

# Administrative Details for the Fifty-Fourth Annual General Meeting

## 1. Date, Time and Venue of Fifty-fourth (54<sup>th</sup>) Annual General Meeting (AGM)

Date : Friday, 29 May 2020  
Time : 10.00 a.m.  
Venue : Meeting Room 3, Level 16, Tower Three, RHB Centre,  
Jalan Tun Razak, 50400 Kuala Lumpur



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

## 2. Coronavirus Disease (COVID-19) Outbreak

- (a) Amid the evolving COVID-19 outbreak in Malaysia and out of the Company's concern to the well-being and safety of its members, the Company will provide Remote Participation and Voting (RPV) facilities for its members to participate and vote remotely at the 54<sup>th</sup> AGM. 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 AGM without requiring physical presence of members or their proxies.
- (b) By leveraging on the RPV facilities, members may participate in the AGM by viewing a live webcast of the AGM, asking questions online, and submitting votes in real time, without physically attending the AGM.

## 3. Members Entitled To Attend and Vote

Only a member whose name appears in the Record of Depositors as at 21 May 2020 shall be eligible to attend and vote at the AGM or appoint proxy/ies to attend and vote on his/her behalf.

## 4. Lodgement of Proxy Form of AGM

- (a) If you are unable to attend the AGM via RPV facilities on 29 May 2020 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 Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor in accordance with the notes and instructions printed therein, not later than 48 hours before the AGM i.e. latest by Wednesday, 27 May 2020 at 10.00 a.m.
- (b) Alternatively, the proxy appointment may also be lodged electronically via "Boardroom Smart Investor Portal" at [www.boardroomlimited.my](http://www.boardroomlimited.my) not later than 48 hours before the AGM i.e. latest by Wednesday, 27 May 2020 at 10.00 a.m. For further information, kindly refer to the "Electronic Lodgement of Proxy Form of AGM" (as referred to under Note 5 hereafter).

## 5. Electronic Lodgement of Proxy Form of AGM

Proxy form may now be lodged by electronic means via "Boardroom Smart Investor Portal" at [www.boardroomlimited.my](http://www.boardroomlimited.my)

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://boardroomlimited.my>
- (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://boardroomlimited.my>
- (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 54<sup>TH</sup> AGM" 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(s) to vote on your behalf.
- (vi) Appoint your proxy(s) or the Chairman of the Meeting and enter the required particulars for your proxy(s).
- (vii) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- (viii) Review & confirm your proxy(s) appointment.
- (ix) Click submit.
- (x) Download or print the eProxy form acknowledgement.

## 6. 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 AGM, 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 AGM, e-Polling will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- (d) There are three (3) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:-
  - (i) Download the free Lumi AGM from Apple App Store or Google Play Store prior to the meeting; OR
  - (ii) Use QR Scanner Code given to you in the email received after successful registration; OR
  - (iii) Go to the website with URL <https://web.lumiagm.com/>.
- (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.

## 7. Remote Participation and Voting

- (a) All members including individual members, corporate shareholder, authorised nominee and exempt authorised nominee shall use the RPV facilities to participate and vote remotely at the AGM.
- (b) You will be able to view a live webcast of the AGM 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 RPV 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://boardroomlimited.my>
- (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 Thursday, 30 April 2020.]

#### Individual Members

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select "Hybrid/Virtual Meeting" from main menu and select the correct Corporate Event i.e. "RHB BANK 54<sup>th</sup> AGM".
- Enter your CDS Account.
- 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 (Front and Back) as well as his/her email address.

#### Authorised Nominee and Exempt Authorised Nominee

- 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 (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 Depositories as at 21 May 2020, 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 Wednesday, 27 May 2020 at 10.00 a.m. (48 hours before the commencement of the AGM).

### Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast 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 an hour before the commencement of AGM on Friday, 29 May 2020 at 9.00 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 above)
- (iii) The steps will also guide you on how to view live web cast, ask questions and vote.
- (iv) Once the Chairman of the Meeting announces the closure of the AGM, the live web cast will end and the Messaging window will be disabled.
- (v) You can then logout from the Virtual Meeting Portal.

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

### 8. Door Gifts

There will be no door gift(s) for members / proxies who participate in the AGM.

### 9. Integrated Report 2019

(a) The Integrated Report 2019 is made available online and can be downloaded from our designated website link:

<https://www.rhbgroup.com/malaysia/investor-relations/financial-reports/annual-reports/rhb-bank-berhad>

(b) You may also request for the printed Integrated Report by completing and submitting the Request Form provided to you.

(c) Due to the Movement Control Order effective 18 March 2020 to 12 May 2020 (or any extension thereof), request for the printed Integrated Report may be subject to printing and mailing delays. The printed Integrated Report shall be delivered to you once it is made available.

### 10. Enquiry

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

#### Boardroom Share Registrars Sdn Bhd

Encik Shamsul Kamal Abdul Manaf  
Puan Hastini Hassim

- **For members/proxies' enquiries**
- **For assistance relating to the electronic lodgement of proxy form of AGM as well as RPV**

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 Binti Yahya, Head, Investor Relations  
Tuan Syed Ahmad Taufik Albar, Group Chief Financial Officer

- **For investor relations**

Email : [haryati.yahya@rhbgroupp.com](mailto:haryati.yahya@rhbgroupp.com)  
[taufik.albar@rhbgroupp.com](mailto:taufik.albar@rhbgroupp.com)

Puan Bibi Rohani Abdullah, Group Event Management  
- **For AGM arrangement**

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

Encik Azman Shah Md Yaman, Group Company Secretary  
Ms Lai Su Ming, Company Secretary

- **For members' enquiries**

Email : [azmanshah@rhbgroupp.com](mailto:azmanshah@rhbgroupp.com)  
[lai.su.ming@rhbgroupp.com](mailto:lai.su.ming@rhbgroupp.com)