

# ADMINISTRATIVE DETAILS FOR THE EXTRAORDINARY GENERAL MEETING OF RHB BANK BERHAD

## 1. Virtual Extraordinary General Meeting ("EGM") of RHB Bank Berhad ("RHB Bank" or "Company")

Date : Wednesday, 27 April 2022  
Time : 11.30 a.m. or immediately following the conclusion or adjournment (as the case may be) of the 56<sup>th</sup> Annual General Meeting of the Company  
Broadcast Venue : Meeting Room 3, Level 16, Tower Three, RHB Centre, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia



Registration No. 196501000373 (6171-M)  
(Incorporated in Malaysia under the then Companies Ordinances, 1940 - 1946)

- (a) Amid the evolving COVID-19 outbreak in Malaysia and out of the Company's concern for the well-being and safety of its members, the EGM of RHB Bank shall be conducted on a virtual basis. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued and revised by the Securities Commission Malaysia on 16 July 2021 to encourage listed companies to continue leveraging on technology to conduct their general meetings to communicate and engage with shareholders.
- (b) The Broadcast Venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016. Member(s)/proxy(ies) from the public will not be allowed to be physically present at the Broadcast Venue.
- (c) The Company will provide Remote Participation and Electronic Voting ("RPEV") facilities for its members to participate and vote remotely at the EGM. This is in line with Clause 50 of the Company's Constitution and is also a proactive measure by the Company to facilitate greater participation by members in its EGM without requiring physical presence of members or their proxies.
- (d) By leveraging on the RPEV facilities, members may participate in the EGM by viewing a live webcast of the EGM, asking questions online, and submitting votes in real time, without physically attending the EGM.

## 2. Members Entitled to Participate and Vote

Only members whose names appear in the Record of Depositors as at 20 April 2022 shall be entitled to participate and vote remotely at the EGM or appoint proxy(ies) to attend and vote on their behalf.

## 3. Lodgement of Proxy Form of EGM

- (a) If you are unable to attend the EGM via RPEV facilities on 27 April 2022 and wish to appoint the Chairman of the Meeting as your proxy to vote on your behalf, please deposit your Proxy Form at the office of the share registrar of the Company, Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia in accordance with the notes and instructions printed therein, not later than 48 hours before the EGM i.e. latest by Monday, 25 April 2022 at 11.30 a.m.
- (b) Alternatively, the proxy appointment may also be lodged electronically via "Boardroom Smart Investor Portal" at <https://investor.boardroomlimited.com/> not later than 48 hours before the EGM i.e. latest by Monday, 25 April 2022 at 11.30 a.m. For further information, kindly refer to the "Electronic Lodgement of Proxy Form of EGM" (as referred to under Note 4 hereafter).

## 4. Electronic Lodgement of Proxy Form of EGM

Proxy Form may now be lodged by electronic means via "Boardroom Smart Investor Portal" at <https://investor.boardroomlimited.com/>.

Kindly read and follow the guidelines which are detailed below:

### Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 below for eProxy Lodgement.]

- (i) Access Boardroom's website at <https://investor.boardroomlimited.com/>
- (ii) Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- (iii) Complete registration and upload a softcopy of your MyKad (front and back) or your Passport.
- (iv) Please enter a valid email address and wait for Boardroom's email verification.
- (v) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 - eProxy Lodgement

- (i) Access Boardroom's website at <https://investor.boardroomlimited.com/>
- (ii) Login with your user ID (i.e. email address) and password.
- (iii) Go to "E-PROXY LODGEMENT" and browse the Meeting List for "RHB BANK EGM" and click "APPLY".
- (iv) Read the Terms & Conditions and confirm the Declaration.
- (v) Enter the CDS account number and indicate the number of securities for your proxy(ies) to vote on your behalf.
- (vi) Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- (vii) Indicate your voting instructions - FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide on your vote.
- (viii) Review & confirm your proxy(ies) appointment.
- (ix) Click submit.
- (x) Download or print the eProxy Form acknowledgement.

## 5. Voting Procedures

- (a) The voting will be conducted by way of electronic polling ("e-Polling") in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the e-Polling, and an independent scrutineer will verify and validate the poll results.
- (b) During the EGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- (c) For the purposes of the EGM, e-Polling will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- (d) There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely, as detailed below:
  - (i) Use QR Code given to you in the email received after successful registration; or
  - (ii) Go to the website with URL <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657).
- (e) Upon the conclusion of the poll session, the independent scrutineer will verify and announce the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote were successfully carried or not.

## 6. Remote Participation and Electronic Voting

- (a) All members including individual members, corporate shareholders, authorised nominees and exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the EGM.
- (b) You will be able to view a live webcast of the EGM proceeding, ask questions and submit your votes in real time whilst the meeting is in progress.

(c) Kindly refer to the following steps on the usage of RPEV facilities:

### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 to submit your request for Remote Participation user ID and password.]

- (i) Access Boardroom's website at <https://investor.boardroomlimited.com/>
- (ii) Click <<Login>> and click <<Register>> to sign up as a user. Registration is free.
- (iii) Complete registration and upload a softcopy of your MyKad (front and back) or your Passport.
- (iv) Please enter a valid email address and wait for Boardroom's email verification.
- (v) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on Tuesday, 12 April 2022]

#### Individual Members

- Login to <https://investor.boardroomlimited.com/> using your user ID and password above.
- Select "Virtual Meeting" from main menu and select the correct Corporate Event i.e. "RHB BANK EGM".
- Enter your CDS account number.
- Read and agree to the Terms & Condition and thereafter submit your request.

#### Corporate Shareholders

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a copy of Corporate Representative's MyKad or Passport (Front and Back) as well as his/her email address.

#### Authorised Nominees and Exempt Authorised Nominees

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS account number accompanied with the Proxy Form to submit the request.
  - Please provide a copy of Proxy holder's MyKad or Passport (Front and Back) as well as his/her email address.
- (i) You will receive a notification from Boardroom that your request has been received and is being verified.
  - (ii) Upon system verification against the Record of Depositors as at 20 April 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - (iii) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
  - (iv) Please note that the closing time to submit your request is on Monday, 25 April 2022 at 11.30 a.m. (48 hours before the commencement of the EGM).

### Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- (i) The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of EGM on Wednesday, 27 April 2022 at 10.30 a.m.
- (ii) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal. [Refer to Step 2(iii) above]
- (iii) The steps given will also guide you on how to view live webcast, ask questions and vote.
- (iv) Once the Chairman of the Meeting announces the closure of the EGM, the live webcast will end.
- (v) You can then logout from the Virtual Meeting Portal.

(d) Members who are unable to participate in the EGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.

(e) The Company regards the EGM as an important opportunity to engage with members and therefore encourages them to submit questions before and/or during the EGM. Before the EGM, members may submit their questions no later than 11.30 a.m. on Monday, 25 April 2022, via "Boardroom Smart Investor Portal" at <https://investor.boardroomlimited.com/>. During the EGM, members may submit their questions via the query box via the Virtual Meeting Portal.

(f) We will endeavour to address questions received during the EGM itself. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

### 7. Door Gifts

There will be no door gift(s) for members and proxies who participate remotely in the EGM.

### 8. Circular

(a) The Circular is made available online and can be downloaded from our designated website link:

<https://www.rhbgroup.com/investor-relations/overview/index.html>

(b) In line with RHB Bank's commitment to environmental conservation, we will send members a printed copy of the Circular only upon request. You may request for the same electronically via "Boardroom Smart Investor Portal" at <https://investor.boardroomlimited.com/>

### 9. Enquiry

If you have any enquiries prior to the EGM, please contact the following during office hours:

#### Boardroom Share Registrars Sdn Bhd

Puan Rozleen Monzali

Puan Hastini Hassim

- **For members/proxies' enquiries**

- **For technical assistance relating to the electronic lodgement of Proxy Form of EGM as well as RPEV**

Tel No. : 603 7890 4700

Fax No. : 603 7890 4670

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

#### RHB Bank Berhad

Puan Haryati Yahya, Head, Group Financial Performance and Investor Relations

Encik Nik Rizal Kamil Nik Ibrahim Kamil, Group Chief Financial Officer

- **For investor relations**

Email : [haryati.yahya@rhbgroup.com](mailto:haryati.yahya@rhbgroup.com)

[nik.rizal.kamil@rhbgroup.com](mailto:nik.rizal.kamil@rhbgroup.com)

Puan Bibi Rohani Abdullah, Head, Group Event Management

- **For EGM arrangement**

Email : [bibi.rohani@rhbgroup.com](mailto:bibi.rohani@rhbgroup.com)

Encik Azman Shah Md Yaman, Group Company Secretary

Cik Hasnita Sulaiman, Joint Company Secretary

- **For members' enquiries**

Email : [azmanshah@rhbgroup.com](mailto:azmanshah@rhbgroup.com)

[hasnita.sulaiman@rhbgroup.com](mailto:hasnita.sulaiman@rhbgroup.com)