

# ADMINISTRATIVE GUIDE

## 32<sup>nd</sup> ANNUAL GENERAL MEETING (AGM)

Day/Date : Wednesday, 23 August 2023

Meeting Platform : <https://meeting.boardroomlimited.my>

Time : 10.00 a.m.

Broadcast Venue : Board Room, 26<sup>th</sup> Floor, Bangunan AmBank Group, No.55, Jalan Raja Chulan, 50200 Kuala Lumpur

## VIRTUAL MEETING

AMMB Holdings Berhad (AMMB) will be leveraging on technology to conduct its AGM virtually through live streaming via Remote Participation and Voting (RPV) facilities. The conduct of the virtual AGM is in line with the Guidance Note and Frequently Asked Questions (FAQ) on the Conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia on 7 April 2022 which encourage listed issuers to conduct virtual general meetings and Practice 13.3 of the Malaysian Code on Corporate Governance which recommends listed issuer to leverage technology to encourage greater members' participations at general meetings.

**Members/ proxies will not be allowed to be present at the Broadcast Venue of the AGM.** Members/ proxies can participate in the Company's virtual AGM and vote remotely by registering online with Boardroom Smart Investor Portal (BSIP) at <https://investor.boardroomlimited.com>.

### 1. Entitlement to Participate and Vote

Only a member whose name appears in the Record of Depositors (ROD) as at 16 August 2023 shall be eligible to participate and vote at the AGM or appoint proxy(ies) to participate and vote on his/her behalf.

### 2. Gift/ Voucher

There will be no gift or voucher to be distributed to member(s)/ proxy(ies) who participate in the AGM.

### 3. Remote Participation and Voting

- a) All members including individual members, corporate shareholder, authorised nominee and exempt authorised nominee who wish to participate and vote at the 32<sup>nd</sup> AGM may do so using the RPV facilities to be provided by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd (Boardroom). To participate and vote remotely, members are required to register via BSIP at <https://investor.boardroomlimited.com> prior to the meeting. For more details, please refer to the Procedures for RPV as set out in **Appendix 1**.
- b) Registration for remote access will be available on BSIP from **Friday, 21 July 2023 up to 10.00 a.m on Monday, 21 August 2023**.
- c) Participants will be able to view a live streaming of the AGM, pose questions and submit votes in real time while the meeting is in progress.
- d) **For the BEST live streaming experience, it is advisable to use:**
  - a **STABLE** landline and to keep your video resolution at **240P**; and
  - the **LATEST** version of the recommended internet browser, namely **Google Chrome, Firefox, Safari, Microsoft Edge or Opera**

### 4. Appointment of Proxy

- a) The duly completed instrument appointing a proxy must be deposited at the office of the Company's Share Registrar, Boardroom at Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia. The instrument appointing a proxy may also be submitted to Boardroom electronically via BSIP at <https://investor.boardroomlimited.com>.
- b) All completed instrument appointing a proxy must be received by the Company not less than 48 hours before the time fixed for holding of the 32<sup>nd</sup> AGM, i.e. latest by Monday, 21 August 2023 at 10.00 a.m.
- c) Members who wish to appoint proxy(ies) via BSIP, please refer to the Procedures for Electronic Lodgement of Proxy Form as set out in **Appendix 2**.

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**ADMINISTRATIVE GUIDE****5. Voting Procedures**

- a) The voting will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic polling (e-voting) and an independent scrutineer will verify and validate the poll results.
- b) Members/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 32<sup>nd</sup> AGM at 10.00 a.m. on Wednesday, 23 August 2023 until the end of the voting session which will be announced by the Chairman of the meeting.
- c) Upon closure of the voting session, the independent scrutineer will verify the poll results. Thereafter, the Chairman will announce and declare whether the resolutions are successfully carried or not.
- d) If you wish to participate in the meeting yourself, please do not submit any proxy form. You will not be allowed to participate in the meeting together with a proxy appointed by you.
- e) If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or login to BSIP at <https://investor.boardroomlimited.com> to revoke the appointment of your proxy(ies) at least 48 hours before the time fixed for holding of the AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

**6. Submission of Questions**

- a) Members/ proxies may submit their questions before the AGM no later than 10.00 a.m. on Monday, 21 August 2023 via the following manner:
  - to our Investor Relation's email at [ir@ambankgroup.com](mailto:ir@ambankgroup.com); or
  - by logging in to the BSIP at <https://investor.boardroomlimited.com> [Click "Submit Questions" after selecting "AMMB Holdings Berhad (32<sup>nd</sup>) Annual General Meeting" from "Meeting Event(s)"]
- b) Members/ proxies may also type their questions in the chat box at any time during the virtual AGM.

**7. Recording or Photography**

Strictly no recording or photography of the proceedings of the 32<sup>nd</sup> AGM.

**8. Integrated Annual Report 2023 and Share Buy-Back Statement**

- a) The Integrated Annual Report 2023 and Share Buy-Back Statement are available on the Company's corporate website and can be downloaded from our designated website link:  
<https://www.ambankgroup.com/eng/InvestorRelations/AnnualReports/Pages/default.aspx>
- b) The Integrated Annual Report 2023 and Share Buy-Back Statement are also available on the website of Bursa Malaysia Securities Berhad at [bursamalaysia.com](http://bursamalaysia.com) under Company Announcements of AMMB.
- c) As part of our sustainability drive, AMMB encourages shareholders to download the softcopy version of the Integrated Annual Report 2023. However, if you require a printed copy of the Integrated Annual Report 2023, you may submit your request to the Company Secretary at [ir@ambankgroup.com](mailto:ir@ambankgroup.com) or to our Share Registrar as per the contact details set out below, or via BSIP at <https://investor.boardroomlimited.com>.

**9. Enquiry**

If you have any enquiries prior to the AGM, please contact the following persons during office hours, i.e. from 8.30 a.m. to 5.30 p.m. (Mondays – Fridays):

**Boardroom Share Registrars Sdn Bhd**

Person-in-charge	<b>Ang Wai Meng/ Muzaffar</b>
General	03-7890 4700
Fax	03-7890 4670
Email	<a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a>

- For members'/proxies' enquiries
- For assistance relating to the electronic lodgement of proxy form of AGM as well as the use of RPV

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## APPENDIX 1




## PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (RPV)

Kindly follow the steps below on how to request for a login ID and password in order to participate in the 32<sup>nd</sup> AGM remotely :

BEFORE THE AGM DAY	
Procedure	Actions
<p><b>Step 1:</b> Register online with Boardroom Smart Investor portal</p> <p><b>(For first time registration only)</b></p>	<p><b>[Note: If you have already signed up with Boardroom Smart Investor Portal (BSIP), you are not required to register again. You may proceed to Step 2]</b></p> <ol style="list-style-type: none"> <li>Go to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click <b>“Register”</b> to sign up for a BSIP account.</li> <li>Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”</li> <li>Complete registration with all required information, upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>You will receive an email from Boardroom for email address verification. Click on <b>“Verify Email Address”</b> from the email received to proceed with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click on <b>“Request OTP Code”</b> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <b>“Enter”</b> to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
<p><b>Step 2:</b> Submit Request for Remote Participation</p> <p><b>(You must be a registered BSIP user. If not, please return to Step 1)</b></p>	<p><b>[Note: Registration for RPV will be opened on Friday, 21 July 2023. To avoid any delay in registration, please register at least 48 hours before the commencement of the AGM, i.e. latest by Monday, 21 August 2023 at 10.00 a.m.]</b></p> <p><b>Individual Member</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the ID and password from Step 1 above.</li> <li>Select and click on <b>“Meeting Event(s)”</b>.</li> <li>Go to <b>“AMMB HOLDINGS BERHAD (32<sup>nd</sup>) ANNUAL GENERAL MEETING”</b> and click <b>“Enter”</b>.</li> <li>Go to <b>“Virtual”</b> and click on <b>“Register for RPV”</b>.</li> <li>Read and agree to the Terms &amp; Condition.</li> <li>Enter your CDS account number and click <b>“Submit”</b> to complete your request</li> <li>You will receive a notification that your RPV registration has been received and is being verified.</li> </ol> <p><b>Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request.</li> <li>Please provide a copy of Corporate Representative’s or proxy’s MyKad (front and back) or Passport as well as his/her email address.</li> </ol> <p><b>[Note: Closing for proxy form submission is on Monday, 21 August 2023 at 10.00 a.m.]</b></p>
<p><b>Step 3:</b> Verification and Email Notification</p>	<ol style="list-style-type: none"> <li>Upon system verification against the AGM’s ROD as at 16 August 2023, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.</li> <li>If approved, RPV credential (Meeting ID, User Name and Password for the AGM) will be provided in your email.</li> <li>Please note that one (1) user ID and password can only log on to one (1) device at a time.</li> <li>If rejected, a rejection note will be provided in your email.</li> </ol>

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**APPENDIX 1**

ON THE DAY OF AGM	
Procedure	Actions
<b>Step 1:</b> Login to Meeting Platform	a) The Meeting Platform will be opened for login one (1) hour before the commencement of the 32 <sup>nd</sup> AGM, i.e. Wednesday, 23 August 2023 at 9.00 a.m. b) The Meeting Platform can be accessed via one (1) of the following methods: <ul style="list-style-type: none"> <li>• Click the link provided in the email notification; or</li> <li>• Scan the QR Code provided in the user login guide; or</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> c) Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3(b) above.
<b>Step 2:</b> Participate	Please follow the User Guides to view the live streaming, submit questions and vote provided in the confirmation email.  a) To view the live streaming of the AGM, select the broadcast icon  . b) To pose a question during the AGM, select the messaging icon  . c) Type your message within the chat box, click <b>“Send”</b> once completed.
<b>Step 3:</b> Vote	a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices until such time the Chairman declares an end to the voting session. b) To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c) To change your vote, select another voting direction. d) If you wish to cancel your vote, please click <b>“Cancel”</b> .
<b>Step 4:</b> End of Participation	a) Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end, and the messaging window will be disabled. b) You can now logout from the virtual meeting platform.

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## APPENDIX 2

## PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM

To appoint proxy(ies) via online, please follow the steps below:

Procedure	Actions
<b>Step 1:</b> Register online with Boardroom Smart Investor Portal  <b>(For first time registration only)</b>	<p><b>[Note: If you have already signed up with Boardroom Smart Investor Portal (BSIP), you are not required to register again. You may proceed to Step 2]</b></p> <ol style="list-style-type: none"> <li>Go to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click <b>“Register”</b> to sign up for a BSIP account.</li> <li>Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”</li> <li>Complete registration with all required information, upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>You will receive an e-mail from Boardroom for email address verification. Click on <b>“Verify Email Address”</b> from the email received to proceed with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on <b>“Request OTP Code”</b> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <b>“Enter”</b> to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
<b>Step 2:</b> e-Proxy Lodgement	<ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the ID and password from Step 1 above.</li> <li>Go to <b>“AMMB HOLDINGS BERHAD (32<sup>nd</sup>) ANNUAL GENERAL MEETING”</b> and click <b>“Enter”</b>.</li> <li>Go to <b>“Proxy”</b> and click <b>“Submit eProxy Form”</b>.</li> <li>Read and agree to the Terms &amp; Conditions.</li> <li>Enter the CDS account number and insert the number of securities.</li> <li>Appoint the Chairman of the Meeting or your proxy(ies) and enter the required particulars for your proxy(ies).</li> <li>Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy(ies) will vote as he/she thinks fit during the AGM.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Click <b>“Submit”</b>.</li> <li>Download or print the eProxy form acknowledgement for your record.</li> </ol>

*[Note: Closing for proxy form submission is on Monday, 21 August 2023 at 10.00 a.m.]*