

## 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 “e-Services” by selecting “Create Account by Individual Holder”. 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: “(REGISTRATION) BAT Malaysia 63<sup>rd</sup> AGM”.</li> <li>Read and agree to the “Terms and Conditions” and confirm the “Declaration”.</li> <li>Select “Register for Remote Participating and Voting”.</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 TIIH 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 TIIH 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>