

ADMINISTRATIVE GUIDE FOR THE 24TH ANNUAL GENERAL MEETING ('24TH AGM')



(Company No.: 199701008362 (423858-X))
(Incorporated in Malaysia under the Companies Act, 1965 and deemed registered under the Companies Act, 2016)

Day and Date	: Wednesday, 2 June 2021
Time	: 10.00 a.m.
Meeting Platform	: https://web.lumiagm.com
Registration	: Fully virtual meeting via Remote Participation and Electronic Voting ("RPEV") facilities.
Broadcast Venue	: Level 31, Menara Bank Islam, 22 Jalan Perak, 50450 Kuala Lumpur, Malaysia.
Mode of Communication	: 1. Type text in the meeting platform. The messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e., one (1) hour before the meeting, which is from 9.00 a.m. on Wednesday, 2 June 2021. 2. Email questions in advance to BIMB Holdings Berhad's ("BHB" or "Company") Investor Relations at investor@bimbholdings.com in relation to the agenda items for the 24 th AGM commencing from 10 May 2021 and in any event no later than Monday, 24 May 2021 at 10.00 a.m

FULLY VIRTUAL 24TH AGM

1. In support of the Government of Malaysia on-going efforts to contain the spread of the COVID-19 and the Government's advice of social distancing and not having mass gatherings, the 24th AGM of the Company will be **conducted entirely on a virtual basis through live streaming and online remote voting via RPEV**.
2. The Company invites shareholders to participate in the 24th AGM from their home or office and follow the entire proceedings as the 24th AGM will be conducted via RPEV. With the RPEV, you may exercise your right as a member of the Company to participate and vote at the 24th AGM. The RPEV is also in line with Practice 12.3 of the Malaysian Code on Corporate Governance. The decision is made pursuant to Section 327 of the Companies Act 2016 ("Act") and Clause 96 of the Company's Constitution.
3. The broadcast venue is strictly for the purpose of complying with Section 327 (2) of the Act and Clause 96 of the Company's Constitution that requires the Chairman of the meeting to be present at the main venue of the meeting. **No shareholders or proxies from the public will be physically allowed at the meeting venue.** All members are urged to attend the 24th AGM remotely via meeting platform available on the designated link at <https://web.lumiagm.com/>
4. Shareholders can participate in our virtual 24th AGM by registering online via Boardroom Smart Investor Portal at <https://boardroomlimited.my>

PROCEDURE OF THE 24TH AGM

1. The Login user Guide for participation, posing questions and voting at the 24th AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the 24th AGM meeting ("Meeting", as applicable) proceedings is allowed without prior written permission of the Company.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the 24th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

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ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors on 25 May 2021 (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

APPOINTMENT OF PROXY

1. Shareholders entitled to participate and vote at the 24th AGM is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the 24th AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instruction in the Form of Proxy.
2. You may download the Form of Proxy from our website at <https://bimbholdings.com>
3. If you wish to attend the virtual 24th AGM yourself, please do not submit any Form of Proxy. You will not be allowed to attend the virtual 24th AGM together with a proxy appointed by you.
4. The Form of Proxy must be deposited at the office of the Share Registrar, Boardroom Share Registrar Sdn Bhd ("**Boardroom**") at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or via electronic means through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my/> by logging in and selecting "**E-PROXY LODGEMENT**" not less than 48 hours before the meeting. Further information and guidance on the "Electronic Lodgement of Form of Proxy" are as follows:

Step 1 Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.)

- (a) Access website <https://boardroomlimited.my>.
- (b) Click <<**Login**>> and click <<**Register**>> to sign up as a user.
- (c) Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.
- (d) Please enter a valid email address and wait for Boardroom's email verification.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 e-Proxy Lodgement

- (a) Access website <https://boardroomlimited.my>.
- (b) Login with your User ID and Password given above.
- (c) Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**BIMB HOLDINGS BERHAD VIRTUAL 24TH ANNUAL GENERAL MEETING**" and click "**APPLY**".
- (d) Read the terms & conditions and confirm the Declaration.
- (e) Enter your CDS Account Number and indicate the number of securities.
- (f) Appoint your proxy(ies) or the Chairman of the 24th AGM and enter the required particulars for your proxy(ies).
- (g) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click submit.
- (k) Download or print the e-Proxy Form acknowledgement.

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REVOCATION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our virtual 24th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the meeting.

REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV")

1. Please note that this option is available to **(i) individual member; (ii) corporate shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**
2. If you choose to participate in the Meeting online, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password.

STEP 1 – REGISTER ONLINE WITH BOARDROOM SMART INVESTOR PORTAL (For First Time Registration Only)

(Note: if you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to STEP 2. Submit request for Remote Participation user ID and password.)

- (a) Access website <https://boardroomlimited.my>
- (b) Click <<Login>> and click <<Register>> to sign up as user.
- (c) Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format.
- (d) Please enter a valid email address and wait for email verification from Boardroom.
- (e) Your registration will be verified and approved within one business day and an email notification will be provided.

STEP 2 – SUBMIT REQUEST FOR REMOTE PARTICIPATION USER ID AND PASSWORD

(Note: Registration for remote access will be opened on 5 May 2021.)

Individual Members

- (a) Log in to <https://boardroomlimited.my> using your user ID and password above.
- (b) Select "**VIRTUAL MEETING**" from main menu and select the correct Corporate Event "**BIMB HOLDINGS BERHAD 24TH ANNUAL GENERAL MEETING**".
- (c) Read and agree to the terms & condition.
- (d) Enter your CDS Account Number and thereafter submit your request.

Corporate Shareholders

- (a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- (b) Corporate shareholder must also provide a copy of Corporate Representative's MyKad (Front and Back) or Passport in JPEG or PNG format as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- (a) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Form of Proxy to submit the request.
- (b) Authorised nominee and exempt authorised nominee must also provide a copy of the Proxy Holder's MyKad (Front and Back) or Passport in JPEG or PNG format as well as his/her email address.

Thereafter

- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification against the 24th AGM's Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- Please note that the closing time to submit your request is at **10.00 a.m. on Monday, 31 May 2021.**

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STEP 3 – LOGIN TO VIRTUAL MEETING PORTAL

(Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for RPEV is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.)

- (a) The Virtual Meeting Portal will be open for login one (1) hour before the commencement of the 24th AGM at 9.00 a.m. on 2 June 2021.
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal. The meeting platform can be accessed via one (1) of the following method:
 - Launch LUMI AGM Apps by scanning the QR Code provided in the email notification;
 - Access to LUMI AGM webportal via website at <https://web.lumiagam.com>
- (c) The steps will also guide you on how to view live webcast, ask questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the 24th AGM.
- (e) You can then logout from the Virtual Meeting Portal.

PARTICIPATION THROUGH LIVE WEBCAST AND QUESTION AT THE 24TH AGM

1. Shareholders who participate in the virtual 24th AGM are able to view the Company's presentation or slides via the live webcast.
2. All modes of communications are accepted for the purpose of posting questions to the Chairman and the Board of Directors before or during the 24th AGM. Shareholders are however encouraged to post questions via the online platform during the 24th AGM.
3. You may email your question in advance in relation to the agenda item for the 24th AGM to BHB's Investor Relations at investor@bimbholdings.com commencing from 10 May 2021 and in any event no later than Monday, 24 May 2021 at 10.00 a.m.
4. The Chairman and the Board of Directors will endeavor their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the 24th AGM. If there is time constraint, the responses to relevant questions will be published on the Company's website at the earliest possible, after the 24th AGM.

VOTING PROCEDURE AT THE 24TH AGM

1. The voting procedure will be conducted by poll in accordance with Paragraph 8.29A Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and SKY Corporate Services Sdn Bhd as the Independent Scrutineers to verify and validate the poll results.
2. At the Meeting, you will be provided a briefing on the e-voting housekeeping rules.
3. For the purposes of this 24th AGM, e-voting will be carried out via personal smart mobiles, tablets or personal computer/laptops.
4. Shareholders and proxies are required to use one (1) of the following methods to vote remotely:
 - a. Launch Lumi Apps by scanning the QR code given to you in the email along with your remote participation User ID and Password; OR
 - b. Access to LUMI AGM website at URL <https://web.lumiagam.com/>
5. You may proceed to cast your votes on each of the proposed resolutions as soon as the Chairman calls for the poll to be opened until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.
6. The Independent Scrutineers will verify the poll results reports upon closing of the poll session by the Chairman and the Chairman will declare whether with resolutions put on vote were successfully carried or otherwise.

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INTEGRATED ANNUAL REPORT 2020

As part of our commitment to sustainable practices, the Integrated Annual Report ("IAR") 2020 and the following documents are available on Bursa Malaysia Berhad's website at www.bursamalaysia.com under Company Announcements of BIMB Holdings Berhad and also at the Company's website at www.bimbholdings.com:-

- i. Corporate Governance Report 2020.
- ii. Notice of the 24th AGM, Form of Proxy and Administrative Guide for the 24th AGM.
- iii. Request IAR 2020 Hardcopy Form.
- iv. Circular in relation to Shareholders' Mandate for Recurrent Related Party Transaction of a Revenue or Trading Nature dated 30 April 2021.

NO VOUCHERS/DOOR GIFTS

There will be no voucher(s) or any door gift(s) for shareholders/proxies who participate in the 24th AGM.

PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company (or their proxies) has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member (or their proxies) 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/proxies' breach of warranty.

ENQUIRY

If you have general administrative enquiries on the 24th AGM, please contact the following during office hours (8.30 a.m. to 5.30 p.m.):

Boardroom Share Registrars Sdn Bhd

Office Helpdesk	: 03-7890 4700
Encik Mohamad Azzaharul Azem Azis	: 03-7890 4726
Facsimile No.	: 03-7890 4670
Email	: bsr.helpdesk@boardroomlimited.com
	: azzaharul.azem@boardroomlimited.com