



Registration No. 201001016854 (900557-M)  
(Incorporated in Malaysia)  
("BAuto" or the "Company")

## ADMINISTRATIVE DETAILS FOR EXTRAORDINARY GENERAL MEETING ("EGM" OR THE "MEETING")

Virtual meeting platform	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
Broadcast venue	: 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Meeting date	: Thursday, 5 October 2023
Time	: 12.30 p.m. or immediately after the conclusion or adjournment (as the case may be) of the Company's Thirteenth Annual General Meeting (13 <sup>th</sup> AGM) to be convened, whichever is later

### 1. Virtual Meeting

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the EGM on virtual basis through live streaming and online voting via the Remote Participation and Electronic Voting ("RPEV") facilities in accordance with the Guidance Note and FAQs on the Conduct of General Meetings for listed issuers and all its subsequent revisions issued by the Securities Commission Malaysia. This is also in line with Practice 13.3 of the Malaysian Code on Corporate Governance which recommends that listed companies leverage on technology to facilitate remote shareholders' participation at general meetings.

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the Meeting to be present at the main venue of the Meeting. Therefore, **NO SHAREHOLDERS/ PROXIES/ CORPORATE REPRESENTATIVES/ ATTORNEYS** shall be physically present nor admitted at the broadcast venue on the day of the Meeting.

Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. The quality of the live webcast as well as for electronic voting ("e-Voting") is dependent on the bandwidth and stability of the internet connection of the remote participant.

### 2. Entitlement to Participate and Vote

Only shareholders whose names appear on the Record of Depositors as of 26 September 2023 ("General Meeting Record of Depositors") shall be entitled to participate and/or vote at the EGM via RPEV facilities or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on his/her/their behalf by returning the duly executed Form(s) of Proxy.

### 3. Form(s) of Proxy

If you are unable to attend and participate at the EGM, you are encouraged to appoint a proxy or the Chairman of the EGM as your proxy and indicate the voting instructions in the Form(s) of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the ORIGINAL Form(s) of Proxy is/are deposited at the Company's Share Registrar office.

Alternatively, you may lodge your Form(s) of Proxy electronically through the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com> (Kindly refer to item 7 below).

The Form(s) of Proxy must be received not less than forty-eight (48) hours before the time appointed for holding the EGM i.e. latest by **Tuesday, 3 October 2023 at 12.30 p.m.** Details of our Share Registrar can be found in item 11 below.

#### **4. Corporate Representative**

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the EGM, please deposit the ORIGINAL Form(s) of Proxy, Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to our Share Registrar not later than **Tuesday, 3 October 2023 at 12.30 p.m.** Details of our Share Registrar can be found in item 11 below.

Upon verification against the General Meeting Record of Depositors, an email containing the username and password will be sent to the corporate representative(s) or attorney(s) by our Share Registrar. Please note that only one (1) user name will be provided to each corporate representative(s) or attorney(s).

#### **5. Revocation of Proxy**

If you have submitted your Form(s) of Proxy prior to the EGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the EGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) not less than forty-eight (48) hours before the EGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the EGM. In such event, you should notify your previous proxy(ies) accordingly.

#### **6. Voting Procedure**

Pursuant to Clause 82 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Company has appointed our Share Registrar as the Poll Administrator to conduct the poll by way of e-Voting and SKY Corporate Services Sdn Bhd as the Independent Scrutineer to verify the results of the poll.



The e-Voting session will commence from the start of the EGM at 12.30 p.m. or immediately following the conclusion or adjournment (as the case may be) of the Company’s 13th Annual General Meeting to be convened, whichever is later on Thursday, 5 October 2023 or such other time as announced by the Chairman, and will continue until the time declared by the Chairman as the end of the e-Voting session.


#### **7. Registration and procedure for Remote Participation and submission of eProxy Form**

The RPEV facilities are available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees. You shall use the RPEV facilities to participate and vote remotely at the EGM. You will be able to view a live webcast of the Meeting, pose questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to register your participation as a shareholder or to appoint proxy(ies) for the EGM:

Procedure	Steps
<b>Before the day of the EGM</b>	
1. Register/Sign-up as Online User with BSIP  <i>(For first-time registration only)</i>	<p><i>(Note: If you have previously registered/signed-up with BSIP, you are not required to register again. You may proceed to Step 2.)</i></p> <ol style="list-style-type: none"> <li>Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>Click <b>'Register'</b> to sign up as an online user.</li> <li>Please select the account type i.e. sign up as <b>'Individual Shareholder'</b> or <b>'Corporate Holder'</b>.</li> <li>Complete registration and upload softcopy of MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorization letter (template available) for Corporate Holder.</li> <li>Enter a valid mobile number and email address.</li> <li>You will receive an e-mail from our Share Registrar for e-mail address verification. Click <b>'Verify E-mail Address'</b> from the e-mail received to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click <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. You can login to BSIP with the email address and password provided during the registration to proceed with the next step.</li> </ol>
2. Submit request for remote participation  <i>Note: You must be a registered BSIP user. If not, return to Step (1)</i>	<p>The registration for RPEV facilities will open from <b>Monday, 28 August 2023 until Thursday, 5 October 2023</b>, upon the commencement of the e-Voting session to be announced by the Chairman of the EGM .</p> <p>The instrument appointing a proxy must be received latest by <b>Tuesday, 3 October 2023 at 12.30 p.m.</b></p> <p><b>For Individual Shareholders and Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>Click <b>'Meeting Event(s)'</b> and select from the list of companies - <b>'BERMAZ AUTO BERHAD EXTRAORDINARY GENERAL MEETING'</b> and click <b>'Enter'</b>.</li> <li>To attend the virtual EGM remotely             <ul style="list-style-type: none"> <li>➤ Click <b>'Register for RPEV'</b>.</li> <li>➤ Read and accept the general terms and conditions and enter your CDS account no. to submit your request.</li> </ul> </li> <li>To appoint proxy(ies)             <ul style="list-style-type: none"> <li>➤ Click <b>'Submit eProxy Form'</b>.</li> <li>➤ For Corporate BSIP Account User, kindly select the company(s) you are representing.</li> <li>➤ Read and accept the general terms and conditions and enter your CDS account no. Then, insert your proxy(ies) details and voting instructions. If you wish your proxy(ies) to act upon his/her/their discretion, please indicate <b>"Discretionary"</b>.</li> </ul> </li> </ol> <p><b>For Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password created with BSIP from Step 1 above.</li> </ol>

Before the day of the EGM		
		<p>b. Click <b>‘Meeting Event(s)’</b> and select from the list of companies - <b>‘BERMAZ AUTO BERHAD EXTRAORDINARY GENERAL MEETING’</b> and click <b>‘Enter’</b>.</p> <p>c. Click on <b>‘Submit eProxy Form’</b>.</p> <p>d. Select the company you would like to represent (if represent more than one company).</p> <p>e. Proceed to download the file format for <b>‘Submission of Proxy Form’</b>.</p> <p>f. Then, insert your proxy(ies) details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate “Discretionary”.</p> <p>g. Proceed to upload the duly completed proxy(ies) appointment file.</p> <p>h. Review and confirm your proxy(ies) appointment and click <b>‘Submit’</b>.</p> <p>i. Download or print the eProxy Form as acknowledgement.</p> <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide the name of the shareholder(s), CDS account no.(s) and the Certificate(s) of Appointment of Corporate Representative or Form(s) of Proxy or Power of Attorney (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>
3	Verification and email notification	<p><b>For Individual Shareholders, Corporate BSIP Account Users, Authorised Nominees/ Exempt Authorised Nominees and Attorneys</b></p> <p>a. An email notification will be sent by our Share Registrar to notify that your request for remote participation has been received for system verification.</p> <p>b. Upon verification against the General Meeting Record of Depositors, you will receive an email from our Share Registrar on the day prior to the EGM, i.e. Wednesday, 4 October 2023 either approving or rejecting your request for remote participation.</p> <p>c. If your registration is approved, the said email will provide the Meeting ID, username and password for the EGM.</p>
On the day of the EGM		
4.	Log in	<p>a. The RPEV facilities will be accessible for log in on Thursday, 5 October 2023 at 12.30 p.m.</p> <p>b. Click the link provided in the email in Step (3)c to join the EGM. Insert the Meeting ID and sign in with the username and password provided to you via the same email.</p>
5.	Participate	<p>a. Please follow the user guide in the email to view the live webcast, submit question(s) and vote.</p> <p>b. To view the live webcast, select the broadcast icon .</p> <p>c. To ask a question during the EGM, select the messaging icon . Type your question(s) in the chat box and click the send button to submit.</p> <p>Note:</p> <p>(1) Question(s) submitted online will be moderated before being sent to the Chairman of the EGM to avoid repetition.</p> <p>(2) All relevant questions and messages will be presented with the full name of the participant raising the question(s).</p>

On the day of the EGM		
6.	Vote	a. Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session. b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received. c. To change your vote, re-select your voting preference. d. If you wish to cancel your vote, please press ' <b>Cancel</b> '.
7.	End	a. After closing of the voting session, Chairman will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the shareholders/participants whether the resolutions are carried. b. Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end.

## 8. Submission of question(s)

### Prior to the EGM

Submit question(s) in relation to the agenda items of the EGM by logging in to the BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 latest by Tuesday, 3 October 2023 at 12.30 p.m. Click '**Submit Questions**' after selecting "**BERMAZ AUTO BERHAD EXTRAORDINARY GENERAL MEETING**" from '**Corporate Meeting**'.

### During the EGM

Shareholders may also submit question(s) via the chat box at any time during the live streaming of the EGM at <https://meeting.boardroomlimited.my> until such time as the Chairman decides.

The Chairman/Board/Management will endeavor to provide responses to the questions submitted/posed during the EGM session. However, if due to time constraints, the responses could not be provided during the Q&A session of the EGM, they will be included in the minutes of the EGM, which will be published on the Company's website at [www.bauto.com.my](http://www.bauto.com.my).

## 9. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for shareholders/proxies who participate in the Meeting.

## 10. No Recording or Photography

No recording or photography of the live streaming of the EGM proceedings is allowed without the prior written permission of the Company.

## 11. Enquiries relating to the Meeting

If you have any enquiries, please contact our Share Registrar during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) (except weekend and public holidays) as set out below:

**Boardroom Share Registrars Sdn Bhd**

Address : 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan, Malaysia

General line : 603-7890 4700

Fax number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)