

# ADMINISTRATIVE GUIDE AND NOTES FOR SHAREHOLDERS FOR FIFTY-EIGHTH (58<sup>TH</sup>) ANNUAL GENERAL MEETING



**Day/Date:**  
Thursday,  
23 February 2023



**Time:**  
2.15 p.m.



**Venue:**  
Conference Room, Ground Floor, Wisma Taiko,  
No. 1, Jalan S.P. Seenivasagam, 30000 Ipoh, Perak, Malaysia.

## 1. PUBLIC HEALTH PROTOCOLS

- For safety purposes, participants are highly encouraged to perform self-test for COVID-19 at home a day before the Annual General Meeting (“AGM”).
- A shareholder/proxy who has symptoms of being unwell or showing any symptoms of COVID-19 is advised not to attend the AGM.
- Participants are to abide by the prevailing and applicable safety and precautionary requirements and guidelines as prescribed by the Government, Ministry of Health, National Security Council (*Majlis Keselamatan Negara*) and other relevant authorities, and are advised to visit the relevant websites for the most current regulations at the time when deciding to attend the AGM in person.
- The Company reserves the right to carry out the acts as may be deemed necessary for the safety of the participants including but not limited to the following:
  - (i) refuse entry of any participants if any of the health protocols is not adhered to;
  - (ii) refuse entry of any participants with COVID-19 symptoms (which include fever, cough, breathlessness) and/or displaying symptoms of being unwell; and
  - (iii) monitor the situation and take further measures as and when appropriate in order to minimise any risks to the AGM.

## 2. REGISTRATION

- Registration will start at 1.15 p.m. at the Ground Floor lobby of Wisma Taiko and will end at a time directed by the Chairman of the AGM.
- Please produce your original MyKad/Passport (for foreigners) at the registration counter for verification and registration. Please ensure to collect your MyKad/Passport thereafter.
- Please note that no person will be allowed to register on behalf of another person even with the original MyKad/Passport of that person.
- Upon completion of the registration process, you will be given an identification barcode wristband to enter the meeting hall. **Please be reminded that there will be no replacement in the event that you lose or misplace the barcode wristband.**
- Please vacate the registration area immediately after registration and proceed to the meeting hall.
- Please note that you will not be allowed to enter the meeting hall without wearing the barcode wristband.
- The registration counter will handle only verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.

## 3. HELP DESK

- Please proceed to the Help Desk located at the Ground Floor lobby of Wisma Taiko for any clarification or enquiries.
- The Help Desk will also handle revocation of proxy appointments.

## 4. ENTITLEMENT TO PARTICIPATE IN THE AGM

- Only members whose names appear on the General Meeting Record of Depositors or Register of Members as at 15 February 2023 shall be entitled to attend at the AGM or appoint a proxy to attend on his/her behalf.

## 5. 2022 ANNUAL REPORT

- The Company’s 2022 Annual Report is available at the websites of the Company, [www.bkawan.com.my](http://www.bkawan.com.my) and Bursa Malaysia Securities Berhad, [www.bursamalaysia.com](http://www.bursamalaysia.com).
- Printed copies will be available for collection on a first come, first served basis at the registration counter on the day of AGM.
- If you wish to request a printed copy of the 2022 Annual Report prior to the AGM, please forward your request by completing the Request Form provided. However, we hope you would consider the environmental and sustainability concerns, and refrain from requesting for the printed copy of the 2022 Annual Report.

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## 6. APPOINTMENT OF PROXY

- A member of the Company entitled to attend and vote at the AGM is entitled to appoint not more than two (2) proxies to exercise all or any of his/her rights to attend and vote at the same AGM on his/her behalf. If you are unable to attend the AGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions stated in the notice of AGM.
- You may submit your proxy form to the office of the Share Registrar of our Company, Boardroom Share Registrars Sdn Bhd or by email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com), not less than twenty-four (24) hours before the time appointed for the taking of the poll.
- The proxy form may also be lodged electronically via Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com>. For further information, kindly refer to Table 1 below for proxy appointment via BSIP.

Table 1 – Proxy Appointment via BSIP:

<p><b>Step 1 – Register Online with BSIP (for first time registration only)</b></p>	<p><b>Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.</b></p> <ul style="list-style-type: none"> <li>• Access the website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>• Click “Register” to sign up as a user.</li> <li>• Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (“NRIC”) (front and back) or Passport. Click “Register”.</li> <li>• You will receive an email from BSIP Online for email address verification. Click on “Verify Email Address” from the email received to continue with the registration.</li> <li>• Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number.</li> <li>• Click on “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.</li> <li>• Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</li> <li>• An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password filled up by you during the registration to proceed.</li> </ul>
<p><b>Step 2 – Appointment of Proxy</b></p>	<ul style="list-style-type: none"> <li>• Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>• Click “Meeting Event” and select from the list of companies “Batu Kawan Berhad (58<sup>th</sup>) Annual General Meeting” and click “Enter”.</li> <li>• Click “Submit eProxy form”.</li> <li>• Read and accept the General Terms and Conditions and enter your CDS account number.</li> <li>• Enter your CDS account number and the number of shares held.</li> <li>• Select your proxy — either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</li> <li>• 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.</li> <li>• Review and confirm your proxy appointment. Click “Apply”. Download or print the eProxy form as acknowledgement.</li> </ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of member, CDS account number accompanied with the certificate of appointment of corporate representative or proxy form (as the case may be) to submit the request latest by 22 February 2023 at 2.15 p.m.</li> <li>• Please provide a copy of corporate representative’s or proxy’s NRIC (front and back) or passport, as well as his/her email address.</li> </ul>

- If you wish to attend the AGM yourself, please do not submit any proxy form. You will not be allowed to attend the AGM together with a proxy appointed by you.
- If you have submitted your proxy form prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to the Help Desk located at the Ground Floor lobby of Wisma Taiko to revoke the appointment of your proxy.

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## 7. DOOR GIFT/FOOD VOUCHER

There will be no distribution of voucher or door gift to members/proxies who participate in the AGM.

## 8. ENQUIRIES

If you have any queries prior to the AGM, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

- **Batu Kawan Berhad**  
**Corporate Secretarial Department**  
Tel : +605-240 8000  
Fax : +605-240 8117  
Email : [cosec@bkawan.com.my](mailto:cosec@bkawan.com.my)

- **Share Registrar**  
**Boardroom Share Registrars Sdn. Bhd.**  
Tel : +603-7890 4700  
Fax : +603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)