



AMENDMENTS TO THE ADMINISTRATIVE DETAILS FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD

59th Annual General Meeting (“AGM”)

Dear Members,

Your safety remains our utmost priority. Therefore, we wish to advise that in view of the recent directive and statement by the Prime Minister of Malaysia on the COVID-19 outbreak, a Remote Participation and Voting (“RPV”) facilities will be made available at the AGM. Due to the current situation, we **strongly encourage** you to take advantage of the RPV facilities.

In view of your safety and health concern, we wish to amend the following:

A. Section 1 of the Administrative Details would be amended as follows:

1. Public Health Preventive Measures

In light of the recent COVID-19 outbreak, we would appreciate if all Members/Proxies including the attendees were to kindly take all necessary precautions and preventive measures as issued or directed by the Ministry of Health whilst attending the AGM.

If you have travelled overseas to China, Italy, Iran, Korea, Japan and other affected countries in the past fourteen (14) days or if you are unwell with sore throat/flu/fever/cough/shortness of breath, please do quarantine yourself at home. Under such circumstances, you are advised to attend the AGM remotely using the RPV facilities.

Before the AGM,

- We will be conducting a compulsory body temperature screening at the entrance before Members/Proxies can proceed to the registration counter.

Note:

You may not be allowed to enter the Hall if your body temperature is above 37.4°C (as per the guidelines issued by the Ministry of Health). Our medical officer will assist with further medical checks (if need be).

- Wearing a face mask in advance is highly encouraged. Face masks and hand sanitisers will be provided.
- We strongly advise you to frequently wash your hands, use the sanitiser and wear the face mask throughout the AGM.

B. Sections 8 and Section 9 of the Administrative Details would be removed in its entirety.

In accordance to the direction as issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be **no distribution** of Breakfast Voucher and Door Gift for Members/Proxies who attend and/or participate in the AGM physically or remotely. With that effect, reference to Section 8 and Section 9 of the Administrative Details is removed in its entirety.

C. A new Section 16 to the Administrative Details would be included as follows:

16. Remote Participation and Voting (“RPV”)

Members (individual only) who are unable or do not wish to be physically present at the Hall will have the option to participate and vote remotely at the 59th AGM via the RPV facilities which are available on Tricor’s **TIH Online** website at <http://tiih.online>.

As we **strongly** encourage you to attend via remote participation through live streaming and online remote voting at the AGM using the RPV facilities, please do read and follow the procedures below:

	Procedure	Action
BEFORE THE AGM DAY		
a.	Register as a User with TIH Online	<ul style="list-style-type: none"> • Using your computer or mobile phone or tablet, please access the website at http://tiih.online. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIH Online.

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Procedure		Action
BEFORE THE AGM DAY		
b.	Submit Your Request	<ul style="list-style-type: none"> Registration is open from 9.30 a.m. Monday, 23 March 2020 up to 9.30 a.m. Tuesday, 21 April 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) BATM 59TH AGM REMOTE PARTICIPATION”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your remote participation. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting ROD as at 15 April 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE AGM DAY		
c.	Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM from 9.10 a.m. (i.e. 20 minutes) before the commencement of Meeting at 9.30 a.m. on Tuesday, 21 April 2020.
d.	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) BATM 59TH AGM” to engage in the proceedings of the AGM remotely. If you have any questions for the Chairman/Board, you may use the query box to submit your question. The Chairman/Board will try to respond to the questions submitted by remote participants during the AGM. If there is time constraint, the responses will then be e-mailed to you at the earliest possible, after the Meeting. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
e.	Online Remote Voting	<ul style="list-style-type: none"> Select the corporate event: “(REMOTE VOTING) BATM 59TH AGM”. Read and agree to the Terms and Conditions and confirm Declaration. Voting session commences from 9.30 a.m. Tuesday, 21 April 2020 until a time where the Chairman announces the completion of the voting session at the Hall. Select the CDS account that represents your shareholdings. Indicate your votes for the resolution that are tabled for voting. Confirm and submit your votes.
f.	End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the AGM, the Live Streaming will end.