

# HONG LEONG FINANCIAL GROUP BERHAD (8024-W)

## ADMINISTRATIVE NOTES TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING (“AGM”)

Day, Date : Tuesday, 30 October 2018  
Time : 11.00 a.m.  
Venue : Auditorium, Ground Floor, Menara Hong Leong (a.k.a Hong Leong Tower)  
(next to Sofitel Damansara)  
No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur

### AGM VENUE

Please note the new venue for the AGM this year as set out above. A location map of the venue is shown overleaf.

### PARKING

1. Parking is available at Levels B2 and B3.
2. Please bring your parking ticket to the “Complimentary Parking Counter” located at the reception foyer for validation.
3. There will be no replacement in the event you lose or misplace the complimentary parking ticket. Valet parking is not entitled to the complimentary ticket.

### REGISTRATION

1. Registration commences at 9.40 a.m. at the reception foyer and will end at the time determined by the Chairman of the meeting.
2. Please produce your original identity card (“IC”) (for Malaysian shareholders) or passport (for foreign shareholders) at the registration counter for verification.

You will not be allowed to register on behalf of another person even with the original IC or passport of that other person.

3. Upon verification and signing of attendance sheet, you will be given a personalised smart card.

Please be reminded that there will be no replacement in the event you lose or misplace the personalised smart card.

4. If you are attending the AGM as shareholder, proxy or corporate representative, you will be registered once and will be given one personalised smart card for voting purpose and one wristband for identification purpose.
5. Please note that you will not be allowed to enter the meeting room without the personalised smart card and without wearing the wristband.
6. As you enter the meeting hall, you will further be given one unit of electronic hand device for voting purposes.
7. The personalised smart card and electronic hand device must be returned to the polling agent after the conclusion of the AGM.
8. The registration counter will only handle verification for identity and registration for the AGM.

### REGISTRATION HELP DESK

You may proceed to the Registration Help Desk located at the reception foyer for any clarification or enquiry on registration matters.

## MOBILE DEVICES

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

## REFRESHMENTS

Refreshments will be served at the foyer area after the AGM.

## NO SMOKING POLICY

A no-smoking policy is maintained. Your co-operation is much appreciated.

## PERSONAL BELONGINGS

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

## SECURITY

There will be security guards at the venue and they may ask to check the contents of your bags for security reasons.

## 2018 ANNUAL REPORT

The 2018 Annual Report is available on our website at [www.hlfg.com.my](http://www.hlfg.com.my) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com). Printed copies are also available on a "first come first served" basis upon registration.

## LOCATION MAP

