

ADMINISTRATIVE GUIDE AND NOTES FOR SHAREHOLDERS FOR FIFTY-SEVENTH (57TH) ANNUAL GENERAL MEETING



Day/Date
17 February 2022
Thursday



Time
2.15 p.m.



Broadcast Venue
Menara KLK, Level 10, No. 1, Jalan PJU 7/6, Mutiara Damansara,
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

MODE OF MEETING

In view of the COVID-19 pandemic and as part of the safety measures for our shareholders, the 57th Annual General Meeting (“AGM” or “Meeting”) of the Company will be held as a virtual meeting conducted through live streaming and online remote voting from the Broadcast Venue using the Remote Participation and Voting (“RPV”) facilities provided by the appointed Poll Administrator for the AGM, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) on the meeting platform at <https://tiah.online> (“TIH Online”).

The Broadcast Venue of the AGM 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. Members or proxies or authorised representatives will not be allowed to be physically present at the Broadcast Venue on the day of the Meeting.

RPV FACILITIES

Only members whose names appear in the Register of Members or General Meeting Record of Depositors as at 10 February 2022 (General Meeting Record of Depositors) shall be entitled to participate, speak (in the form of real time submission of typed texts) and vote remotely at the AGM using the RPV provided by Tricor via TIH Online. Please refer to “Procedures for RPV” contained herein for more information.

A member who has appointed proxy(ies) or attorney(s) or authorised representative(s) to participate at this AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIH Online. Please refer to “Procedures for RPV” contained herein for more information.

As the AGM is a virtual meeting, members who are unable to participate in this Meeting may appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV FACILITIES

Please refer to the following procedures for remote participation and online remote voting at the AGM:

Procedure	Action
BEFORE THE AGM DAY	
(a)	<p>Register as a user with TIH Online</p> <ul style="list-style-type: none"> Use your smart device or computer, access the website at TIH Online and register as a user under the “e-Services” and select “Create Account by Individual Holder”. You can refer to the tutorial guide posted on the homepage for any assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user with TIH Online, you do not require to register again. You will receive an email notification that the remote participation is available for registration at TIH Online.
(b)	<p>Submit your registration for remote participation and voting</p> <ul style="list-style-type: none"> Registration will be open from Friday, 31 December 2021 until the AGM day on Thursday, 17 February 2022. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV facilities. You can log in to TIH Online with your username (i.e. email address) and password, and select the corporate event: “(REGISTRATION) BKB 57TH AGM”. Read and agree to the Terms & Conditions of the electronic participation and voting and confirm the Declaration. Thereafter, select “Register for Remote Participation and Voting”. Review your registration and if in order, proceed with the registration. The system will send an email to notify you that your registration for remote participation and voting is received and will be verified. After verification of your registration against the Register of Members or General Meeting Record of Depositors as at 10 February 2022, the system will send you an email to inform whether your registration of the remote voting is approved or rejected and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p>Note: Please ensure to allow sufficient time required for the approval as a new user of TIH Online as well as the registration for RPV in order for you to participate in the AGM remotely.</p>

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PROCEDURES FOR RPV FACILITIES (Continued)

Procedure	Action
ON THE AGM DAY	
(a) Log in to TIIH Online	<ul style="list-style-type: none"> Log in with your username and password for remote participation at the AGM at any time from 1.15 p.m., i.e. one (1) hour before the commencement of the AGM at 2.15 p.m. on Thursday, 17 February 2022.
(b) Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) BKB 57TH AGM” to engage in the proceedings of the AGM. If you have any questions for the Chairman/Board, you may use the query box to transmit your questions. The Chairman/Board will endeavour to respond to questions submitted during the AGM. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of Meeting will indicate your presence at the virtual meeting. Take note that the quality of the live streaming of the AGM is dependable on the bandwidth and stability of the internet connection at your location and the device you use. In the event that you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616/011-40803168/011-40803169/011-40803170 for assistance or email to tiih.online@my.tricorglobal.com for assistance.
(c) Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 2.15 p.m. on Thursday, 17 February 2022 until a time when the Chairman announces the end of the voting session of the AGM. To submit your vote on TIIH Online, select the corporate event: “(REMOTE VOTING) BKB 57TH AGM” or if you are in the live stream meeting page, you can select the “GO TO REMOTE VOTING PAGE” button, located below the query box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(d) End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the AGM, the live streaming will end.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

The appointment of proxy(ies) may be made in a hardcopy form or by electronic means as specified below and must be received by the Company not less than twenty-four (24) hours before the time appointed for taking of the poll, i.e. no later than 16 February 2022 at 2.15 p.m.:

- In hardcopy form**
The original proxy form shall be deposited to Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or alternatively, the Tricor Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
- Electronically via TIIH Online**
The proxy form can be electronically lodged with Tricor via TIIH Online. Kindly refer to the “Procedures for Electronic Submission of Proxy Form” for steps to submit your electronic proxy form.

The power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority, shall be deposited with Tricor not less than twenty-four (24) hours before the time appointed for taking of the poll, i.e. no later than 16 February 2022 at 2.15 p.m.

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PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIIH Online are summarised as follows:

Procedure	Action
1) Steps for Individual Members	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> Access the TIIH Online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for any assistance. If you are already a user with TIIH Online, you do not require to register again.
(b) Proceed with Submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of the AGM by the Company, log in with your username (i.e. email address) and password. Select the corporate event: “BKB 57TH AGM - SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. Indicate your voting instructions - FOR or AGAINST, otherwise your proxy(ies) will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
2) Steps for Corporation or Institutional Members	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> Access the TIIH Online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for any assistance. Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder.” Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><u>Note:</u> The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Log in to TIIH Online. Select the corporate event: “BKB 57TH AGM – SUBMISSION OF PROXY FORM”. Read and agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for “SUBMISSION OF PROXY FORM” in accordance with the Guidance Note set out therein. Prepare the file for the appointment of proxy(ies) by inserting the required data. Submit the proxy appointment file. In the event of Auto-Logout, please re-log in to TIIH Online and select corporate event: “BKB 57TH AGM – SUBMISSION OF PROXY FORM”. Proceed to upload the duly completed proxy appointment file. Select “SUBMIT” to complete your submission. Print the confirmation report of your submission for your record.

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POLL VOTING

- The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as the Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- Members or proxies or corporate representatives or attorneys can proceed to vote remotely on the resolutions at any time from the commencement of the AGM at 2.15 p.m. on Thursday, 17 February 2022 until the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (c) of the above “**Procedures for RPV Facilities – On the AGM Day**” for guidance on how to vote remotely via TIIH Online.
- Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Members may submit questions to the Board in advance of the AGM via Tricor’s TIIH Online by selecting “**e-Services**” to log in and submit questions no later than Wednesday, 16 February 2022 at 2.15 p.m. The Board will endeavour to answer the questions received at the AGM.

2021 ANNUAL REPORT

- The 2021 Annual Report is available on the Company’s website at www.bkawan.com.my.
- You may request for a printed copy of the 2021 Annual Report from our Share Registrar, Boardroom Share Registrars Sdn Bhd. However, we hope you would consider the environmental and sustainability concerns, and refrain from requesting for the printed copy of the 2021 Annual Report.

DOOR GIFT/FOOD VOUCHER

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

ENQUIRIES

If you have any enquiries 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

- **Poll Administrator**
Tricor Investor & Issuing House Services Sdn Bhd
Tel : +603-2783 9299
Fax : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com

Contact persons:

En. Zulhafri Bin Abdul Rahman
Tel : +603-2783 9289
Email : Zulhafri@my.tricorglobal.com

Mr. Cheng Kang Shaun
Tel : +603-2783 9241
Email : Kang.Shaun.Cheng@my.tricorglobal.com