



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

ADMINISTRATIVE DETAILS FOR THE TWELFTH ANNUAL GENERAL MEETING ("TWELFTH AGM" OR "THE MEETING")

- Virtual meeting via online meeting platform : <https://meeting.boardroomlimited.my>
- 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, 6 October 2022
- Time : 10.00 a.m.
- Submission of questions : Prior to the Twelfth AGM
Submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal ("BSIP") at <https://investor.boardroomlimited.com> latest by Tuesday, 4 October 2022 at 10.00 a.m. Click 'Submit Questions' after selecting "**BERMAZ AUTO BERHAD TWELFTH ANNUAL GENERAL MEETING**" under 'Corporate Meeting';

During the Twelfth AGM

Shareholders may pose their questions in the chat box at any time during the live streaming of the Twelfth AGM at <https://meeting.boardroomlimited.my> until such time as the Chairman decides.

The Board will endeavor to provide responses to the questions submitted/posed during the Twelfth AGM session. However, if the responses could not be provided during the Twelfth AGM due to time constraints, they will be published in the minutes of the Twelfth AGM which will be published on the Company's website at www.bauto.com.my.

1. Virtual Meeting

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the Twelfth AGM on virtual basis through live streaming and online Remote Participation and Electronic Voting ("RPEV") facilities.

This is also in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 where the board should leverage on technology to facilitate electronic voting and encourage greater remote participation from shareholders.

Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at the Twelfth AGM. Therefore, it is your responsibility to ensure that connectivity for the duration of the Twelfth AGM is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the Shareholder(s)/ Proxy(ies)/ Corporate Representative(s) (collectively, the "Participants").

The Company, the Board and its management, Share Registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the Participants being unable to participate and/or vote at the Twelfth AGM.

2. Entitlement to Participate and Vote

Only shareholders whose names appear on the Record of Depositors as of 29 September 2022 shall be entitled to participate and/or vote at the Twelfth AGM 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 Twelfth AGM, you are encouraged to appoint a proxy or the Chairman of the Twelfth AGM 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 with the Company's Share Registrar not less than forty-eight (48) hours before the time appointed for holding the Twelfth AGM i.e. latest by **Tuesday, 4 October 2022 at 10.00 a.m.** Details of the Share Registrar can be found in item 10 below.

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

4. Corporate Representative

For corporate shareholders appointing a representative(s) or attorney(s) to attend and/or participate in the Twelfth AGM, 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 the Share Registrar at the address set out in item 10 below, not later than **Tuesday, 4 October 2022 at 10.00 a.m.**

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

5. Revocation of Proxy

If you have submitted your Form(s) of Proxy prior to the Twelfth AGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the Twelfth AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) not less than forty-eight (48) hours before the Twelfth AGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the Twelfth AGM. 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 Twelfth AGM will be conducted by poll. The Company has appointed the Share Registrar as the Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and SKY Corporate Services Sdn Bhd as Independent Scrutineer to verify the results of the poll.

During the Twelfth AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The e-Voting session will commence at the start of the Twelfth AGM at 10.00 a.m. on Thursday, 6 October 2022 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. Kindly refer to the e-Voting procedures under RPEV (as defined below) for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.




For the purpose of the Twelfth AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Independent Scrutineers will verify the poll result reports upon closing of the e-Voting session by the Chairman. Thereafter, the poll results will be announced and the Chairman will declare whether the resolutions put to vote were successfully carried.

7. Registration for Remote Participation

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

Kindly follow the steps below to register your participation as a shareholder or appointment of proxy(ies) for the Twelfth AGM:

Procedure	Steps
Before the day of the Twelfth AGM	
1. Register online with BSIP <i>Note: If you have previously registered with BSIP, you may proceed to Step (2)</i>	(Only for first-time BSIP users) a. Access the website https://investor.boardroomlimited.com b. Click ‘Register’ to sign up as a user c. Complete registration and upload softcopy of MyKad (front and back) or passport d. Enter a valid mobile number and email address e. You will receive an e-mail from our Share Registrar for e-mail address verification. Click ‘Verify E-mail Address’ from the e-mail received to continue with the registration f. 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 g. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one business day and an email notification will be provided
Before the day of the Twelfth AGM	
2. Submit request for remote participation <i>Note: You must be a registered BSIP user. If not, return to Step (1)</i>	The registration for RPEV facilities will open from 10.00 a.m. on Tuesday, 30 August 2022 up to 10.00 a.m. on Thursday, 6 October 2022 . The instrument appointing a proxy must be received latest by Tuesday, 4 October 2022 at 10.00 a.m. <u>For Individual Shareholders</u> a. Log in to https://investor.boardroomlimited.com b. Click ‘Corporate Meeting’ and select from the list of companies – ‘BERMAZ AUTO BERHAD TWELFTH ANNUAL GENERAL MEETING’ and click ‘Enter’ c. To attend the virtual Twelfth AGM remotely ➤ Click ‘Register for RPEV’ ➤ Read and accept the general terms and conditions and enter your CDS account no. to submit your request d. To appoint proxy(ies) ➤ Click ‘Submit eProxy Form’ ➤ 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 discretion, please indicate “Discretionary”

		<p><u>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</u></p> <p>a. Write to bsr.helpdesk@boardroomlimited.com and provide the name of shareholder, CDS account no. and the Form(s) of Proxy, Certificate of Appointment of Corporate Representative(s) or Power of Attorney (as the case may be)</p> <p>b. Provide a copy of MyKad (front and back) or passport and a valid mobile number and email address</p>
3	Verification and email notification	<p><u>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</u></p> <p>a. An email notification will be sent by the Share Registrar to notify that your request for remote participation has been received for system verification</p> <p>b. Upon verification against the Record of Depositors, you will receive an email from our Share Registrar on the day prior to the Twelfth AGM, i.e. Wednesday, 5 October 2022 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 Twelfth AGM</p>
On the day of the Twelfth AGM		
4.	Log in	<p>a. The RPEV facilities will be open for log in on Thursday, 6 October 2022 at 9.00 a.m., i.e. one hour before the commencement of the Twelfth AGM</p> <p>b. Click the link provided in the email in Step (3)c to join the Twelfth AGM. 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, to ask question(s) and/or to vote.</p> <p>b. To view the live webcast, select the broadcast icon </p> <p>To ask a question during the Twelfth AGM, select the messaging icon . Type your question in the chat box and click the send button to submit</p>
6.	Vote	<p>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</p> <p>b. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received</p> <p>c. To change your vote, re-select your voting preference</p> <p>d. If you wish to cancel your vote, please press 'Cancel'</p>
7.	End	<p>a. After closing of the voting session, Chairman will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the Participants whether the resolutions are carried</p> <p>b. Upon the announcement by the Chairman on the closure of the Twelfth AGM, the live webcast will end.</p>

8. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for Participants who participate at this virtual Meeting.

The Company would like to thank all Participants for their kind co-operation, support and understanding in these challenging times.

9. No Recording or Photography

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

10. Enquiries relating to the Twelfth AGM

If you have any enquiries, please contact the Share Registrar during office hours from Monday to Friday from 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