

**ADMINISTRATIVE DETAILS FOR THE  
FIFTEENTH (15<sup>TH</sup>) ANNUAL GENERAL MEETING  
("15<sup>TH</sup> AGM" OR THE "MEETING")**

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<b>Date</b>	<b>:</b>	<b>Wednesday, 8 October 2025</b>
<b>Time</b>	<b>:</b>	<b>10.00 a.m.</b>
<b>Meeting Venue</b>	<b>:</b>	<b>Glenmarie Ballroom, Glenmarie Hotel &amp; Golf Resort No. 1, Jalan Usahawan U1/8, Seksyen U1 40250 Shah Alam, Selangor Darul Ehsan, Malaysia</b>

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**1. ELIGIBILITY TO ATTEND THE MEETING BASED ON RECORD OF DEPOSITORS**

Only shareholders whose names appear on the Record of Depositors as of **Wednesday, 1 October 2025 ("General Meeting Record of Depositors")** shall be entitled to attend, speak and/or vote at the Meeting or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to attend, speak and/or vote on their/its behalf by returning the duly executed Form(s) of Proxy.

**2. REGISTRATION AND IDENTIFICATION WRISTBAND**

Registration shall commence at **8.30 a.m. on Wednesday, 8 October 2025** at the Meeting Venue and will end at a time as announced by the Chairman of the Meeting.

Please present your **original MyKad** (for Malaysian) or **passport** (for non-Malaysian) at the registration counters for verification and registration. No person will be allowed to register on behalf of another person, even with the original MyKad or passport of that person. Corporate representatives are required to present an authorisation letter along with personal identification as per Item 3 below.

Upon verification and successful registration, please ensure you sign on the attendance list and you will be provided with the following:

- (a) **One (1) identification wristband.** No person will be allowed to enter the meeting room without wearing the identification wristband. There will be **no replacement** in the event you lose or misplace your identification wristband.
- (b) **QR code** to access the e-Voting system using your own smartphone/tablet.

**3. APPOINTMENT OF PROXY(IES)**

The instrument appointing a proxy(ies) shall be as follows and must be received by the Share Registrar latest by **Monday, 6 October 2025 at 10.00 a.m.:**

- (a) In hardcopy form

The hardcopy of Form(s) of Proxy must be deposited at the Share Registrar's office at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

- (b) By electronic means

If you wish to submit your Form(s) of Proxy electronically ("**eProxy**"), please refer to the procedures of electronic lodgment of Form of Proxy as set out below:

**Step 1: Register/sign-up as an online user with Boardroom Smart Investor Portal ("BSIP") (For first-time registration only). If you have previously registered/signed-up with BSIP, you may skip Step 1 and proceed to Step 2.**

- (1) Access BSIP website at <https://investor.boardroomlimited.com>.
- (2) Click '**Register**' to sign up as an online user.
- (3) Please select the account type i.e. sign up either as '**Individual Account**' or '**Corporate Account**'.

<b>Individual Account (For Shareholder and Proxy)</b>	<b>Corporate Account (For Representative of Corporate Holder or Authorised Nominees)</b>
<ul style="list-style-type: none"><li>Click '<b>Register</b>' to sign up for a user account and select '<b>Sign up as Individual Shareholder</b>'.</li><li>Complete the registration by providing the required information. Upload and attach your MyKad (front and back) or passport (where applicable) in JPEG, PNG or PDF format.</li><li>Click '<b>Sign Up</b>'.</li></ul> <p>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting.]</p>	<ul style="list-style-type: none"><li>Click '<b>Register</b>' to sign up for a user account and select '<b>Sign up as Corporate Holder</b>'.</li><li>Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or passport (where applicable) in JPEG, PNG or PDF format, along with the completed authorisation letter.</li><li>Click '<b>Sign Up</b>'.</li></ul> <p>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select '<b>Edit Profile</b>' in order to add your representation after your registration has been approved.]</p>

- (4) After completing the above, kindly open your e-mail and you will receive an e-mail from the Share Registrar for e-mail address verification. Click '**Verify Email Address**' from the e-mail received to continue with the registration.
- (5) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click '**Request OTP Code**' and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click '**Enter**' to complete the process.
- (6) Your registration will be verified and approved within **one (1) business day** and an email notification will be provided.
- (7) You can then login to BSIP with the email address and password that you have provided during the registration to proceed with the next step.

**Step 2: Lodgement of eProxy Form**

- (1) Access BSIP website at <https://investor.boardroomlimited.com>.
- (2) Click '**Meeting Event(s)**' and select from the list of companies - '**BERMAZ AUTO BERHAD 15<sup>TH</sup> ANNUAL GENERAL MEETING**' and click '**Enter**'.

Shareholder and Corporate Holder	Nominees Company
<ul style="list-style-type: none"> <li>For <b>corporate account user</b> only - select the Company that you are representing.</li> <li>Go to '<b>PROXY</b>' and click on '<b>Submit eProxy Form</b>'.</li> <li>Enter your 9-digit CDS account no. and number of securities held.</li> <li>Select your proxy(ies) appointment – either the Chairman of the meeting or individual named proxy(ies).</li> <li>Read and accept the terms and conditions and click '<b>Next</b>'.</li> <li>Enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. IF DISCRETIONARY is selected, your proxy(ies) will decide on your votes during poll at the meeting.</li> <li>Review and confirm your proxy(ies) appointment and click '<b>Submit</b>'.</li> <li>Download or print the eProxy Form as acknowledgement.</li> </ul>	<ul style="list-style-type: none"> <li>Select the Nominees Company that you are representing.</li> <li>Go to '<b>PROXY</b>' and click on '<b>Submit eProxy Form</b>'.</li> <li>Click on '<b>Download Excel Template</b>' to download.</li> <li>Insert the appointment of proxy(ies) for each CDS account with the necessary data and voting instructions in the downloaded excel file template.</li> <li>Ensure inserted data is correct and orderly.</li> <li>Proceed to upload the duly completed excel file.</li> <li>Review and confirm your proxy(ies) appointment and click '<b>Submit</b>'.</li> <li>Download or print the eProxy Form as acknowledgement.</li> </ul>

- (3) Upon verification against the General Meeting Record of Depositors as of **Wednesday, 1 October 2025**, your proxy(ies) will receive an email from the Share Registrar once the registration is approved.

#### 4. REVOCATION OF PROXY

Any notice of termination of a person's authority to act as a proxy must be forwarded to the Share Registrar of the Company no later than **Monday, 6 October 2025 at 10.00 a.m.**, being forty-eight (48) hours before the Meeting. Please follow the steps below for revocation of Form(s) of Proxy:

- (a) Revocation of submitted eProxy Form (online) via BSIP:
- Click '**Meeting Event(s)**' and select from the list of companies - '**BERMAZ AUTO BERHAD 15<sup>TH</sup> ANNUAL GENERAL MEETING**' and click '**Enter**'
  - Click on '**Submit Another eProxy Form**'
  - Click '**View**' under '**Submitted eProxy Form List**'
  - Click '**Cancel/Revoke**' at the bottom of the eProxy form
  - Click '**Proceed**' to confirm
- (b) Revocation of submitted Form(s) of Proxy (hardcopy) by hand or post:
- Please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of proxy(ies).

#### 5. POLL VOTING

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 Meeting will be conducted by poll. The Company has appointed its Share Registrar as the Poll Administrator to conduct the poll by way of electronic voting ("**e-Polling**") and SKY Corporate Services Sdn Bhd as the Independent Scrutineer to verify the results of the poll.

Steps to vote:

- (a) Scan the QR code provided upon registration on the day of the Meeting via your own smartphone/tablet; or
- (b) e-Polling kiosks at the Meeting Venue

The Chairman will invite the Poll Administrator to provide a briefing on the e-Polling housekeeping rules. The e-Polling session will commence from **10.00 a.m. on Wednesday, 8 October 2025** or such other time as may be announced by the Chairman, and will continue until the time declared by the Chairman as the end of the e-Polling session.

After closing of the e-Polling session, the Chairman of the Meeting will wait for polling results to be furnished by the Independent Scrutineer and thereafter inform the shareholders and proxy holders present at the Meeting on whether the resolutions are carried.

## **6. SUBMISSION OF QUESTION(S)**

### **(a) Prior to the Meeting**

Question(s) in relation to the agenda items of the Meeting may be submitted by logging in to the BSIP at <https://investor.boardroomlimited.com> no later than **10.00 a.m. on Monday, 6 October 2025**. Click **'Meeting Event(s)'** and then go to the **'BERMAZ AUTO BERHAD 15<sup>TH</sup> ANNUAL GENERAL MEETING'** and click **'Enter'**. Thereafter, select **'Submit Question'** to pose your question(s). The Chairman/Board/Management will endeavor to provide responses to the questions submitted/posed during the Meeting session. Similar questions relating to the same subject matter will be grouped, and a consolidated response will be provided.

### **(b) During the Meeting**

You may also speak or raise questions during the Meeting.

## **7. GIFT POLICY**

There will be **NO DISTRIBUTION** of door gifts or e-vouchers.

## **8. NO RECORDING AND PHOTOGRAPHY**

Recording and photography of the Meeting is strictly prohibited without the prior written consent of the Company.

## **9. ADDITIONAL INFORMATION ON THE MEETING VENUE**

### **(a) Parking**

- Parking for visitors is available at the designated parking bays at the Meeting Venue.

### **(b) Health and Safety Measures**

- You must be medically fit to attend the Meeting. If you have any symptoms of being unwell with COVID-19 or influenza, you are strongly advised to wear a mask. The Company reserves the right to deny entry to any attendee who poses a health risk and is not wearing a face mask.

### **(c) Mobile Devices**

- Please ensure that all mobile devices such as phones/pagers/other sound-emitting devices, are put on silent mode during the Meeting to ensure smooth and uninterrupted proceedings.

## 10. ANNUAL REPORT

The Annual Report 2025 is available on the Company's website at [www.bauto.com.my](http://www.bauto.com.my) and Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcement section.

As part of our continuous commitment to sustainability, we strongly encourage our shareholders to refer to the softcopy of the Annual Report 2025. However, if you require a printed copy, you may request online via BSIP at <https://investor.boardroomlimited.com> by logging to your BSIP account and select '**Investor Services**' on the left menu tab and go to '**Request For Annual Report and Circular**'. Select '**BERMAZ AUTO BERHAD 15<sup>TH</sup> ANNUAL GENERAL MEETING**' and fill up the required information and click '**Submit**' or you may download the Request Form from the Company's website at [www.bauto.com.my](http://www.bauto.com.my) and fill up the required information before submitting to the Share Registrars.

## 11. ENQUIRIES RELATING TO THE MEETING

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

### **Boardroom Share Registrars Sdn Bhd**

Address	:	11 <sup>th</sup> 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	:	<a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a>