

# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

## A. INTRODUCTION

The 34<sup>th</sup> Annual General Meeting (“AGM”) of DRB-HICOM Berhad (“DRB-HICOM”) will be held virtually from the Broadcast Venue and via remote participation according to details below:

Date	: Tuesday, 28 May 2024
Time	: 10.30 am
Broadcast venue	: Training Hall, Level 6, Wisma DRB-HICOM, No. 2, Jalan Usahawan U1/8, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan.
On-line meeting platform	: <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>

DRB-HICOM invites shareholders to participate in the AGM from their home or office and follow the entire proceedings on-line. This Administrative Guide for Shareholders (“Guide”) sets out the steps for shareholders to participate effectively in this virtual AGM including registration for remote participation, submission of proxy forms, submission of questions and voting.

## B. HOW TO PARTICIPATE IN THE AGM REMOTELY

- Please note that the Remote Participation and Electronic Voting (“RPEV”) facilities is available to:
  - Individual members;
  - Corporate shareholders;
  - Authorised nominees; and
  - Exempt authorised nominees.

### 2. REMOTE PARTICIPATION AND VOTING VIA RPEV FACILITIES

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual AGM:

#### BEFORE THE 34<sup>TH</sup> AGM DAY

##### Step 1: Register Online with Boardroom Smart Investor Portal (“BSIP”)

*Note: This is a one-time registration. If you have already signed up with BSIP, you may proceed to Step 2.*

(Only for first time BSIP users)

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to BSIP website at <https://investor.boardroomlimited.com>

Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> <li>Click Register to sign up for a user account and select the correct account type “Sign up as Individual”.</li> <li>Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>Click Sign Up.</li> </ul> <p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<ul style="list-style-type: none"> <li>Click Register to sign up for a user account and select the correct account type “Sign up as Corporate Holder”.</li> <li>Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the <b>completed authorisation letter</b>.</li> <li>Click Sign Up.</li> </ul> <p><i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select “Edit Profile” in order to add your representation after your BSIP account has been approved.]</i></p>

- You will receive an email from Boardroom for email address verification. Click “**Verify Email Address**” from the email received to continue with the registration process.
- Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “**Request OTP Code**” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click “**Enter**” to complete the registration process.
- Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration is completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

**Step 2: Submit Request for RPEV (applicable for individual account only)**

The registration for RPEV will open from 29 April 2024 at 10.30 a.m. until the day of the 34<sup>th</sup> AGM on Tuesday, 28 May 2024.

For Individual account only

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your 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 process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]
- (d) Click "**Meeting Event**" and select "**DRB-HICOM BERHAD 34<sup>TH</sup> ANNUAL GENERAL MEETING**" from the list of companies and click "Enter".
- (e) Go to "Virtual" and click on "**Register for RPEV**".
- (f) Check the box to register for RPEV and enter your 9 digits CDS account number.
- (g) Read and check the box to accept the Terms & Conditions, then click "**Register**".
- (h) You will receive a notification that your RPEV registration has been received and pending verification.
- (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at **21 May 2024**, you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

**APPOINTMENT OF PROXY**

If Members wish to submit their Proxy Form electronically via BSIP, please refer to the procedures for electronic lodgement of Proxy Form as follows:

**For Individual Shareholders, Corporate Shareholders**

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your 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 process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]
- (d) Click "**Meeting Event**" and select "**DRB-HICOM BERHAD 34<sup>TH</sup> ANNUAL GENERAL MEETING**" from the list of companies and click "Enter".

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none"> <li>• Select the Company that you are representing - <b>for Corporate Account user only</b>.</li> <li>• Go to "<b>Proxy</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Enter your 9 digits CDS account number and number of securities held.</li> <li>• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.</li> <li>• Read and accept the Terms and Conditions and click "<b>Next</b>".</li> <li>• Enter the required particulars of your proxy/proxies.</li> <li>• Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.</li> <li>• Review and confirm your proxy/proxies appointment and click "Submit".</li> <li>• Download or print the eProxy Form as acknowledgement.</li> </ul>	<ul style="list-style-type: none"> <li>• Select the Nominees Company that you are representing.</li> <li>• Go to "<b>Proxy</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Click on "Download Excel Template" to download.</li> <li>• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.</li> <li>• Proceed to upload the duly completed excel file.</li> <li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy form as acknowledgement.</li> </ul>

Please note that the closing date and time to submit your proxy/proxies form is by **Sunday, 26 May 2024 at 10.30 a.m.**

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## ON THE DAY OF THE AGM

### Step 4: Login to Boardroom Meeting Portal

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your 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 process "Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")" above.]*
- (d) Meeting platform will be made available at any time from 9.30 a.m. i.e. one hour before the commencement of the AGM at 10.30 a.m. on 28 May 2024.
- (e) Click "**Meeting Event**" and go to "**DRB-HICOM BERHAD 34<sup>TH</sup> ANNUAL GENERAL MEETING**" and then click "**Join Live Meeting**" to join the proceedings of the AGM remotely.  
If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 9.30 a.m. on 28 May 2024.
- (f) Once voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- (g) To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- (h) To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

### Important Notes:

- (a) The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.
- (b) Recommended requirement for live webcast:
  - (i) Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.
  - (ii) Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.
  - (iii) Device with working and good quality speakers.
- (c) You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.

### Entitlement to Participate and Vote

- Only shareholders whose names appear on the General Meeting ROD as at 21 May 2024 shall be eligible to participate at the AGM.
- If a shareholder is unable to participate at the AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

## REVOCAION OF PROXY

If a shareholder has submitted his/her proxy form prior to the AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least **forty-eight (48) hours** before the AGM. Please find the below steps for revocation on eProxy form or physical proxy form:-

eProxy Form	Physical Proxy Form
<ul style="list-style-type: none"> <li>• Go to "<b>Meeting Event</b>" and select "<b>DRB-HICOM BERHAD 34<sup>TH</sup> ANNUAL GENERAL MEETING</b>" from the list of companies and click "<b>Enter</b>".</li> <li>• Go to "<b>Proxy</b>" and click on "<b>Submit Another eProxy Form</b>".</li> <li>• Go to "<b>Submitted eProxy Form List</b>" and click "<b>View</b>" for the eProxy form.</li> <li>• Click "<b>Cancel/Revoke</b>" at the bottom of the eProxy form.</li> <li>• Click "<b>Proceed</b>" to confirm.</li> </ul>	<ul style="list-style-type: none"> <li>• Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.</li> </ul>

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, shareholders should advise their proxy/proxies accordingly.

## SUBMISSION OF QUESTIONS

### Before Meeting Day

You may submit questions before the AGM via BSIP at <https://investor.boardroomlimited.com> no later than **Sunday, 26 May 2024 at 10.30 a.m.** Click "**Submit Question**" after selecting "**DRB-HICOM BERHAD 34<sup>TH</sup> ANNUAL GENERAL MEETING**" from "**Meeting Event**" to submit your questions.

### Meeting Day

You may use the messaging window facility by clicking the messaging icon within the Boardroom Meeting Portal to submit your questions. The messaging window facility will open one (1) hour before the commencement of the AGM which is on 28 May 2024 at 10.30 a.m. and will remain open until such time that the Chairman announces the closure of the Q&A session.

## C. HOW TO ACCESS THE ANNUAL REPORT AND RELATED AGM DOCUMENTS

1. You may obtain copies of the following documents on the Company's website at <https://www.drb-hicom.com/investors/agm-34/>
  - i. **Integrated Annual Report\* for Financial Year Ended 31 December 2023**
  - ii. **Notice of the 34<sup>th</sup> AGM**
  - iii. **Form of Proxy**
  - iv. **Corporate Governance Report 2023**
  - v. **Circular to Shareholders in relation to the Proposed Renewal of Shareholders' Mandate for existing Recurrent Related Party Transactions ("RRPT") of a revenue or trading nature**

\* The Integrated Annual Report 2023 incorporates the Sustainability Report 2023

If you need a printed copy of DRB-HICOM Integrated Annual Report for Financial Year Ended 31 December 2023, you may request for this through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting "**Request for Integrated Annual Report**" under the "**Investor Services**" menu.

## D. ENQUIRY

If you have any enquiries relating to the Boardroom Meeting Portal or proxy appointment prior to the AGM, or encounter any technical issues with participating in the virtual AGM, please contact Boardroom during office hours from Monday to Friday, 8.30 a.m. to 5.30 p.m. (except for public holidays):

### Boardroom Share Registrars Sdn. Bhd.

General Line : +603 7890 4700

Fax number : +603 7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)