

# ADMINISTRATIVE

## DETAILS FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD SIXTIETH (“60<sup>th</sup>”) ANNUAL GENERAL MEETING (“AGM”)

Date : Thursday, 22 April 2021

Time : 9.30 a.m.

Broadcast Venue : Infinity Room, Level 16, Guoco Tower, Damansara City, No. 6, Jalan Damanlela, Bukit Damansara, 50490  
Kuala Lumpur.

### 1. Public Health Preventive Measure

- The Securities Commission Malaysia (“SC”) had, on 13 January 2021, announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures (“SOP”) issued by the authorities during the Emergency Ordinance and various forms of the Movement Control Order (“MCO”). The SC had, on 12 January 2021, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers (“SC Guidance Note”), which states that only fully virtual meetings will be allowed during MCO, subject to the requirements under the prevailing and applicable SOPs.
- In line with the Government’s announcements and the SC Guidance Note, the Company will conduct the 60<sup>th</sup> AGM on a virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities, which are available on the Company’s Share Registrar Tricor Investors & Issuing House Services Sdn Bhd’s (“Tricor”) TIH Online website at <https://tiah.online>.
- The broadcast venue of the 60<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be at the main venue. **No Members/Proxy(ies) will be allowed to be physically present at the broadcast venue.**
- We **strongly encourage** you to attend the 60<sup>th</sup> AGM via the RPV facilities. You may consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 60<sup>th</sup> AGM.
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 60<sup>th</sup> AGM at short notice. Kindly do check the Company’s website or announcements for the latest updates on the status of the 60<sup>th</sup> AGM.
- The Company will continue to observe the guidelines issued by the National Security Council and the Ministry of Health, and will take the necessary precautionary measures as advised.

### 2. Entitlement to Participate and Vote using RPV facilities

- Only Members whose names appear in the Record of Depositors as at **5.00 p.m. on 14 April 2021 (“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 60<sup>th</sup> AGM in respect of the number of shares registered in their name at that time.
- If a Member wish to participate in the 60<sup>th</sup> AGM via the RPV facilities, please **do not** submit any Proxy Form. You will not be allowed to participate in the 60<sup>th</sup> AGM together with a proxy appointed by you.
- Members/Proxies/Corporate Representatives/Attorneys who wish to participate in the 60<sup>th</sup> AGM remotely using the RPV facilities, please do read and follow the procedures in **Appendix A**.

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As the 60<sup>th</sup> AGM is a fully virtual AGM, Members who are unable to participate in the 60<sup>th</sup> AGM may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

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

- If a Member is unable to attend the 60<sup>th</sup> AGM via RPV facilities, he/she can appoint the Chairman of the Meeting as his or 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 60<sup>th</sup> AGM whether in hardcopy or by electronic means shall be deposited or submitted in the following manner not less than twenty-four (24) hours before the time appointed for the taking of poll or **no later than 21 April 2021 at 12.00 noon:**
  - 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.
  - 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 60<sup>th</sup> AGM, may need to 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 twenty-four (24) hours before the time appointed for the taking of poll or **no later than 21 April 2021 at 12.00 noon:**
  - 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.
  - 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.

### 4. Voting Procedure

- Voting at the 60<sup>th</sup> AGM will be conducted on polling basis. 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.
- Members can proceed to vote on the resolutions at any time from the commencement of the 60<sup>th</sup> AGM at 9.30 a.m. via RPV facilities and complete voting before the end of the voting session, which will be announced by the Chairman of the Meeting.

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### 5. Pre-Meeting Submission of Questions to the Board of Directors

- The Board recognises that the 60<sup>th</sup> AGM is a valuable opportunity for the Board to engage with Members. In order to enhance the efficiency of the proceedings of the 60<sup>th</sup> AGM, Members may in advance, prior to the 60<sup>th</sup> AGM, submit questions to the Board via TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **21 April 2021 at 9.30 a.m.** The Board will endeavour to address the questions received at the 60<sup>th</sup> AGM.

### 6. No Breakfast/Lunch Pack, Door Gift or Food Voucher

- There will be no distribution of breakfast/lunch packs, door gifts or food vouchers during the 60<sup>th</sup> AGM since the 60<sup>th</sup> AGM is being conducted on a virtual basis.

### 7. No recording or photography

- Strictly **NO recording or photography** of the proceedings of the 60<sup>th</sup> AGM is allowed.

### 8. Enquiry

- If you have general queries prior to the 60<sup>th</sup> AGM, please contact the following persons during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> 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, Malaysia.	General Line No.	+60(3) 2783 9299
	Fax No.	+60(3) 2783 9222
	Email	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
	Ms. Lim Lay Kiow	+60(3) 2783 9232 <a href="mailto:Lay.Kiow.Lim@my.tricorglobal.com">Lay.Kiow.Lim@my.tricorglobal.com</a>
	Ms. Siti Zalina	+60(3) 2783 9247 <a href="mailto:Siti.Zalina@my.tricorglobal.com">Siti.Zalina@my.tricorglobal.com</a>
	Mr. Lim Jia Jin	+60(3) 2783 9246 <a href="mailto:Jia.Jin.Lim@my.tricorglobal.com">Jia.Jin.Lim@my.tricorglobal.com</a>

**ADMINISTRATIVE DETAILS FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTIETH (“60<sup>th</sup>”) ANNUAL GENERAL MEETING (“AGM”)**

## APPENDIX A

Procedure		Action
<b>BEFORE THE AGM DAY</b>		
a.	Register as a new user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a new user under “<b>e-Services</b>” by selecting “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide on the homepage for assistance.</li> <li>Registration as a new user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a TIIH Online user, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
b.	Submit your request to attend the 60 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from <b>9.30 a.m. on Wednesday, 24 March 2021</b> until the day of the 60<sup>th</sup> AGM on <b>Thursday, 22 April 2021</b>. <b>Member(s)/proxy(ies)/corporate representative(s)/attorney(s) are required to preregister their attendance for the 60<sup>th</sup> AGM to ascertain their eligibility to participate in the 60<sup>th</sup> AGM using RPV.</b></li> <li>Login with your user ID (i.e. email address) and password and select “<b>(REGISTRATION) BAT Malaysia 60<sup>th</sup> AGM</b>”.</li> <li>Read and agree to the “<b>Terms and Conditions</b>” and confirm the “<b>Declaration</b>”.</li> <li>Insert the CDS account number and indicate the number of shares.</li> <li>Select “<b>Register for Remote Participating and Voting</b>”.</li> <li>Review your registration and proceed to register.</li> <li>The system will send an email to notify that your registration for remote participation has been received and will be verified.</li> <li>Upon verification of your registration against the General Meeting Record of Depositors as at <b>14 April 2021</b>, the system will send you an <b>email after 21 April 2021 to approve or reject</b> your registration for remote participation. <b>(IMPORTANT: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV).</b></li> </ul>
<b>ON THE AGM DAY</b>		
a.	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (i.e. email address) name and password for remote participation in the 60<sup>th</sup> AGM at any time from <b>9.00 a.m. (i.e. 30 minutes)</b> before the commencement of the Meeting at <b>9.30 a.m. on Thursday, 22 April 2021</b>.</li> </ul>
b.	Participate through live streaming	<ul style="list-style-type: none"> <li>Select “<b>(LIVE STREAMING MEETING) BAT Malaysia 60<sup>th</sup> AGM</b>” to engage in the proceedings of the AGM remotely.</li> <li>If you have any questions for the Chairman/Board, you may use the query box to submit your question. The Chairman/Board will provide respond to the questions accordingly during the 60<sup>th</sup> AGM.</li> </ul>
c.	Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>9.30 a.m. on Thursday, 22 April 2021</b> until a time when the Chairman of the Meeting announces the end of the voting session.</li> <li>Select “<b>(REMOTE VOTING) BAT Malaysia 60<sup>th</sup> AGM</b>” or if you are on the live streaming meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the query box.</li> <li>Read and agree to the “<b>Terms and Conditions</b>” and confirm the “<b>Declaration</b>”.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
d.	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 60<sup>th</sup> AGM, the live streaming will end.</li> </ul>

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### Note to users of the RPV facilities

- Should your registration for the RPV facilities be approved, Tricor will make available to you the rights to join the live streaming meeting and to vote remotely. Your login to TIIH Online on the day of the Meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live streaming depends on your internet bandwidth, the stability of your internet connection, and the device you are using.
- In the event you encounter any issues with the login, connection to the live streaming meeting, or online voting, kindly contact Tricor Helpline at 011-40805616/011-40803168/011-40803169/011-40803170 or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM APPOINTMENT OF PROXY(IES)/CORPORATE REPRESENTATIVE(S)/ATTORNEY(S)

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
<b>APPOINTMENT OF PROXY : INDIVIDUAL SHAREHOLDERS</b>		
a.	Register as a new user with TIIH Online	<ul style="list-style-type: none"> <li>● Using your computer, access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>● Register as a new user under “<b>e-Services</b>”. Refer to the tutorial guide on the homepage for assistance.</li> <li>● If you are already a TIIH Online user, you are not required to register again.</li> </ul>
b.	Proceed with the submission of Proxy Form	<ul style="list-style-type: none"> <li>● After the release of the Notice of Meeting by the Company, login with your user ID and password.</li> <li>● Select “<b>BAT Malaysia 60<sup>th</sup> AGM: Submission of Proxy Form</b>”.</li> <li>● Read and agree to the “<b>Terms and Conditions</b>” and confirm the “<b>Declaration</b>”.</li> <li>● Insert the CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>● Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman of the Meeting as your proxy.</li> <li>● Indicate your voting instructions – “<b>FOR</b>” or “<b>AGAINST</b>”, otherwise your proxy(ies) will decide your vote.</li> <li>● Review and confirm your proxy(ies) appointment.</li> <li>● Print the Proxy Form for your record.</li> </ul>

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	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
<b>APPOINTMENT OF PROXY : CORPORATE OR INSTITUTIONAL SHAREHOLDERS</b>		
a.	Register as a new user with TIIH Online	<ul style="list-style-type: none"> <li>● Using your computer, access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>● Register as a new user under “<b>e-Services</b>” by selecting “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>● Please complete the registration form and upload the required documents.</li> <li>● Your registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>● Proceed to activate your account with the temporary password given in the email and reset your password.</li> </ul> <p><b>Note:</b> 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.</p>
b.	Proceed with the submission of Proxy Form	<ul style="list-style-type: none"> <li>● After the release of the Notice of Meeting by the Company, login TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID and password.</li> <li>● Select “<b>BAT Malaysia 60<sup>th</sup> AGM: Submission of Proxy Form</b>”.</li> <li>● Read and agree to the “<b>Terms and Conditions</b>” and confirm the “<b>Declaration</b>”.</li> <li>● Proceed to download the file format for the “<b>Submission of Proxy Form</b>” in accordance with the Guidance Note set therein.</li> <li>● Prepare the file for the appointment of proxies by inserting the required data.</li> <li>● Submit the proxy appointment file.</li> <li>● Login to TIIH Online and select “<b>BAT Malaysia 60<sup>th</sup> AGM : Submission of Proxy Form</b>”.</li> <li>● Proceed to upload the duly completed proxy appointment file.</li> <li>● Select “Submit” to complete your submission.</li> <li>● Indicate your voting instructions – “<b>FOR</b>” or “<b>AGAINST</b>”, otherwise your proxy(ies) will decide your vote.</li> <li>● Review and confirm your proxy(ies) appointment.</li> <li>● Print proxy form for your record.</li> </ul>