

Administrative Details

for British American Tobacco (Malaysia) Berhad
Sixty-Fourth (64th) Annual General Meeting (AGM)

Date : Tuesday, 29 April 2025
Time : 9.30 a.m.
Venue : Connexion Conference & Event Centre,
Nexus 2 & 3, Level 3A, Nexus, Bangsar South City,
No. 7, Jalan Kerinchi, 59200 Kuala Lumpur

1. Pre-Registration to Attend the 64th AGM

- The 64th AGM of the Company will be held on a physical mode. All Member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend the 64th AGM are required to take the following steps to pre-register yourselves in order to participate at the 64th AGM:

Procedure	Action
(a) Register as a user with TIIH Online	<ul style="list-style-type: none">Using your personal mobile device, access the TIIH Online website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. <p>For individual shareholders:-</p> <ul style="list-style-type: none">Select “Create Account by Individual Holder”.Registration will be verified and you will be notified via email within one (1) to two (2) working days. <p>For corporation or institutional shareholders:-</p> <ul style="list-style-type: none">The authorised or nominated representative of the corporation or institutional shareholder to select “Create Account by Representative of Corporate Holder”.Registration will be verified and you will be notified via email within one (1) to two (2) working days. <ul style="list-style-type: none">If you are already a user of TIIH Online, you are not required to sign-up again. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online)</i></p>
(b) Pre-register your attendance to attend AGM	<ul style="list-style-type: none">Registration is open on Friday, 28 March 2025 at 5.00 p.m. up to Sunday, 27 April 2025 at 9.30 a.m.Login with your user ID and password and select the corporate event: “(REGISTRATION) BAT Malaysia 64th AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Select “Register for Physical Attendance at Meeting Venue”.Review your registration information and proceed to submit your pre-registration.TIIH Online will send an e-mail to notify that your pre-registration for physical attendance is received and will be verified.Upon system verification of your registration against the General Meeting Record of Depositors (General Meeting ROD) as at 17 April 2025, TIIH Online will send you an e-mail after 27 April 2025 to confirm your Physical Attendance at the meeting venue.In the event you missed the above dateline to register for Physical Attendance, you may continue to pre-register as Remote Participation and Voting.

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2. Verification on Meeting Day

- The verification will start at **7.30 a.m.** at Connexion Conference & Event Centre, Nexus 1, Level 3A, Nexus, Bangsar South City and the **AGM will start at 9.30 a.m. sharp.** We strongly encourage you to come early to facilitate and ensure smooth verification process. Kindly note that your entry into the AGM Venue shall only be allowed subject to verification of your pre-registration of attendance as per above.
- Please do read the signage to ascertain where you should register yourself for the 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 AGM. No person will be allowed to enter the 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.

3. Login to TIIH Online website during the 64th AGM

- Members who attend the 64th AGM must ensure their personal mobile devices are connected to either personal network or WiFi provided at the AGM venue. Please login to TIIH Online to participate during Questions & Answers and voting sessions. The procedures for the RPV facilities are as summarised below:

Procedure		Action
(a)	Login to TIIH Online	<ul style="list-style-type: none">• Login with your user ID and password to use the Query Box facility to pose questions real time (in the form of typed text) during the meeting from 8.30 a.m.
(b)	Questions & Answers	<ul style="list-style-type: none">• Select the corporate event: “(Live Streaming) BAT Malaysia 64th AGM” to access to the Query Box.• All questions to the Chairman/Board of Directors (Board) to be submitted via RPV. You may use the Query Box to transmit your question. The Chairman/Board will try to respond to questions submitted by you during the 64th AGM. Any unanswered questions received during the Questions & Answers session, the responses will be e-mailed to you after the meeting. <p>Note: No live streaming of AGM will be available upon your login to the above corporate event name. The RPV is only to facilitate your submission of questions to Chairman/ Board and the online voting.</p>
(c)	Voting	<ul style="list-style-type: none">• The voting session commences from 9.30 a.m. until a time when the Chairman announces the end of the said voting session.• Select the corporate event: “(Remote Voting) BAT Malaysia 64th AGM” or if you click “Go To Remote Voting Page” below the Query Box.• Read and agree to the Terms & Conditions and confirm the Declaration.• Select the Central Depository System (CDS) account that represents your shareholdings.• Indicate your votes for the resolutions that are tabled for voting.• Confirm and submit your votes.

4. Entitlement to Attend and Vote

- Only members whose names appear in the General ROD as on **17 April 2025 at 5.00 p.m.** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote at the 64th 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.

5. Appointment of Proxy(ies) or Corporate Representative(s) or Attorney(s)

- If you are a Member of the Company as on **17 April 2025 as at 5.00 p.m.**, 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 AGM.
- As the 64th AGM is a physical AGM, members who are unable to participate in the 64th AGM may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the proxy form.
- The proxy form and/or documents relating to the appointment of proxy(ies) for the 64th 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 27 April 2025 at 9.30 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 with Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, via the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur.
 - ii. By electronic form:
 - In the case of an appointment made in electronic form, the proxy form can be electronically lodged via TIIH Online. Kindly refer to the Procedures for Electronic Submission of Proxy Form in Appendix A.
- Corporate members through corporate representative(s) or nominees companies (through the beneficiary of shares held under a nominee company's CDS account or attorney(s) appointed as power of attorney, who wish to appoint their proxy(ies) or the Chairman of the Meeting for the 64th AGM, shall submit their original/certificate of appointment of corporate representative or power of attorney upon request for verification whether in hardcopy or by electronic means, and shall be deposited or submitted in the following **not less than forty-eight (48) hours** before the time appointed for the taking of poll or **no later than 27 April 2025 at 9.30 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 with Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, via the drop-in box provided at Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur.
 - ii. By electronic form:
 - In the case of an appointment made in electronic form, the proxy form can be electronically lodged via TIIH Online. Kindly refer to the Procedures for Electronic Submission of Proxy Form in Appendix A.

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6. Revocation of Proxy

- If you wish to appoint a proxy, please note that the proxy may be revoked by:
 - a. Attendance of the appointer at the AGM and exercising his/her voting rights at the AGM personally will automatically revoke the proxy;
 - b. Notice of revocation of the Proxy Form or the authority served by 27 April 2025 at 9.30 a.m.;
 - c. Appointing new proxy by depositing a new Proxy Form in favour of another person by 27 April 2025 at 9.30 a.m.; or
 - d. Transfer of shares by the appointer.

If you have submitted your Proxy Form prior to the AGM and subsequently decide to attend the AGM in person, please proceed to the Help Desk counter.

7. 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 AGM; or
 - c. If you require any First Aid assistance once you have entered the AGM Venue.

8. Refreshment

- The Packed Breakfast will be given to all shareholders by way of redemption Breakfast vouchers given during verification. The Packed Breakfast including tea or coffee will be made available from 7.00 a.m. to 9.30 a.m.
- There will be no food served apart from the abovementioned and/or after the AGM.

9. Breakfast Voucher

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

10. Door Gift

- A Door Gift will be provided to all shareholders/proxies who have attended the 64th AGM.
- The Door Gift will be distributed to entitled shareholders/proxies **within THIRTY (30) working days after the conclusion of the 64th AGM** via email registered with TIIH Online.
- The Door Gift will be provided in accordance to the followings manner:
 - a. Each individual attended the 64th AGM as shareholder or proxy(ies) 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.

11. Submission of Questions to the Board

- The Board recognises that the 64th AGM is a valuable opportunity for the Board to engage with Members. In order to enhance the efficiency of the proceedings of the 64th AGM, Members may submit questions in relation to the agenda items for the 64th AGM prior to the meeting via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically **no later than 27 April 2025 at 9.30 a.m.** The Board will endeavour to address the questions received at the 64th AGM.
- During the 64th AGM, Members will be able to ask questions using the RPV facilities from TIIH Online website at <https://tiih.online>. Members may use the **Query Box** facility to ask questions real time (in the form of typed text) during the meeting. As such, all shareholders and proxies attending the 64th AGM are advised to bring their own personal mobile devices in order to pose questions via TIIH Online website at <https://tiih.online>. The Board and leadership team will be in attendance at the AGM venue to provide responses accordingly. Please refer to Note 3(b) above on steps for submission of questions.
- **Please note that no in-person questions will be accepted during the AGM.**

12. Voting Procedure

- Voting at the 64th AGM will be conducted by poll in accordance with Paragraph 8.29A of the main market of Bursa Malaysia Securities Berhad Listing Requirement. All attendees at the 64th AGM is advised to bring their own personal devices in order to vote via the TIIH Online website at <https://tiih.online>. Please refer to Note 3(c) above on steps for voting.
- The Company’s Share Registrar, Tricor, is appointed as Poll Administrator to conduct the polling process. An Independent Scrutineer is appointed to verify and validate the results of the poll.

13. Integrated Annual Report 2024

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

14. No recording or photography

- Strictly **NO** recording or photography of the proceedings of the 64th AGM is allowed.

15. No Smoking Policy

- A no smoking policy is maintained inside the AGM venue. Your co-operation is much appreciated.

16. 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.

17. Personal Belongings

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

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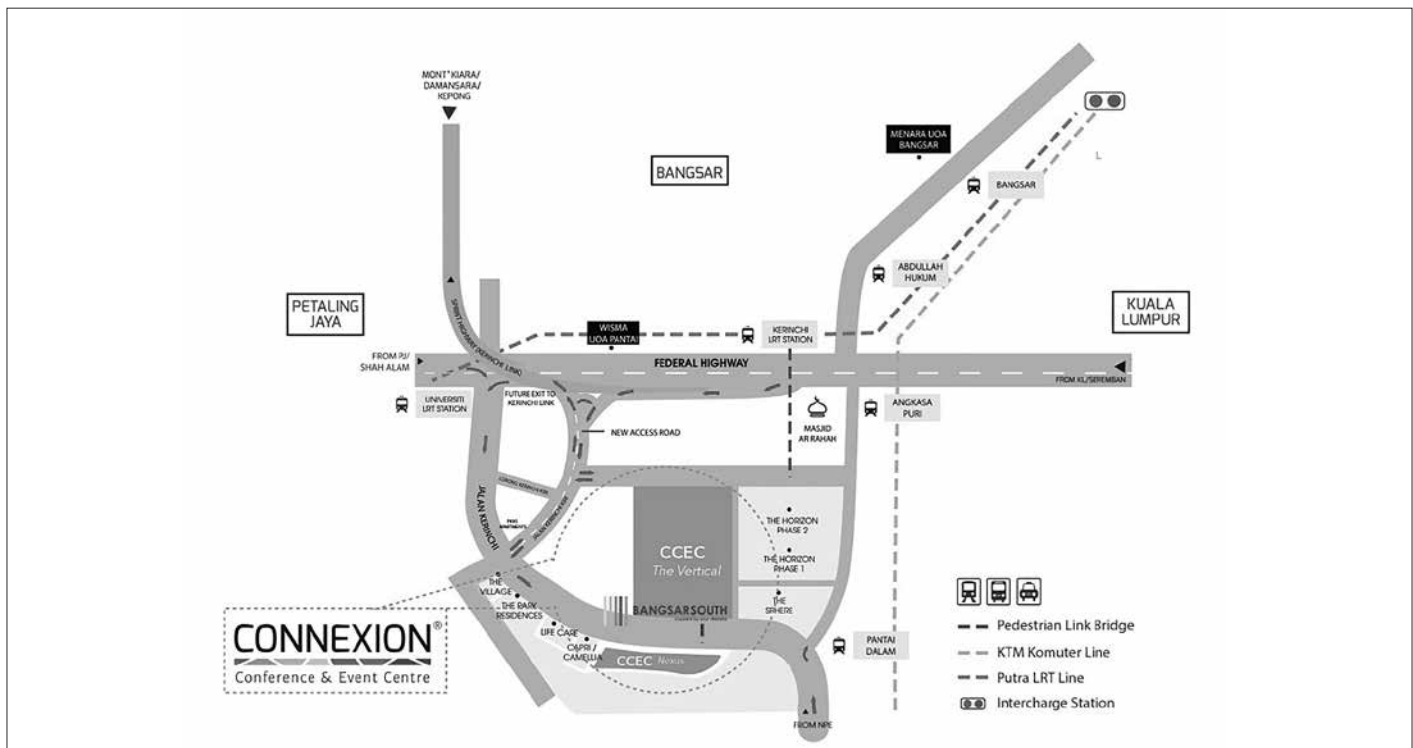
18. Enquiry

- If you have general queries prior to the 64th AGM, please contact the following persons during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No.8, Jalan Kerinchi, 59200 Kuala Lumpur.	General Line No.	+60(3) 27839299
	Fax No.	+60(3) 27839222
	Email	is.enquiry@vistra.com
	Mr. Mohamad Hifzul	+60(3) 27839284 Mohamad.Hifzul@vistra.com
Mr. Nazrul Darwin	+60(3) 27839246 Nazrul.Darwin@vistra.com	
Ms. Siti Zalina	+60(3) 27839247 Siti.Zalina@vistra.com	

Location map to AGM venue

Connexion Conference & Event Centre
 Nexus 2 & 3, Level 3A, Nexus, Bangsar South City, No. 7, Jalan Kerinchi, 59200 Kuala Lumpur.



**Procedures for Electronic Submission of Proxy Form
Appointment of Proxy(ies)/Corporate Representative(s)/Attorney(s)**

Procedure	Action
BEFORE THE AGM DAY	
APPOINTMENT OF PROXY: INDIVIDUAL SHAREHOLDERS	
a. Register as a new user with TIIH Online	<ul style="list-style-type: none"> • Using your personal mobile, access TIIH Online website at https://tiih.online. • Register as a new user under “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. • If you are already a TIIH Online user, you are not required to register again.
b. Proceed with the submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of meeting by the Company, login with your user ID and password. • Select the corporate event: “BAT Malaysia 64th AGM: Submission of Proxy Form”. • Read and agree to the “Terms and Conditions” and confirm the “Declaration”. • Insert the CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman of the Meeting as your proxy. • Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy(ies) will decide your vote. • Review and confirm your proxy(ies) appointment. • Print the Proxy Form for your record.
BEFORE THE AGM DAY	
APPOINTMENT OF PROXY: CORPORATE OR INSTITUTIONAL SHAREHOLDERS	
a. Register as a new user with TIIH Online website	<ul style="list-style-type: none"> • Using your computer, access TIIH Online website at https://tiih.online. • Register as a new user under “e-Services” by selecting “Create Account by Representative of Corporate Holder”. • Please complete the registration form and upload the required documents. • Your registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and reset your password. <p><i>Note: The representative of a corporate 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 do contact our Share Registrar if you need clarifications on the user registration.</i></p>
b. Proceed with the submission of proxy form	<ul style="list-style-type: none"> • After the release of the Notice of meeting by the Company, login TIIH Online website at https://tiih.online with your user ID and password. • Select the corporate event: “BAT Malaysia 64th AGM: Submission of Proxy Form”. • Read and agree to the “Terms and Conditions” and confirm the “Declaration”. • Proceed to download the file format for the “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.