

# Administrative Details for the 57<sup>th</sup> Annual General Meeting of RHB Bank Berhad



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

## 1. Virtual 57<sup>th</sup> Annual General Meeting (“AGM”) of RHB Bank Berhad (“RHB Bank” or “Company”)

Date : Wednesday, 10 May 2023

Time : 10.00 a.m.

Broadcast Venue : Meeting Room 3, Level 16, Tower Three, RHB Centre, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia

- (a) In ensuring the well-being and safety of the Company’s employees and members, in light of the continuing COVID-19 cases, the 57<sup>th</sup> AGM of RHB Bank shall be conducted in a virtual manner. 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 7 April 2022 to encourage listed companies, wherever possible, to continue leveraging technology to conduct their general meetings to facilitate communication and engagements with shareholders.
- (b) The Broadcast Venue of the 57<sup>th</sup> AGM 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 57<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.
- (d) By leveraging on the RPEV facilities, members may participate in the 57<sup>th</sup> AGM by viewing a live webcast of the AGM, asking questions online, and submitting votes in real time, without physically attending the AGM.

## 2. Members Entitled to Participate and Vote

Only members whose names appear in the Record of Depositors as at 2 May 2023 shall be entitled to participate and vote remotely at the 57<sup>th</sup> AGM or appoint proxy(ies) to attend and vote on their behalf.

## 3. Lodgement of Proxy Form of AGM

- (a) If you are unable to attend the AGM via RPEV facilities on 10 May 2023 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 AGM i.e. latest by Monday, 8 May 2023 at 10.00 a.m.
- (b) Alternatively, the proxy appointment may also be lodged electronically via Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com/> not later than 48 hours before the AGM i.e. latest by Monday, 8 May 2023 at 10.00 a.m. For further information, kindly refer to the “Electronic Lodgement of Proxy Form of AGM” (as referred to under Note 4 hereafter).

## 4. Electronic Lodgement of Proxy Form of AGM

- (a) Proxy Form may now be lodged by electronic means via “Boardroom Smart Investor Portal” at <https://investor.boardroomlimited.com/>
- (b) 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 to submit eProxy Lodgement.]

- (i) Access Boardroom’s website at <https://investor.boardroomlimited.com/>
- (ii) Click <<Register>> to sign up as a user. Registration is free.
- (iii) Please select the correct account type i.e sign up as “Shareholder” or “Corporate Holder”
- (iv) Complete registration and upload a softcopy of your MyKad (front and back)/Passport in JPEG, PNG or PDF format. For corporate holder, please also attach the authorisation letter. Click “Sign Up”.
- (v) You will receive an email from the BSIP for email address verification. Click “Verify E-mail Address” to proceed with the registration.
- (vi) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. Click “Enter” to enter the OTP code to complete the process.
- (vii) An email will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to the BSIP at <https://investor.boardroomlimited.com/> with the email address and password that you have provided during the registration to proceed with the next step.

## Step 2 – eProxy Lodgement

[Note: If you are the authorized representatives for more than one (1) authorized nominee/exempt authorized nominee/corporate shareholder, kindly click the home button and select "Edit Profile" in order to add Company name.]

- (i) Access Boardroom's website at <https://investor.boardroomlimited.com/>
- (ii) Login with your user ID (registered email address) and password. [Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free. Refer to Step 1 above.]
- (iii) Select and click "Meeting Event".
- (iv) Go to "RHB BANK 57<sup>TH</sup> AGM" and click "Enter".
- (v) Go to "PROXY" and click "Submit eProxy Form".
- (vi) Select the company you would like to be represented (if more than one Corporate Shareholder).
- (vii) Enter your CDS account number and number of securities held.
- (viii) Select your proxy(ies) – either the Chairman of the Meeting or individual named proxy(ies).
- (ix) Read and accept the Terms & Conditions and click "Next".
- (x) Enter the required particulars of your proxy(ies).
- (xi) Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.
- (xii) Review and confirm your proxy(ies) appointment.
- (xiii) Click "Apply".
- (xiv) Download or print the eProxy Form as acknowledgement.

### Authorised Nominees and Exempt Authorised Nominees

- (i) Access BSIP website at <https://investor.boardroomlimited.com/>
- (ii) Login with your user ID (registered email address) and password. [Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free. Refer to Step 1 above.]
- (iii) Select and click "Meeting Event".
- (iv) Go to "RHB BANK 57<sup>TH</sup> AGM" and click "Enter".
- (v) Go to "PROXY" and click "Submit eProxy Form".
- (vi) Select the company you would like to be represented (if more than one).
- (vii) Proceed to download the file format for "Submission of Proxy Form".
- (viii) Prepare the file for the appointment of proxy(ies) by inserting the required data.
- (ix) Proceed to upload the duly completed Proxy Appointment file.
- (x) Review and confirm your proxy(ies) appointment and click "Submit".
- (xi) Download or print the eProxy Form as acknowledgement.

### For Individual Members, Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees via email

- (i) Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the registration.
- (ii) Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back)/Passport in JPEG, PNG or PDF format as well as his/her email address.

## 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 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 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 57<sup>th</sup> 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 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 <<Register>> to sign up as a user. Registration is free.
- (iii) Please select the correct account type i.e sign up as "Shareholder" or "Corporate Holder"
- (iv) Complete registration and upload a softcopy of your MyKad (front and back)/Passport in JPEG, PNG or PDF format. For corporate holder, please also attach the authorisation letter. Click "Sign Up".
- (v) You will receive an email from the BSIP for email address verification. Click "Verify E-mail Address" to proceed with the registration.
- (vi) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click "Request OTP Code" and an OTP code will be sent to the registered mobile number. Click "Enter" to enter the OTP code to complete the process.
- (vii) An email will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to the BSIP at <https://investor.boardroomlimited.com/> with the email address and password that you have provided during the registration to proceed with the next step.

### ➤ Step 2 – Submit eProxy Lodgement

*[Note: The registration for remote access will be opened on Tuesday, 11 April 2023.]*

- (i) Access Boardroom's website at <https://investor.boardroomlimited.com/>
- (ii) Login with your user ID (registered email address) and password. *[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free. Refer to Step 1 above.]*
- (iii) Select and click "Meeting Event".
- (iv) Go to "RHB BANK 57<sup>TH</sup> AGM" and click "Enter".
- (v) Go to "PROXY" and click "Submit eProxy Form".
- (vi) Select the company you would like to be represented (if more than one Corporate Shareholder).
- (vii) Enter your CDS account number and number of securities held.
- (viii) Select your proxy(ies) – either the Chairman of the Meeting or individual named proxy(ies).
- (ix) Read and accept the Terms & Conditions and click "Next".
- (x) Enter the required particulars of your proxy(ies).
- (xi) Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.
- (xii) Review and confirm your proxy(ies) appointment.
- (xiii) Click "Apply".
- (xiv) Download or print the eProxy Form as acknowledgement.

#### Authorised Nominees and Exempt Authorised Nominees

- (i) Access BSIP website at <https://investor.boardroomlimited.com/>
- (ii) Login with your user ID (registered email address) and password. *[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free. Refer to Step 1 above.]*
- (iii) Select and click "Meeting Event".
- (iv) Go to "RHB BANK 57<sup>TH</sup> AGM" and click "Enter".
- (v) Go to "PROXY" and click "Submit eProxy Form".
- (vi) Select the company you would like to be represented (if more than one).
- (vii) Proceed to download the file format for "Submission of Proxy Form".
- (viii) Prepare the file for the appointment of proxy(ies) by inserting the required data.
- (ix) Proceed to upload the duly completed Proxy Appointment file.
- (x) Review and confirm your proxy(ies) appointment and click "Submit".
- (xi) Download or print the eProxy Form as acknowledgement.
- (xii) You will receive a notification from Boardroom that your request has been received and is being verified.
- (xiii) Upon system verification against the Record of Depositors as at 2 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (xiv) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- (xv) Please note that the closing time to submit your request is on Monday, 8 May 2023 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 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 AGM on Wednesday, 10 May 2023 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(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 AGM, the live webcast will end.
- (v) You can then log out from the Virtual Meeting Portal.

- (d) Members who are unable to participate in the 57<sup>th</sup> AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf.
- (e) The Company regards the AGM as an important opportunity to engage with members and therefore encourages them to submit questions before and/or during the AGM. Before the AGM, members may submit their questions from 11 April 2023 but no later than 10.00 a.m. on Monday, 8 May 2023, via “Boardroom Smart Investor Portal” at <https://investor.boardroomlimited.com/>. During the AGM, members may submit their questions via the query box via the Virtual Meeting Portal.
- (f) We will endeavour to address questions received during the AGM 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 or other form of gift(s) for members and proxies for the 57<sup>th</sup> AGM.

#### 8. Integrated Report 2022

- (a) The Integrated Report 2022 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) In line with RHB Bank’s commitment to environmental conservation, we will send members a printed copy of the Integrated Report 2022 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 AGM, 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 AGM as well as RPEV

Tel No. : 603 7890 4700

Fax No. : 603 7890 4670

Email : BSR.Helpdesk@boardroomlimited.com

##### RHB Bank Berhad

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

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

- For investor relations
- Email : haryati.yahya@rhbgroup.com | nik.rizal.kamil@rhbgroup.com

Puan Bibi Rohani Abdullah, Head, Group Event Management

- For AGM arrangement
- Email : 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 | hasnita.sulaiman@rhbgroup.com