into Shares in the Company, or allot Shares under an agreement or option or offer, provided that the aggregate number of Shares issued and allotted, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer, pursuant to this resolution does not exceed 10% of the total number of issued Shares (excluding treasury shares) of the Company for the time being ("Renewed General Mandate"). In computing the aforesaid 10% limit, Shares issued or agreed to be issued or subscribed pursuant to the approval of shareholders in a general meeting where precise terms and conditions are approved shall not be counted. The Renewed General Mandate, unless revoked or varied at a general meeting, will expire at the conclusion of the next AGM of the Company.

Notice of Annual General Meeting

As at the date of this Notice, no new Shares in the Company were issued and allotted pursuant to the general mandate given to the Directors at the last AGM held on 28 October 2022 and which will lapse at the conclusion of the 32nd AGM. The Renewed General Mandate will enable the Directors to take swift action in case of, inter alia, a need for corporate exercises or in the event business opportunities or other circumstances arise or for compliance with regulatory requirements which involve the issuance and allotment of new Shares, grant of rights to subscribe for Shares, conversion of any security into Shares, or allotment of Shares under an agreement or option or offer, and to avoid delay and cost in convening general meetings to approve the same.

Pursuant to Section 85(1) of the Companies Act 2016 (“Act”) read together with Clause 50 of the Constitution of the Company, shareholders have pre-emptive rights to be offered any new Shares in the Company which rank equally to the existing issued Shares or other convertible securities.

Section 85(1) of the Act provides as follows:

“85. Pre-emptive rights to new shares

- (1) *Subject to the constitution, where a company issues shares which rank equally to existing shares as to voting or distribution rights, those shares shall first be offered to the holders of existing shares in a manner which would, if the offer were accepted, maintain the relative voting and distribution rights of those shareholders.”*

Clause 50 of the Constitution of the Company provides as follows:

“50. Subject to any direction to the contrary that may be given by the Company in general meeting, all new shares or other convertible securities, shall, before issue, be offered to such persons as at the date of the offer are entitled to receive notices from the Company of general meetings in proportion as nearly as the circumstances admit, to the amount of the existing shares or securities to which they are entitled...”

Subject to the provisions of this Constitution, the Directors may recognise a renunciation of any share by the allottee thereof in favour of some other person.”

In order for the Board to issue any new Shares or other convertible securities free of pre-emptive rights, such pre-emptive rights must be waived. The proposed Ordinary Resolution, if passed, will exclude your pre-emptive right over all new Shares, options over or grant of new Shares or any other convertible securities in the Company and/or any new Shares to be issued pursuant to such options, grants or other convertible securities under the Authority to Directors to Allot Shares.

4. Resolutions 5 and 6 on Recurrent Related Party Transactions of a Revenue or Trading Nature

The proposed Ordinary Resolutions, if passed, will empower the Company and its subsidiaries (“HLCB Group”) to enter into recurrent related party transactions of a revenue or trading nature which are necessary for HLCB Group’s day-to-day operations, subject to the transactions being in the ordinary course of business and on terms which are not more favourable to the related parties than those generally available to the public and are not, in the Company’s opinion, detrimental to the minority shareholders of the Company (“Proposed Shareholders’ Mandate”).

Detailed information on the Proposed Shareholders’ Mandate is set out in the Circular to Shareholders dated 27 September 2023 which is available on the Company’s corporate website (<http://www.hlcap.com.my/agm2023>).

Request Form

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

Email : hlsrs@hongleong.com
Telephone No. : 03-2088 8818
Facsimile No. : 03-2088 8990
Website : www.hlcap.com.my

Please send to me a printed copy of the following documents of Hong Leong Capital Berhad:

<input type="checkbox"/>	Annual Report 2023
<input type="checkbox"/>	RRPT Circular 2023

Name of Shareholder : _____

NRIC/Passport/Company No. : _____

CDS Account No. : _____

Correspondence Address : _____

Telephone No. : _____

Signature of Shareholder

Date

Note to Shareholders:

The printed copy of the Annual Report 2023 and/or RRPT Circular 2023 will be forwarded to you within 4 market days from the date of receipt of your request.



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Share Registrar

HONG LEONG SHARE REGISTRATION SERVICES SDN BHD

Registration No. 196901000269 (8629-P)

Level 25, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur
Malaysia

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FORM OF PROXY

I/We _____

NRIC/Passport/Company No. _____

of _____

being a member of HONG LEONG CAPITAL BERHAD (the "Company"), hereby appoint _____

NRIC/Passport No. _____

of _____

or failing him/her _____

NRIC/Passport No. _____

of _____

or failing him/her, the Chairman of the meeting as my/our proxy/proxies to vote for me/us on my/our behalf at the Thirty-second Annual General Meeting of the Company to be held at Wau Bulan 3, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur on Thursday, 26 October 2023 at 10.00 a.m. and at any adjournment thereof.

My/Our proxy/proxies is/are to vote as indicated below with an "X":

RESOLUTIONS	FOR	AGAINST
1. To approve the payment of Director Fees and Directors' Other Benefits		
2. To re-elect Ms Tai Siew Moi as a Director		
3. To re-appoint PricewaterhouseCoopers PLT as Auditors of the Company and to authorise the Directors to fix their remuneration		
SPECIAL BUSINESS		
4. To approve the ordinary resolution on Authority to Directors to Allot Shares and Waiver of Pre-emptive Rights		
5. To approve the ordinary resolution on the Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature with Hong Leong Company (Malaysia) Berhad, Guoline Capital Assets Limited and persons connected with them		
6. To approve the ordinary resolution on the Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature with Tower Real Estate Investment Trust		

Dated this _____ day of _____ 2023

Number of shares held _____

Signature(s) of Member _____

CDS Account No. _____

Notes:-

- For the purpose of determining members' eligibility to attend this meeting, only members whose names appear in the Record of Depositors as at 18 October 2023 shall be entitled to attend this meeting or appoint proxy(ies) to attend and vote on their behalf.
- If you wish to appoint other person(s) to be your proxy, insert the name(s) and address(es) of the person(s) desired in the space so provided.
- If there is no indication as to how you wish your vote(s) to be cast, the proxy will vote or abstain from voting at his/her discretion.
- A proxy may but need not be a member of the Company.
- Save for a member who is an exempt authorised nominee, a member shall not be entitled to appoint more than two (2) proxies to attend, participate, speak and vote at the same meeting. Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act, 1991, it may appoint not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account. A member who is an exempt authorised nominee for multiple beneficial owners in one securities account ("Omnibus Account") may appoint any number of proxies in respect of the Omnibus Account.
- Where two (2) or more proxies are appointed, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies, failing which the appointments shall be invalid (please see note 9 below).
- In the case where a member is a corporation, this Form of Proxy must be executed under its Common Seal or under the hand of its duly authorised attorney or officer.
- All Forms of Proxy must be duly executed and deposited at the Registered Office of the Company at Level 30, Menara Hong Leong, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur or lodged 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.
- In the event two (2) or more proxies are appointed, please fill in the ensuing section:

Name of Proxies	% of shareholdings to be represented

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the notice will be put to a vote by way of a poll.



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The Group Company Secretary

HONG LEONG CAPITAL BERHAD

Registration No. 199101002695 (213006-U)

Level 30, Menara Hong Leong
No. 6, Jalan Damanlela
Bukit Damansara
50490 Kuala Lumpur
Malaysia

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