

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

Date : Thursday, 7 May 2026
Time : 9.00 a.m.
Venue : Wau Bulan 2, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela,
Bukit Damansara, 50490 Kuala Lumpur

1. Entitlement to Attend and Vote

Only members whose names appear in the Record of Depositors as on **24 April 2026 at 5.00 p.m. (General Meeting Record of Depositors)** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote at the 65th AGM in respect of the number of shares registered in their name at that time.

If you wish to attend the AGM in person, please do not submit any Proxy Form.

2. Pre-Registration to Attend the 65th AGM

The 65th AGM of the Company will be held on a **fully physical mode**. All Member(s), proxy/proxies, corporate representative(s) or attorney(s) who wish to attend the 65th AGM are required to take the following steps to pre-register yourselves in order to participate at the 65th AGM and receive the door gift:

| Procedure | Action |
|--|---|
| Step (1) Register online with Boardroom Smart Investor Portal (BSIP) for Individual and Corporate Shareholder | <p><i>(Note: For first time registration only If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (2) – Pre-register your attendance to attend AGM)</i></p> <ul style="list-style-type: none">• Access the website https://investor.boardroomlimited.com.• Click “Register” to sign up as a user.• Select “Account Type” to “Sign Up As Shareholder” or “Sign Up As Corporate Holder”.• Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder.• Enter a valid mobile number and email address• You will receive an email from BSIP for email address verification. Click “Verify Email Address” in the email received to continue with the registration.• Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “Enter” to complete the process.• Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided. |

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

| Procedure | Action |
|--|---|
| Step (2) Pre-register your attendance to attend AGM | <ul style="list-style-type: none">• Pre-registration is open on 5.00 p.m., Tuesday, 7 April 2026 up to 9.00 a.m., Tuesday, 5 May 2026.• Login your BSIP account with your registered email address and password.• Click “Meeting Event(s)”, then select “BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD – 65th ANNUAL GENERAL MEETING” from the list and click “Enter”.• Go to “Physical”, click “Pre-Register”, and enter the 9-digit Central Depository System (“CDS”) account number.• Read and check the box to accept the Terms & Conditions, then click “Register”.• Upon system verification of your registration against the General Meeting Record of Depositors as at 24 April 2026, you will receive a notification confirming receipt of your pre-registration. |

3. Registration on Meeting Day

- The registration will start at **7.00 a.m.** at Wau Bulan 1 and 3, Level 2, Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur and the **65th AGM will start at 9.00 a.m. sharp**. We strongly encourage you to come early to facilitate and ensure smooth registration process. Kindly note that your entry into the AGM Venue shall only be allowed subject to verification of your registration of attendance as per above.
- Please do read the signage to ascertain where you should register yourself for the 65th AGM and join the queue accordingly.
- Please do produce your original National Registration Identification Card (**NRIC**) or valid Passport (collectively referred as “**Identification**”) at the verification counter for verification purposes. Kindly ensure you collect your Identification upon completion. No person will be allowed to verify the attendance on behalf of another person even with the original Identification of that other person. Upon verification, you will be given an identification wristband.
- You must wear the identification wristband throughout the 65th AGM. No person will be allowed to enter the 65th AGM Venue without the identification wristband. There won't be any replacement in the event that the identification wristband is lost, stolen and/or misplaced.

4. Appointment of Proxy/Proxies or Corporate Representative(s) or Attorney(s)

- If you are a Member of the Company based on General Meeting Record of Depositors, you are entitled to appoint not more than two (2) proxies or the Chairman of the Meeting to exercise all or any of your rights to attend, speak (in the form of real time submission of typed texts) and vote at the 65th AGM.
- As the 65th AGM is a physical AGM, members who are unable to participate in the 65th AGM may appoint the Chairman of the Meeting as his/her proxy/proxies and indicate the voting instruction in the proxy form.

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

- The Proxy Form and/or documents relating to the appointment of proxy/proxies for the 65th AGM whether in hardcopy or by electronic means shall be deposited or submitted in the following manner **not less than forty-eight (48) hours** before the time appointed for the taking of poll or **no later than 5 May 2026 at 9.00 a.m.:**
 - i. In hard copy form:
 - In the case of an appointment made in hard copy form, the Proxy Form must be duly executed and deposited at the Poll Administrator, Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.
 - ii. By electronic form:
 - In the case of an appointment made in electronic form, please refer to the procedures for electronic lodgment of Proxy Form as set out below:
 - a. Go to the BSIP website at <https://investor.boardroomlimited.com>.
 - b. Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free refer to process “REGISTER ONLINE WITH BSIP” under item 2 (Step (1)) above.]
 - a) Click “Meeting Event(s)”.
 - b) Go to “BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD – 65th ANNUAL GENERAL MEETING” and click “Enter”.

| By Individual Shareholder and Corporate Holder | By Nominees Company |
|---|--|
| <ul style="list-style-type: none"> • Select the Company that you are representing (for Corporate Account user only). • Go to “PROXY” and click “Submit eProxy Form”. • Click “Submit eProxy Form”. • Enter your 9 digits CDS account number and number of securities held. • Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies. • Read and accept the Terms and Conditions and click “Next”. • Enter the required particulars of your proxy/proxies. • Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting. • Review and confirm your proxy/proxies appointment. Click “Submit”. • Download or print the eProxy Form as acknowledgement. | <ul style="list-style-type: none"> • Select the Nominees Company that you are representing. • Go to “PROXY” and click “Submit eProxy Form”. • Click “Download Excel Template” to download. • Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and tidy. • Proceed to upload the duly completed excel file. • Review and confirm your proxy/proxies appointment and click “Submit”. • Download or print the eProxy Form as acknowledgement. |

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

5. Revocation of Proxy/Proxies

- If you wish to appoint a proxy/proxies, please note that the proxy/proxies may be revoked by:
 - a. Attendance of the appointer at the 65th AGM and exercising his/her voting rights at the 65th AGM personally will automatically revoke the proxy/proxies;
 - b. Notice of revocation of the Proxy Form or the authority served by 5 May 2026 at 9.00 a.m.;
 - c. Appointing new proxy/proxies by depositing a new Proxy Form in favour of another person by 5 May 2026 at 9.00 a.m.; or
 - d. Transfer of shares by the appointer.
- If you have submitted your Proxy Form prior to the 65th AGM and subsequently decide to appoint another person or if you wish to participate at the 65th AGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 65th AGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

| eProxy Form | Hard copy Proxy Form |
|--|---|
| <ul style="list-style-type: none"> • Click “Meeting Event” and Enter “BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD – 65th ANNUAL GENERAL MEETING”. • Go to “Submitted eProxy Form list” and click “View” for the eProxy Form. • Click “Cancel/Revoke” at the bottom of the eProxy Form. • Click “Proceed” to confirm. | <ul style="list-style-type: none"> • Please write in to bsr.proxy@boardroomlimited.com to revoke the appointment of proxy/proxies. • Please proceed to the Help Desk counter to revoke the appointment of your proxy/proxies. |

- Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 65th AGM. In such event, you should advise your proxy/proxies accordingly.

6. Submission of Questions to the Board

- The Board recognises that the 65th AGM is a valuable opportunity for the Board to engage with members. In order to enhance the efficiency of the proceedings of the 65th AGM, please find below the steps for submission of questions:

| Before Meeting Day | Meeting Day |
|---|--|
| <ul style="list-style-type: none"> • You may submit your questions before the meeting via BSIP website at https://investor.boardroomlimited.com. • Login to your BSIP account and click “Meeting Event” and go to “BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD – 65th ANNUAL GENERAL MEETING” and click “Enter”. • Thereafter, select “SUBMIT QUESTION” to pose your questions. Please submit your questions no later than 5 May 2026 at 9.00 a.m. | <ul style="list-style-type: none"> • You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting. • Click on the Messaging window facility to submit your questions. The Messaging window facility will open one (1) hour before the 65th AGM which is from 8.00 a.m. on Thursday, 7 May 2026. • All attendees are advised to bring their own personal devices in order to submit questions. |

- The Board will endeavour to address the questions received at the 65th AGM.
- **Please note that no in-person questions will be accepted during the 65th AGM.**

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

7. Voting Procedure

- Voting at the 65th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Listing Requirement. The Company has appointed Boardroom Share Registrars Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting and Sky Corporate Services Sdn Bhd as the Scrutineers to verify the poll results.
- Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the registration of the 65th AGM at 7.00 a.m. on Thursday, 5 May 2026 until the end of the voting session which will be announced by the Chairman. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.
- Please vote using your smartphone/tablet with the QR code which will be provided upon registration on the day of the meeting. Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator.

8. Help Desk

- Please proceed to the Help Desk counter for the following matters:
 - a. Any enquiry or clarification;
 - b. To revoke the appointment of your proxy/proxies. Upon your revocation of appointment, your proxy/proxies will not be allowed to attend the 65th AGM; or
 - c. If you require any First Aid assistance once you have entered the AGM Venue.

9. Refreshment

- The Packed Meal will be given to all shareholders by way of redemption Meal vouchers given during registration. The Packed Meal including tea or coffee will be made available from 7.00 a.m. until the conclusion of 65th AGM.
- There will be no food served apart from the abovementioned and/or after the 65th AGM.

10. Meal Voucher

- Upon successful registration, **a shareholder or proxy/proxies or Corporate Representative(s) or Attorney(s) will be given one (1) Meal voucher.** The collection of the Meal voucher will be in accordance to the followings:
 - a. Each individual present as shareholder or proxy/proxies or corporate representative or attorney(s); or representing more than one (1) shareholder is entitled to one (1) Meal voucher only.
 - b. If the proxy/proxies has/have obtained a Meal voucher, a shareholder who subsequently decided to attend the AGM in person will not be given any Meal voucher.
 - c. If you lose or misplace your Meal voucher, you will not be entitled for a replacement.

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

11. Door Gift

- A Door Gift will be provided to all shareholders/proxies who have attended the **65th AGM**.
- The Door Gift will be distributed to entitled shareholders/proxies **within FOURTEEN (14) working days after the conclusion of the 65th AGM via email registered with BSIP**.
- The Door Gift will be provided in accordance to the followings manner:
 - a. Each individual attended the 65th AGM as shareholder or proxy/proxies or corporate representative; or representing more than one (1) shareholder is entitled to one (1) Door Gift only.
 - b. Additionally, if two (2) proxies represent one (1) shareholder, Door Gift will only be provided to the first (1st) named proxy stated in the Proxy Form.
 - c. If you lose or misplace your Door Gift, you will not be entitled for a replacement.

12. Integrated Annual Report 2025

- The Integrated Annual Report 2024 is available on Bursa Malaysia's website at www.bursamalaysia.com under the Company Announcements and also at the British American Tobacco Malaysia's website at www.batmalaysia.com.

13. No recording or photography

- Strictly **NO** recording or photography of the proceedings of the 65th AGM is allowed.

14. No Smoking Policy

- A **NO** smoking policy is maintained inside the AGM Venue. Your co-operation is much appreciated.

15. Other Meeting Details

- Free WIFI is available at the AGM Venue for the convenience of shareholders/proxies.
- Indoor parking is available (subject to availability). Please validate or exchange the parking card at the booth situated in the foyer.

16. Personal Belongings

- Please take care of your personal belongings. The organiser will not be held responsible for any lost item.

ADMINISTRATIVE DETAILS

for British American Tobacco (Malaysia) Berhad Sixty-Fifth (65th) Annual General Meeting (AGM)

17. Enquiry

- If you have general queries prior to the 65th AGM, please contact the **Poll Administrator, Boardroom Share Registrars Sdn Bhd** during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except public holiday:

Boardroom Share Registrars Sdn Bhd

11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,
46200 Petaling Jaya, Selangor Darul Ehsan,
Malaysia
Tel: +603 7890 4700
Email: bsr.helpdesk@boardroomlimited.com

- If you have any enquiry in relation to the request of hard copy of the Integrated Annual Report, please contact the Company's Share Registrar, **Tricor Investor & Issuing House Services Sdn Bhd** at +60(3) 27839299 or email to is.enquiry@vistra.com during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except public holiday.

Location map to AGM Venue

Sofitel Kuala Lumpur Damansara, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur.

