

ADMINISTRATIVE GUIDE AND NOTES FOR SHAREHOLDERS FOR FIFTY-SIXTH (56TH) ANNUAL GENERAL MEETING



Day/Date
Thursday
18 February 2021



Time
2.15 p.m.



Broadcast Venue
BKB Boardroom, Level 9, Menara KLK,
No. 1, Jalan PJU 7/6, Mutiara Damansara,
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

CONDUCT OF MEETING

The health and safety of our shareholders are of utmost priority for the Company. As part of the Company's efforts to curb the spread of COVID-19, the 56th Annual General Meeting ("AGM") of the Company will be conducted entirely through live streaming and online remote voting from the Broadcast Venue using the Remote Participation and Voting ("RPV") facilities provided on the meeting platform at <https://tiih.online>.

The Broadcast Venue of the 56th 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/proxies/representatives are not allowed to be physically present at the Broadcast Venue on the day of the 56th AGM.**

ENTITLEMENT TO PARTICIPATE, SPEAK AND VOTE

Only members whose names appear in the Register of Members or General Meeting Record of Depositors as at 10 February 2021 (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 56th AGM.

MODE OF COMMUNICATION

Members may submit questions to the Board of Directors prior to the 56th AGM via the meeting platform at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than 2.15 p.m. on 16 February 2021, or may use the query box to transmit questions to the Board of Directors via RPV facilities during live streaming of the 56th AGM.

PROCEDURES FOR RPV FACILITIES

Please refer to the following procedures for remote participation through live streaming and online remote voting at the 56th AGM using the RPV facilities:

	Procedure	Action
BEFORE THE DAY OF THE 56TH AGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Use your smart device or computer, access the website, hosted by our Poll Administrator, Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") at https://tiih.online and register as a user under their "e-Services". 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 TIIH Online (from previous registration to participate in other virtual meetings), you do not require to register again. You will receive an email notification that the remote participation is available for registration at TIIH Online.

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	Procedure	Action
BEFORE THE DAY OF THE 56TH AGM (Continued)		
(b)	Register to participate in remote voting	<ul style="list-style-type: none"> • For new users, upon successful registration as a user, you are required to login to https://tiih.online to further register to participate and vote in the AGM. Existing users can login to the same website to participate and vote in the AGM. • Registration will be open from Monday, 18 January 2021 until the day of 56th AGM on Thursday, 18 February 2021. • You can log in to the Tricor website with your user ID and password, and select the corporate event: “(REGISTRATION) BKB 56TH AGM”. • Read and agree to the Terms & Conditions of the electronic participation and voting and confirm the Declaration. • Thereafter, select “<i>Register for Remote Participation and Voting</i>”. • 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 2021, 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 (Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order for you to participate the 56th AGM remotely).
ON THE DAY OF THE 56TH AGM		
(a)	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 56th AGM at any time from 1.45 p.m., i.e. 30 minutes before the commencement of the 56th AGM at 2.15 p.m. on Thursday, 18 February 2021.
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) BKB 56TH AGM” to engage in the proceedings of the 56th 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 56th 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 online meeting. • Take note that the quality of the live streaming of the 56th 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, 18 February 2021 until a time when the Chairman announces the end of the voting session of the 56th AGM. • To submit your vote on the TIIH Online website, select the corporate event: “(REMOTE VOTING) BKB 56TH 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 56th AGM, the live streaming will end.

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APPOINTMENT OF PROXY

The appointment of a proxy 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 **17 February 2021 at 2.15 p.m.:**

- In hardcopy form**
 The original proxy form or 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 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.
- By Tricor Online System (TIIH Online) [applicable only for members who are individuals]**
 The proxy form can be electronically lodged with Tricor via TIIH Online at <https://tiih.online>. Kindly refer to the 'Procedure for Electronic Submission of Proxy Form' for steps to submit your electronic proxy form.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

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

Procedure	Action
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> Access the TIIH Online website at https://tiih.online. Register as a user under the "e-Services". You can refer to the tutorial guide posted on the homepage for any assistance. If you are already a user with TIIH Online (from previous registration to participate in other virtual meetings), 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 56th AGM by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "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 will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.

POLL VOTING

- The voting at the 56th 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.
- Members/proxies/representatives can proceed to vote remotely on the resolutions at any time from the commencement of the 56th AGM at 2.15 p.m. on Thursday, 18 February 2021 until the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the "Procedures for RPV Facilities" above for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>.
- Upon completion of the voting session for the 56th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

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2020 ANNUAL REPORT

- The 2020 Annual Report is available on the Company's website at www.bkawan.com.my.
- You may request for a printed copy of the 2020 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 2020 Annual Report.

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

En. Zulhafri 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