

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Sixty-Third (63<sup>rd</sup>) Annual General Meeting (**AGM** or **Meeting**) of British American Tobacco (Malaysia) Berhad (the **Company**) will be held virtually at the broadcast venue, Infinity Room, Level 16, Guoco Tower, Damansara City, No. 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur and via the TIH Online website at <https://tiah.online> on **Wednesday, 8 May 2024 at 9.30 a.m.** for the following purposes:

### AGENDA

#### AS ORDINARY BUSINESS

1. To receive the Audited Financial Statements for the financial year ended 31 December 2023 and the Reports of the Directors and Auditors thereon.

*Please refer to Explanatory Note 9 (Note A)*

2. To re-elect the following Directors, each whom retires pursuant to Clause 109.1 of the Constitution of the Company:

- |                             |                       |
|-----------------------------|-----------------------|
| i. Norliza binti Kamaruddin | Ordinary Resolution 1 |
| ii. Anthony Yong Mun Seng   | Ordinary Resolution 2 |

*Please refer to Explanatory Note 9*

3. To approve the payment of Directors' fees and Board Committees' fees to the Non-Executive Directors for the period commencing 9 May 2024 until the next AGM of the Company. Ordinary Resolution 3

*Please refer to Explanatory Note 9*

4. To approve the payment of Directors' benefits to the Non-Executive Directors of up to RM250,000 for the period commencing 9 May 2024 until the next AGM of the Company. Ordinary Resolution 4

*Please refer to Explanatory Note 9*

5. To re-appoint KPMG PLT as the Auditors of the Company for the financial year ending 31 December 2024 and to authorise the Directors to fix their remuneration. Ordinary Resolution 5

#### AS SPECIAL BUSINESS

To consider and if thought fit, to pass the following Ordinary Resolution:

6. **Proposed Renewal of Shareholders' Mandate for the Company and its Subsidiaries to enter into Recurrent Related Party Transactions of a Revenue or Trading Nature with Related Parties (Proposed Renewal of the Recurrent RPTs Mandate)** Ordinary Resolution 6

"THAT, the Recurrent RPTs Mandate (as defined in the Circular to Shareholders dated 4 April 2024) granted by the shareholders of the Company authorising the Company and/or its Subsidiaries ("**British American Tobacco Malaysia Group**") to enter into recurrent related party transactions of a revenue or trading nature (**Recurrent RPTs**) with Related Parties (as defined in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad) as set out in Paragraph 2.2 and Appendix II of the Circular to Shareholders dated 4 April 2024 which are necessary for British American Tobacco Malaysia Group's day-to-day operations, be and is hereby renewed and approved, provided that:

NOTICE OF ANNUAL GENERAL MEETING

- i. the transactions are in the ordinary course of business and are on normal commercial terms which are not more favourable to the Related Parties than those generally available to the public and are not to the detriment of the minority shareholders to the Company; and
- ii. disclosure of the aggregate value of the transactions conducted during a financial year will be made in the annual report for the said financial year,

AND THAT the authority conferred by such renewed mandate shall continue to be in force until:

- i. the conclusion of the next AGM of the Company following the AGM at which the Proposed Renewal of the Recurrent RPTs Mandate is approved, at which time it will lapse, unless by a resolution passed at the next AGM the mandate is renewed.
- ii. the expiration of the period within which the next AGM of the Company after the forthcoming AGM is required to be held pursuant to Section 340(2) of the Companies Act, 2016 (but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act, 2016); or
- iii. revoked or varied by resolution passed by the shareholders in general meeting,

whichever is earlier;

AND THAT the Directors of the Company be and are hereby authorised to complete and do all such acts and things as they may consider expedient or necessary in the best interest of the Company (including executing all such documents as may be required) to give effect to the Proposed Renewal of the RPTs Mandate.

AND FURTHER THAT, as the estimated values of the Recurrent RPTs given in Appendix II of the Circular to Shareholders dated 4 April 2024 are provisional in nature, the Directors of the Company or any of them be and are hereby authorised to agree to the actual amount or amounts thereof, provided that such amount or amounts comply with the review procedures set out in Paragraph 2.3 of the Circular to Shareholders dated 4 April 2024.”

*Please refer to Explanatory Note 10*

7. To transact any other business of which due notice shall have been given.

**FURTHER NOTICE IS HEREBY GIVEN THAT** for the purpose of determining a member who shall be entitled to attend the 63<sup>rd</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Clause 71 of the Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors as at 25 April 2024. Only a member whose name appears on this Record of Depositors shall be entitled to attend the said Meeting or appoint proxies to attend and/or vote on his/her behalf.

By Order of the Board  
**BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD**

Adiel Emir Ikram Aziz Al Rahim  
LS0010638  
SSM PC No.: 202208000613

Company Secretary

Kuala Lumpur  
4 April 2024

## NOTICE OF ANNUAL GENERAL MEETING

### Notes:

1. The 63<sup>rd</sup> AGM will be conducted virtually through live streaming and online voting using Remote Participation and Voting (**RPV**) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd's TIIH Online website at <https://tiih.online>. Please refer to the Administrative Details of the 63<sup>rd</sup> AGM in order to register, participate and vote remotely via the RPV facilities.
2. The broadcast venue of the 63<sup>rd</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 present at the main venue. **No members/proxy(ies) will be allowed to be physically present at the broadcast venue.** If a member is not able to attend the Meeting via RPV facilities, he/she can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
3. A member entitled to attend and vote remotely at the Meeting is entitled to appoint not more than two (2) proxies to attend and vote remotely on his/her behalf. Where a member appoints two (2) proxies, the appointment shall be invalid unless the percentage of the shareholding to be represented by each proxy is specified. A proxy need not be a member of the Company.
4. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (**Omnibus Account**), there is no limit to the number of proxies which the exempt authorised nominees may appoint in respect of each Omnibus Account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Securities Industry (Central Depositories) Act 1991 (**Central Depositories Act**) which is exempted from compliance with the provisions of subsection 25A(1) of the Central Depositories Act.
5. The instrument appointing a proxy(ies) must be under the hand of the appointer or of his/her attorney duly authorised in writing. Where the instrument appointing a proxy(ies) is executed by a corporation, it must be executed either under its seal or under the hand of any officer or attorney duly authorised.
6. If there is no indication as to how a member wishes his/her vote to be cast, the proxy will vote or abstain from voting at his/her discretion. In the event a member duly executes the proxy form but does not name any proxy, such member shall be deemed to have appointed the Chairman of the Meeting as his/her proxy.
7. The proxy form must be duly executed and deposited at the Share Registrar of the Company at 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 or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting or adjourned meeting or **no later than 6 May 2024 at 9.30 a.m.** The proxy appointment may also be lodged electronically via Tricor's TIIH Online website at <https://tiih.online>.
8. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the Resolutions set out in this Notice will be put to vote by poll.
9. **Explanatory Notes on Ordinary Business**

### Note A

The Audited Financial Statements for the financial year ended 31 December 2023 under Agenda item 1 are meant for discussion only in accordance with the provision of Section 340(1)(a) of the Companies Act, 2016, and it does not require a formal approval of the shareholders. Hence, this agenda item will not be put forward for voting.

## NOTICE OF ANNUAL GENERAL MEETING

### **Ordinary Resolutions 1 and 2 – To re-elect Norliza binti Kamaruddin and Anthony Yong Mun Seng as Directors**

Clause 109.1 of the Constitution of the Company states that one-third (1/3) of the Directors shall retire from office and be eligible for re-election at the annual general meeting.

Norliza binti Kamaruddin and Anthony Yong Mun Seng being eligible, has offered themselves for re-election as Directors at the 63<sup>rd</sup> AGM. The Board has endorsed the Nomination and Remuneration Committee's recommendation on the re-election of the retiring Directors. The retiring Directors had abstained from deliberations and decisions on their re-election at the Nomination and Remuneration Committee and Board meetings.

The Nomination and Remuneration Committee had assessed Norliza binti Kamaruddin and considered the Director's performance and contribution based on the Board and Directors Effectiveness Evaluation, her contribution to the Board deliberations, time commitment and her ability to act in the best interests of the Company in decision-making. The Nomination and Remuneration Committee also reviewed and assessed Norliza binti Kamaruddin's independence in accordance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad as well as Fit & Proper Assessment based on the Fit & Proper Policy of the Company. The Board had endorsed the Nomination and Remuneration Committee's recommendation subject to the shareholders' approval at this AGM.

The Nomination and Remuneration Committee had assessed Anthony Yong Mun Seng and considered the Director's performance and contribution based on the Board and Directors Effectiveness Evaluation, his contribution to the Board deliberations, time commitment and his ability to act in the best interests of the Company in decision-making. The Nomination and Remuneration Committee also reviewed and assessed Anthony Yong Mun Seng through the Fit & Proper Assessment based on the Fit & Proper Policy of the Company. The Board had endorsed the Nomination and Remuneration Committee's recommendation subject to the shareholders' approval at this AGM.

The details and profiles of Directors who are standing for re-election at the 63<sup>rd</sup> AGM are provided in the Directors Profile Section of the Company's Annual Report 2023.

### **Ordinary Resolution 3 – Payment of Directors' fees and Board Committees' fees to the Non-Executive Directors.**

- i) The Company is seeking shareholders' approval for the payment of Directors' fees and Board Committees' to Non-Executive Directors for the period commencing 9 May 2024 until the next AGM of the Company based on the fee structure below.

Structure	Chairman	Member
	Fee (RM per annum)	Fee (RM per annum)
Board of Directors	345,000	100,000
Audit Committee	10,000	-
Nomination and Remuneration Committee	10,000	-
Risk Management Committee	10,000	-
Sustainability Committee	10,000	-

## NOTICE OF ANNUAL GENERAL MEETING

### **Ordinary Resolution 4 – Payment of Non-Executive Directors' benefits of up to RM250,000**

The Company is seeking shareholders' approval for the payment of Non-Executive Directors' benefits of up to RM250,000 for the period commencing 9 May 2024 until the next AGM of the Company based on the fee structure below.

The details of the Non-Executive Directors' benefits structure adopted by the Company are as follows:

Structure	Chairman	Member
	Allowance (RM per annum)	Meeting Allowance (RM per meeting)
Board of Directors	154,092	-
Audit Committee	-	1,000
Nomination and Remuneration Committee	-	1,000
Risk Management Committee	-	1,000
Sustainability Committee	-	1,000

The Non-Executive Directors who are shareholders of the Company will abstain from voting on Resolution 3 and Resolution 4.

### **Ordinary Resolution 5 – Re-appointment of Auditors**

The Audit Committee had undertaken an annual assessment of the external auditors, KPMG PLT on their independence, scope of audit, audit fee, expert and experience, performance based on annual audit scope and planning. The Audit Committee was satisfied with the suitability of KPMG PLT on the quality of audit, performance, competency and sufficiency of resources the external audit team provided to the Company.

## 10. Explanatory Notes on Special Business

### **Ordinary Resolution 6 – Proposed Renewal of the Recurrent RPTs Mandate**

The proposed resolution, if passed, will enable British American Tobacco Malaysia Group to enter into the recurrent related party transactions of a revenue or trading nature which are necessary for the British American Tobacco Malaysia Group's day-to-day operations, subject to the transactions being in the ordinary course of business and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company.

Further information on the Proposed Renewal of the Recurrent RPTs Mandate is set out in the Circular to Shareholders dated 4 April 2024, which is available at the Company's corporate website at [www.batmalaysia.com](http://www.batmalaysia.com).

## 11. Personal Data Privacy

By lodging of a completed proxy form to the Company and the Share Registrar (as the case may be) for appointing a proxy(ies) and/or representative(s) to attend and vote remotely at the 63<sup>rd</sup> AGM and any adjournment therefore, a shareholder of the Company and the Share Registrar is hereby:

- i. consenting to the collection, use and disclosure of the member's personal data by the Company and to Share Registrar (as the case may be) for the purpose of the processing and administration by the Company and the Share Registrar (as the case may be) of proxy(ies) and representative(s) appointed for the 63<sup>rd</sup> AGM (including any adjournment thereof), and in order for the Company and the Share Registrar (as the case may be) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively the **Purpose**).

NOTICE OF ANNUAL GENERAL MEETING

- ii. warranting that where the member discloses the personal data of shareholder's proxy(ies) and/or representative(s) to the Company and the Share Registrar (as the case may be), the shareholder has obtained to prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company and the Share Registrar (as the case may be) of the personal data of such proxy(ies) and/or representative(s) for the purpose (**Warranty**); and
- iii. agreeing that the member will indemnify the Company and the Share Registrar (as the case may be) in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Shareholder's breach of Warranty.

For the purpose of the paragraph, "personal data" shall have the same meaning given in section 4 of Personal Data Protection Act 2010.

**STATEMENT ACCOMPANYING NOTICE OF THE 63<sup>RD</sup> AGM**

(PURSUANT TO PARAGRAPH 8.27(2) OF THE MAIN MARKET LISTING REQUIREMENT OF BURSA MALAYSIA SECURITIES BERHAD)

There are no Directors standing for election at the forthcoming 63<sup>rd</sup> AGM.

## ADMINISTRATIVE DETAILS

FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTY-THIRD (63<sup>RD</sup>) ANNUAL GENERAL MEETING (AGM)

**Date** : Wednesday, 8 May 2024

**Time** : 9.30 a.m.

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

**Meeting Platform** : TIIH Online website at <https://tiih.online>

### 1. Public Health Preventive Measure

- The 63<sup>rd</sup> AGM will be conducted virtually through live streaming and online remote voting using Remote Participation and Voting (RPV) facilities which are available on Tricor Investors & Issuing House Services Sdn Bhd's TIIH Online website at <https://tiih.online>.
- The broadcast venue of the 63<sup>rd</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 present 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 63<sup>rd</sup> AGM using the RPV facilities. You may consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 63<sup>rd</sup> AGM.

### 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 25 April 2024 (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 63<sup>rd</sup> AGM in respect of the number of shares registered in their name at that time.
- If a member wish to participate in the 63<sup>rd</sup> AGM via the RPV facilities, please **do not** submit any proxy form. You will not be allowed to participate in the 63<sup>rd</sup> AGM together with a proxy appointed by you.
- Members/proxies/corporate representatives/attorneys who wish to participate in the 63<sup>rd</sup> AGM remotely using the RPV facilities, please do read and follow the procedures in **Appendix A**.

As the 63<sup>rd</sup> AGM is a virtual AGM, members who are unable to participate in the 63<sup>rd</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 63<sup>rd</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 63<sup>rd</sup> AGM whether in hardcopy or by electronic means shall be deposited or submitted in the following manner not less than forty-eight (48) hours before the time appointed for the taking of poll or **no later than 6 May 2024 at 9.30 a.m.:**
  - 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 or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, 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.

ADMINISTRATIVE DETAILS  
FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTY-THIRD (63<sup>RD</sup>) ANNUAL GENERAL MEETING (AGM)

- Corporate members through corporate representative (s) or nominees companies (through the beneficiary of shares held under a nominee company's Central Depository System (**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 63<sup>rd</sup> AGM, shall 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 forty-eight (48) hours before the time appointed for the taking of poll or **no later than 6 May 2024 at 9.30 a.m.:**
  - 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 or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, 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 63<sup>rd</sup> AGM will be conducted on polling basis. The Company's Share Registrar, 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 63<sup>rd</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.

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

- The Board recognises that the 63<sup>rd</sup> AGM is a valuable opportunity for the Board to engage with members. In order to enhance the efficiency of the proceedings of the 63<sup>rd</sup> AGM, members may in advance, prior to the 63<sup>rd</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 **6 May 2024 at 9.30 a.m.** The Board will endeavour to address the questions received at the 63<sup>rd</sup> AGM.

#### 6. No recording or photography

- Strictly **NO recording or photography** of the proceedings of the 63<sup>rd</sup> AGM is allowed.

ADMINISTRATIVE DETAILS  
FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTY-THIRD (63<sup>RD</sup>) ANNUAL GENERAL MEETING (AGM)

**7. Enquiry**

- If you have general queries prior to the 63<sup>rd</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) 27839299
	Fax No.	+60(3) 27839222
	Email	is.enquiry@my.tricorglobal.com
	Mr. Mohamad Hifzul	+60(3) 27839284 Mohamad.Hifzul@my.tricorglobal.com
	Mr. Nazrul Darwin	+60(3) 27839246 Nazrul.Darwin@my.tricorglobal.com
	Ms. Siti Zalina	+60(3) 27839247 Siti.Zalina@my.tricorglobal.com

Appendix A

**Procedures for RPV**

Shareholders, proxies or authorised representatives who wish to participate the 63<sup>rd</sup> AGM of the Company using the RPV Facilities are to follow the requirements and procedures summarised below:

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 the TIIH Online website 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 63 <sup>rd</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from <b>Thursday, 4 April 2024</b> until the day of the 63<sup>rd</sup> AGM on <b>Wednesday, 8 May 2024</b>. <b>Member(s)/proxy(ies)/corporate representative(s)/attorney(s) are required to pre-register their attendance for the 63<sup>rd</sup> AGM to ascertain their eligibility to participate in the 63<sup>rd</sup> AGM using RPV.</b></li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) BAT Malaysia 63<sup>rd</sup> AGM</b>”.</li> <li>Read and agree to the “<b>Terms and Conditions</b>” and confirm the “<b>Declaration</b>”.</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>25 April 2024</b>, the system will send you an <b>email after 6 May 2024 to approve or reject</b> your registration for remote participation.</li> </ul> <p><b>(IMPORTANT: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV).</b></p>

ADMINISTRATIVE DETAILS  
FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTY-THIRD (63<sup>RD</sup>) ANNUAL GENERAL MEETING (AGM)

Procedure	Action
<b>ON THE AGM DAY</b>	
a.	<p>Login to TIH Online</p> <ul style="list-style-type: none"> <li>• Login with your user ID name and password for remote participation in the 63<sup>rd</sup> AGM at any time from <b>8.30 a.m. (i.e. 1 hour)</b> before the commencement of the meeting at <b>9.30 a.m. on Wednesday, 8 May 2024.</b></li> </ul>
b.	<p>Participate through live streaming</p> <ul style="list-style-type: none"> <li>• Select “<b>(LIVE STREAMING MEETING) BAT Malaysia 63<sup>rd</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 try to respond to the questions submitted by remote participants during the 63<sup>rd</sup> AGM. In the event of time constraint, the responses will then be emailed to you at the earliest possible time, after the meeting.</li> </ul>
c.	<p>Online remote voting</p> <ul style="list-style-type: none"> <li>• Voting session commences from <b>9.30 a.m. on Wednesday, 8 May 2024</b> until a time when the Chairman of the Meeting announces the end of the voting session.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) BAT Malaysia 63<sup>rd</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.	<p>End of remote participation</p> <ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 63<sup>rd</sup> AGM, the live streaming will end.</li> </ul>

**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 TIH 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.

ADMINISTRATIVE DETAILS  
FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD  
SIXTY-THIRD (63<sup>RD</sup>) ANNUAL GENERAL MEETING (AGM)

**Procedures for Electronic Submission of Proxy Form  
Appointment of Proxy(ies)/Corporate Representative (s)/Attorney(s)**

Procedure	Action
<b>BEFORE THE AGM DAY APPOINTMENT OF PROXY : INDIVIDUAL SHAREHOLDERS</b>	
a.	<p>Register as a new user with TIIH Online</p> <ul style="list-style-type: none"> <li>● Using your computer, access TIIH Online website 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.	<p>Proceed with the submission of Proxy Form</p> <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 the corporate event: “<b>BAT Malaysia 63<sup>rd</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>
<b>BEFORE THE AGM DAY APPOINTMENT OF PROXY : CORPORATE OR INSTITUTIONAL SHAREHOLDERS</b>	
a.	<p>Register as a new user with TIIH Online</p> <ul style="list-style-type: none"> <li>● Using your computer, access TIIH Online website 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> <i>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.</i></p>
b.	<p>Proceed with the submission of proxy form</p> <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 the corporate event: “<b>BAT Malaysia 63<sup>rd</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>● Proceed to upload the duly completed proxy appointment file.</li> <li>● Select “Submit” to complete your submission.</li> <li>● Print the confirmation report of your submission for your record.</li> </ul>