

**ADMINISTRATIVE DETAILS FOR THE
 FOURTEENTH (14TH) ANNUAL GENERAL MEETING
 (“14TH AGM” OR THE “MEETING”)**

Virtual meeting platform	: https://meeting.boardroomlimited.my with Remote Participation and Electronic Voting (“RPEV”) facilities
Broadcast venue	: 12 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Date	: Tuesday, 8 October 2024 or at any adjournment thereof
Time	: 10.00 a.m.

1. Virtual Meeting

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the 14th AGM on virtual basis through live streaming and online voting via the 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 Principle C of the Malaysian Code on Corporate Governance 2021 which recommends that listed issuers 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 14th AGM.

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 **Tuesday, 1 October 2024** (“General Meeting Record of Depositors”) shall be entitled to participate and/or vote at the Meeting via RPEV facilities or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on their/its 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 Meeting, you are encouraged to appoint proxy(ies) or the Chairman of the Meeting as your proxy(ies) and indicate the voting instructions in the Form(s) of Proxy.

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the Meeting, please deposit the ORIGINAL Form(s) of Proxy, Certificate of Appointment and/or Power of Attorney (“Document(s)”), as the case may be, by hand or post to the Share Registrar.

Please ensure that the Document(s) is/are deposited at the Company’s Share Registrar office.

Alternatively, you may lodge your Document(s) electronically through the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com> (Kindly refer to item 6 below).

The Documents (whether in hardcopy or by electronic means) must be received not less than forty-eight (48) hours before the time appointed for holding the Meeting i.e. latest by **Sunday, 6 October 2024 at 10.00 a.m.** Details of the Share Registrar of the Company are set out in item 10 below.

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 **Sunday, 6 October 2024 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 14TH 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 to revoke the appointment of proxy(ies)

5. 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 Meeting will be conducted by poll. The Company has appointed its 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 Meeting at **10.00 a.m. on Tuesday, 8 October 2024** 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-Voting session.

6. 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 Meeting. 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 Meeting:

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

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

Individual Account (For Shareholder and Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> Click ‘Register’ to sign up for a user account and select ‘Sign up as Individual Shareholder’. Complete the registration by providing the required information. Upload and attach your MyKad (front and back) or passport in JPEG, PNG or PDF format. Click ‘Sign Up’. <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"> Click ‘Register’ to sign up for a user account and select ‘Sign up as Corporate Holder’. Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or passport in JPEG, PNG or PDF format, along with the completed authorisation letter. Click ‘Sign Up’. <p>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select ‘Edit Profile’ in order to add your representation after your registration has been approved.]</p>
<ul style="list-style-type: none"> After completing above, 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. 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. Your registration will be verified and approved within one (1) business day and an email notification will be provided. 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. 	
<p>Step 2: Submit request for remote participation. You must be a registered BSIP user. If not, return to Step 1</p>	
<ul style="list-style-type: none"> The registration will open from 10.00 a.m. on Wednesday, 28 August 2024 until such time before the voting session ends at the Meeting on Tuesday, 8 October 2024. Access BSIP website at https://investor.boardroomlimited.com. Click ‘Meeting Event(s)’ and select from the list of companies - ‘BERMAZ AUTO BERHAD 14TH ANNUAL GENERAL MEETING’ and click ‘Enter’. Click ‘Register for RPEV’ and enter your 9-digit CDS account no. Read and accept the terms and conditions and click ‘Register’. You will receive a notification that your RPEV registration has been received and pending verification. Upon system verification against the General Meeting Record of Depositors as of Tuesday, 1 October 2024, you will receive an email from the Share Registrar notifying you whether your registration has been approved or rejected. If your registration is approved, the said email will provide the Meeting ID, username and password for the Meeting. 	
<p>Appointment of Proxy(ies)</p> <ul style="list-style-type: none"> Access BSIP website at https://investor.boardroomlimited.com. Click ‘Meeting Event(s)’ and select from the list of companies - ‘BERMAZ AUTO BERHAD 14TH ANNUAL GENERAL MEETING’ and click ‘Enter’. 	

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

- Upon verification against the General Meeting Record of Depositors as at **Tuesday, 1 October 2024**, your proxy(ies) will receive an email from the Share Registrar once the registration is approved.
- The said email will provide the Meeting ID, username and password for the Meeting.

The instrument appointing a proxy must be received latest by **Sunday, 6 October 2024 at 10.00 a.m.**

Step 3: Login to Meeting portal on the day of the AGM

- The RPEV facilities will be accessible from **9.00 a.m. on Tuesday, 8 October 2024**, i.e. one (1) hour before the commencement of the Meeting.
- Click the link provided in the email from the Share Registrar to join the Meeting. Insert the Meeting ID and sign in with the username and password provided to you via the same email.
- Please follow the user guide in the email to view the live webcast, submit question(s) and vote.
- To view the live webcast, select the broadcast icon.
- To ask a question during the Meeting, select the messaging icon. Type your question(s) in the chat box and click the **'Send'** button to submit.
- Question(s) submitted online will be moderated before being sent to the Chairman of the Meeting to avoid repetition and to cover as many questions as possible.
- All relevant questions and messages will be presented with the full names of the participants raising the questions and messages.
- Once voting has commenced, the polling icon will appear with the resolutions and voting choices until such time that the Chairman of the Meeting declares the end of the voting session.
- To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received.
- To change your vote, re-select your voting preference.
- If you wish to cancel your vote, please press **'Cancel'**.

- After casting your vote, you may click the video button to continue viewing the live webcast for the announcement of the poll results by the Chairman.
- After closing of the voting session, the Chairman of the Meeting will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the shareholders/participants on whether the resolutions are carried.
- Upon the announcement by the Chairman of the Meeting on the closure of the Meeting, the live webcast will end.

7. Submission of question(s)

Prior to the Meeting

Submit question(s) in relation to the agenda items of the Meeting by logging in to the BSIP at <https://investor.boardroomlimited.com> no later than **Sunday, 6 October 2024 at 10.00 a.m.** Click 'Submit Questions' after selecting 'BERMAZ AUTO BERHAD 14TH ANNUAL GENERAL MEETING' from 'Meeting Event'.

During the Meeting

You may also submit question(s) via the chat box at any time during the live streaming of the Meeting 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 Meeting session. However, if due to time constraints, the responses could not be provided during the Q&A session of the Meeting, they will be included in the minutes of the Meeting, which will be published on the Company's website at www.bauto.com.my.

8. Gift Policy

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

9. No Recording or Photography

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

10. 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 : 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