

# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

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## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

### A. HOW TO PARTICIPATE IN THE ANNUAL GENERAL MEETING (“AGM”) REMOTELY

1. Please note that the Remote Participation and Electronic Voting (“RPEV”) facilities is available to:
  - (i) Individual members;
  - (ii) Corporate shareholder;
  - (iii) Authorised Nominees; and
  - (iv) Exempt Authorised Nominees.
2. At the on-line meeting, you will be able to submit questions to the Board via the meeting platform at <https://web.lumiagm.com>, and cast your votes for the resolutions in real time.

Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2020 commencing from 30 April 2021 and in any event no later than 10.00 a.m., Monday, 21 June 2021 via Boardroom’s website at <https://boardroomlimited.my>. Using the same user ID and password provided in Step 2 below, select “SUBMIT QUESTION” and pose your questions (“Pre-AGM Meeting Questions”).

3. To participate in the AGM, you will need a login ID and a password. The following steps will enable you to secure the login ID and password.

#### STEP 1

##### Register On-line with Boardroom Smart Investor Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Portal previously, you are not required to register again; you may proceed to Step 2 (submit request for Remote Participation user ID and password)]*

- a. Access website [www.boardroomlimited.my](http://www.boardroomlimited.my)
- b. Click <<Login>> and click <<Register>> to sign up as a user
- c. Complete registration and upload softcopy of MyKAD (front and back) or passport in JPEG or PNG format
- d. Please enter a valid e-mail address and wait for Boardroom’s e-mail verification

Your registration will be verified and approved within one business day and an e-mail notification will be sent.

#### STEP 2

##### Submit Request for Remote Participation User ID and Password (for shareholders with an existing Boardroom Smart Investor Portal ID)

Registration for remote access will **commence on 30 April 2021**. Please note that the **deadline to submit your request is at 10:00am on 21 June 2021** (48 hours before the AGM).

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### Individual Members

- i. Login to [www.boardroomlimited.my](http://www.boardroomlimited.my) using the user ID and password you created
- ii. Select "Virtual Meeting" from the main menu and select the correct Corporate Event: "DRB-HICOM Berhad 31st Annual General Meeting"
- iii. Enter your CDS Account Number
- iv. Read and agree to the terms & conditions, and thereafter submit your request

### Corporate Shareholders

- i. Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) with the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request
- ii. Please provide a copy of the Proxy Holder's MyKad (front and back) or passport in JPEG or PNG format as well as his/her e-mail address

### Authorised Nominees and Exempt Authorised Nominees

- i. Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) with the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request
- ii. Please provide a copy of the Proxy Holder's MyKad (front and back) or passport in JPEG or PNG format as well as his/her e-mail address

### Once you have completed the steps above:

- a. You will receive a notification from Boardroom that your request has been received and is being verified
- b. The system will verify your registration against the AGM's Record of Depositories, and you will receive an e-mail from Boardroom either approving or rejecting your registration for remote participation
- c. If approved, you will also receive your remote access user ID and password along with the e-mail from Boardroom

You are now set to be a participant at the AGM, and you can log in on the AGM day as explained below.

Please note that the **deadline to submit your request is at 10:00am on 21 June 2021** (48 hours before the AGM).

### I Did Not Get Any Notifications from The Share Registrars

If you did not get the notification via e-mail, please contact the following:

Helpdesk Telephone: +603 7890 4700; or

E-mail: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

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### STEP 3

#### Logging into the Virtual Meeting Portal on AGM Day

*[Please note that the quality of the connectivity to the meeting for live web cast and for remote on-line voting is highly dependent on the bandwidth and the stability of the internet connection at your remote location]*

- a. The virtual meeting portal will be open for logging in at 9:00am on 23 June 2021 (one hour before the commencement of AGM at 10:00am)
- b. Follow the steps given to you in the e-mail; use your user ID and password to login to the virtual meeting portal (refer to Step 2 above)
- c. The steps will also guide you how to view the live webcast, ask questions and vote
- d. Please ensure your devices are in good working condition, and is fully-charged or connected to a power outlet; the use of earphones is recommended for better audio clarity
- e. Upon closing of the AGM by the Chairman, the live web cast will end and the messaging window will be disabled

You can leave or logout from the portal/exit the meeting at any time.

## B. HOW TO VOTE

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

DRB-HICOM has appointed Boardroom Share Registrars Sdn. Bhd. as Poll Administrators to conduct the poll by way of electronic voting (e-voting), and Sky Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.

2. For the purposes of this AGM, e-voting will be carried out via the following voting devices:
  - a. personal smart mobile phones;
  - b. tablets; or
  - c. laptops or personal computers (PC)
3. There are two methods for members and proxies to vote:
  - i. use a QR Scanner Code given in the e-mail sent to you at registration, **OR**
  - ii. access the website URL <https://web.lumiagm.com/>
4. The polling will only commence after the Chairman announces opening of the polls, and will remain open until such time when the Chairman announces the closure of the poll.
5. Once a poll is closed, the Scrutineers will verify the poll result reports and they will announce the results thereafter. The Chairman will declare whether the resolutions put to vote were successfully carried or not.

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### C. HOW TO LODGE THE AGM PROXY FORM

1. If you are unable to join the broadcast of the AGM on 23 June 2021 and wish to appoint the Chairman of the Meeting as your proxy to vote on your behalf, please deposit your proxy form electronically via "Boardroom Smart Investor Portal" at [www.boardroomlimited.my](http://www.boardroomlimited.my).

The lodgement must be done no later than 48 hours before the AGM i.e. latest by Monday, 21 June 2021 at 10.00 a.m.

To lodge the form electronically, kindly read and follow the guidelines which are detailed below:

#### STEP 1

##### **Register On-line with Boardroom Smart Investor Portal (for first time registration only)**

##### **See page 1 above**

*[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 e-Proxy Lodgement]*

##### **Step 2 – e-Proxy Lodgement**

- a. Access Boardroom's website at [www.boardroomlimited.my](http://www.boardroomlimited.my)
- b. Login with your user ID (i.e. e-mail address) and password
- c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "DRB-HICOM 31st AGM" and click "APPLY"
- d. Read the Terms & Conditions and confirm the Declaration
- e. Enter the CDS account number and indicate the number of securities for your proxy/ies to vote on your behalf
- f. Appoint your proxy/ies or the Chairman of the Meeting and enter the required particulars for your proxy/ies
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote
- h. Review & confirm your proxy/ies appointment, and click "SUBMIT"
- i. Download or print the e-Proxy form acknowledgement

Alternatively, you may deposit your proxy form at the office of the Share Registrar at:

11th Floor, Menara Symphony,  
No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13,  
46200 Petaling Jaya, Selangor.

This too must be lodged not later than 48 hours before the AGM i.e. latest by Monday, 21 June 2021 at 10.00 a.m.

##### **Revocation of Proxy**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy/ies. This must be done at least 48 hours before the meeting.

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### D. HOW TO ACCESS THE ANNUAL REPORT & RELATED AGM DOCUMENTS

1. You may get copies of the following documents on the Company's website at <https://www.drb-hicom.com/investors/agm-31/>

- i. Annual Report\* for Financial Year Ended 31 December 2020
- ii. Corporate Governance Report 2020
- iii. Circular to Shareholders in relation to the Proposed Renewal of Shareholders' Mandate for existing Recurrent Related Party Transactions ("RRPT") and Proposed New Shareholders' Mandate for additional RRPT of a revenue or trading nature
- iv. Notice of the 31st AGM
- v. Form of Proxy

\* - *The Annual Report 2020 incorporates the Sustainability Report 2020*

2. If you need a printed copy of DRB-HICOM Annual Report for Financial Year Ended 31 December 2020, you may request for this through our Share Registrar's Smart Investor Portal at [www.boardroomlimited.my](http://www.boardroomlimited.my).

Select "Request for Annual Report" under the "Investor Services" menu.

Alternatively, you may also make your request to our share registrars via

e-mail: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

Telephone: +603 7890 4700

**Please note that the delivery of the document may be curtailed or delayed due to the increased demand for courier services during this pandemic times.**

We look forward to hosting the AGM on-line. If you have any enquiries prior to the 31st AGM, please call the following numbers during office hours:

- i. Boardroom Share Registrars Sdn. Bhd.  
Tel: **+603 7890 4700**
- ii. DRB-HICOM Corporate Secretarial Department  
Tel: **+603 2052 8935**

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