



**MALAYAN BANKING BERHAD**  
(Company No.: 196001000142)  
(Incorporated in Malaysia)

**61<sup>ST</sup> ANNUAL GENERAL MEETING  
ADMINISTRATIVE NOTES FOR SHAREHOLDERS**

**Mode of Meeting**

1. In view of the COVID-19 outbreak which may continue to pose a threat to the health and safety of the shareholders even after the expiry of the Movement Control Order imposed by the Government of Malaysia and in line with the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC Guidance Notes”), the 61<sup>st</sup> Annual General Meeting of the Company (“61<sup>st</sup> AGM”) will be conducted virtually through live streaming.

The date, time and Broadcast Venue for the 61<sup>st</sup> AGM is as follows:-

<b>61<sup>st</sup> ANNUAL GENERAL MEETING</b>		
<b>Date:</b> Thursday, 15 April 2021	<b>Time:</b> 10.00 a.m.	<b>Broadcast Venue:</b> Menara Maybank 100 Jalan Tun Perak 50050 Kuala Lumpur, Malaysia

2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Article 59(4) of the Company’s Constitution which require the Chairman of the Meeting to be present at the main venue of the meeting. Pursuant to the SC Guidance Notes, members/proxies are not allowed to be physically present at the Broadcast Venue.

**Door Gift**

1. A door gift in the form of cash will be provided by way of direct credit into the MAE Account (Maybank e-Wallet) of all shareholders/proxies who attend and vote at the 61<sup>st</sup> AGM.
2. Shareholders/proxies who wish to receive the door gift are required to open a MAE Account. Please refer to **Appendix 1** on how to open a MAE Account. If you encounter any issue opening a MAE Account, please contact Maybank Group Customer Care Hotline at: 1-300 88 6688 (Malaysia) / +603-7844 3696 (overseas) or send email to [mgcc@maybank.com.my](mailto:mgcc@maybank.com.my).
3. Door gift will be provided to shareholders/proxies in the following manner:-
  - (a) One (1) door gift for one (1) shareholder.
  - (b) For a shareholder who has been appointed as a proxy by another shareholder, he/she is only entitled to one (1) door gift.
  - (c) For a shareholder who appoints more than one (1) proxy, door gift will only be provided to the first two (2) proxies stated in the Proxy Form.
  - (d) If a proxy represents more than one (1) shareholder, he/she is entitled to one (1) door gift only.
4. Cash will be credited to the MAE Account of eligible shareholders/proxies within five (5) working days after the AGM (for existing MAE Account holder) or within five (5) working days after opening a MAE Account (for new MAE Account holder).

**MALAYAN BANKING BERHAD**  
**- ADMINISTRATIVE NOTES FOR 61<sup>ST</sup> ANNUAL GENERAL MEETING**

**Remote Participation and Voting**

1. Shareholders who wish to participate at the 61<sup>st</sup> AGM may do so using the Remote Participation and Voting (“RPV”) facilities to be provided by the appointed share registrar for this AGM, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”). To participate, shareholders are required to register via Tricor’s TIIH Online website at <https://tiih.online> prior to the meeting. For more details, please refer to the Procedures for RPV as set out in **Appendix 2**.
2. The RPV facilities will be made available on Tricor’s TIIH Online website and open for registration **from Wednesday, 17 March 2021 until such time before the voting session ends at the 61<sup>st</sup> AGM on Thursday, 15 April 2021**.

**Entitlement to Participate and Vote**

1. Only shareholders whose names appear on the General Meeting Record of Depositors (“General Meeting ROD”) as at 31 March 2021 shall be eligible to participate at the 61<sup>st</sup> AGM. If a shareholder is unable to participate at the said meeting, he/she may appoint proxy/proxies to participate and vote on his/her behalf. If a shareholder wishes to participate at the said meeting, he/she must not submit any Proxy Form. A shareholder will not be allowed to participate at the meeting if his/her proxy/proxies has/have been registered to participate at the meeting.
2. If a shareholder is unable to participate at the 61<sup>st</sup> AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

**Proxy Form**

1. The appointment of proxy may be submitted in hard copy form or electronically via TIIH Online website at <https://tiih.online>. The Proxy Form is available on the Company’s website at [www.maybank.com/ar](http://www.maybank.com/ar). The hard copy of Proxy Form must be deposited at the office of Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. If shareholders wish to submit their Proxy Form electronically, please refer to the Procedures for Electronic Lodgement of Proxy Form as set out in **Appendix 3**.
2. All Proxy Forms and documents relating to the appointment of proxy/corporate representative/attorney for the 61<sup>st</sup> AGM whether in hard copy or by electronic means must be deposited with or submitted to Tricor **no later than 10.00 a.m. on Wednesday, 14 April 2021**.
3. Shareholders who have appointed proxy/proxies or attorney or authorised representative to participate and vote at the 61<sup>st</sup> AGM must request their proxy/proxies or attorney or authorised representative to register themselves for RPV via TIIH Online website at <https://tiih.online>.

**MALAYAN BANKING BERHAD**  
**- ADMINISTRATIVE NOTES FOR 61<sup>ST</sup> ANNUAL GENERAL MEETING**

**Submission of Questions**

1. If shareholders have any question for the Chairman/Board/Management, they may use the query box facility to submit their questions during the meeting. Subject to time constraint, the Chairman/Board/Management will address the relevant questions during the Questions and Answers session.
2. Shareholders may also submit their questions before the meeting via Tricor's TIH Online website at <https://tiah.online>. Shareholders may select "e-Services" to login, pose and submit their questions electronically. If shareholders have any questions, please submit them **no later than 10.00a.m. on Wednesday, 14 April 2021**.
3. We will endeavour to respond to relevant questions during the meeting or by email after the meeting.

**Poll Voting**

1. The voting at the 61<sup>st</sup> 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 and Deloitte Risk Advisory Sdn Bhd as the Scrutineers to verify the poll results.
2. Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 61<sup>st</sup> AGM at **10.00 a.m. on Thursday, 15 April 2021** until the end of the voting session which will be announced by the Chairman of the meeting. Please refer to the Procedures for RPV as set out in **Appendix 2** for guidance on how to vote remotely via Tricor's TIH Online website at <https://tiah.online>. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

**Annual Report**

1. The Annual Report 2020 is available on the Company's website at [www.maybank.com/ar](http://www.maybank.com/ar) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements.
2. In an effort to reduce paper consumption, we urge shareholders to refer to the softcopy version of the Annual Report. However, if you do require a printed copy, you may request for a printed copy of the Annual Report via <https://tiah.online> by selecting "Request for Annual Report" under the "Investor Services". Alternatively, you may directly request for a printed copy from Encik Murtaza Osman of Corporate Services, Maybank at 03-2074 7822 or [murtazao@maybank.com](mailto:murtazao@maybank.com).

**Enquiry**

If shareholders have any enquiries prior to the meeting, please contact Tricor during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except for public holidays):

**Tricor Investor & Issuing House Services Sdn Bhd**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

# Open MAE e-Wallet

(Existing Maybank user)

## 01

Download MAE by Maybank2u  
and launch the app



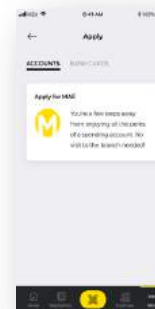
## 02

Click on More on bottom navigation bar  
Then click on Apply icon



## 03

Click on "Apply for MAE"



## 04

Enter Email Address  
Enter Invite Code (optional)



# Open MAE e-Wallet

(Existing Maybank user)

## 05

Choose to agree on marketing, T&C and PDPA



## 06

Your account is activated



# Open MAE e-Wallet

(New Maybank user)

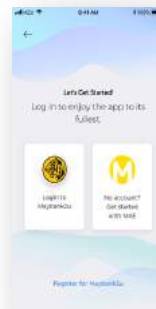
## 01

Download MAE by Maybank2u and launch the app



## 02

Click on MAE icon - "No account?"



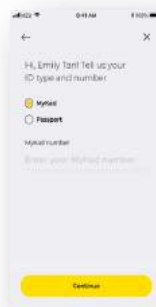
## 03

Insert Full Name and Mobile Number



## 04

Choose ID type and insert ID

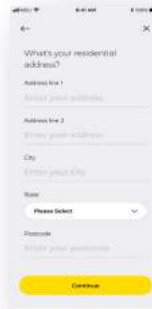


# Open MAE e-Wallet

(New Maybank user)

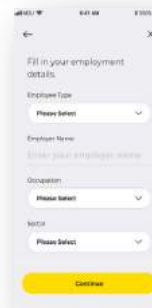
## 05

Insert Address



## 06

Insert Employee Info



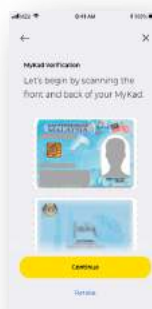
## 07

Enter Email Address  
Enter Invite Code (optional)



## 08

Snap photo of your ID

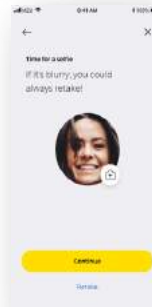


# Open MAE e-Wallet

(New Maybank user)

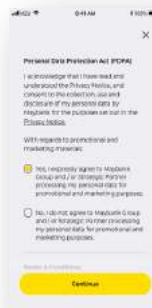
## 09

Snap photo of your Selfie



## 10

Choose to agree on marketing, T&C and PDPA



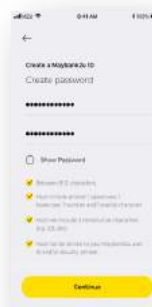
## 11

Create your Maybank2u ID



## 12

Create your Maybank2u password



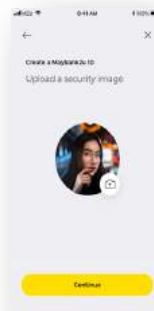


# Open MAE e-Wallet

(New Maybank user)

## 13

Upload a security image



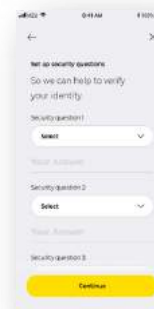
## 14

Create your security phrase



## 15

Set up security questions



## 16

Your account is activated



**PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (“RPV”)**

1. To register for the RPV, please follow the steps below:-

Procedures	Action
<p><b>Before the Meeting Day</b></p> <p><b>Register as a user with TIH Online</b></p> <p><u>Note:</u></p> <ol style="list-style-type: none"> <li>If you are already a registered user with TIH Online, you need not register again.</li> <li>Please allow sufficient time for Tricor to approve the registration of new user of TIH Online.</li> </ol>	<ul style="list-style-type: none"> <li>Use your smart device or computer, access Tricor’s TIH Online website at <a href="https://tih.online">https://tih.online</a>. Register as a user under “<b>e-Services</b>”. Select “<b>Sign Up</b>” and followed by “<b>Create Account by Individual Holder</b>”. You may refer to the tutorial guide posted on the homepage if you need assistance.</li> <li>Registration as a user will be approved by Tricor within one (1) working day and you will be notified of the approval via email.</li> <li>Proceed to activate the account with the temporary password given in the email and re-set your own password.</li> </ul>
<p><b>Register for RPV</b></p> <p><u>Note:</u></p> <p>Please allow sufficient time for Tricor to approve the registration for RPV.</p>	<ul style="list-style-type: none"> <li>Shareholder(s)/Proxy(ies)/Corporate representative(s)/Attorney(s) are required to register for RPV prior to the meeting.</li> <li>Registration will open <b>from Wednesday, 17 March 2021 until such time before the voting session ends at the 61<sup>st</sup> AGM on Thursday, 15 April 2021.</b></li> <li>Login with your user ID (i.e. email address) and password.</li> <li>Select corporate event: “<b>(REGISTRATION) MAYBANK 61<sup>ST</sup> AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>You will receive an email notifying that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting ROD as at 31 March 2021, you will receive an email on or after 14 April 2021 indicating whether your registration for remote participation has been approved or rejected.</li> </ul>

**PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (“RPV”) (cont’d)**

Procedures	Action
<b>On the Meeting Day</b>	
<b>Login to TIIH Online</b>	<ul style="list-style-type: none"> <li>Login with your user ID (i.e. email address) and password for remote participation at Maybank’s 61<sup>st</sup> AGM at any time <b>from 9.30 a.m. onwards i.e. 30 minutes prior to the commencement of the meeting at 10.00 a.m. on Thursday, 15 April 2021.</b></li> </ul>
<p><b>Participate Through Live Streaming</b></p> <p><u>Notes:</u></p> <p>(i) <i>The connection to the live streaming is dependent on the bandwidth and stability of the internet connection at your location and the device that you are using.</i></p> <p><i>Recommended Requirement for Live Streaming:</i></p> <ul style="list-style-type: none"> <li>Browser: Chrome or Firefox</li> <li>Bandwidth: 7 Mbps for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality</li> </ul> <p>(ii) <i>You may not be able to gain access to the 61<sup>st</sup> AGM via the RPV facilities if there is an existing firewall on the device that you are using.</i></p>	<ul style="list-style-type: none"> <li>Select corporate event: “<b>(LIVE STREAM MEETING) MAYBANK 61<sup>ST</sup> AGM</b>” to participate at the 61<sup>st</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board/Management, you may use the query box to pose your question.</li> </ul>
<p><b>Online Remote Voting</b></p> <p><u>Notes:</u></p> <p><i>Voting will commence from 10:00 a.m. on Thursday, 15 April 2021 until the end of the voting session which will be announced by the Chairman of the meeting.</i></p>	<ul style="list-style-type: none"> <li>Select corporate event: “<b>(REMOTE VOTING) MAYBANK 61<sup>ST</sup> AGM</b>” or if you are on the live streaming page, you may select “<b>GO TO REMOTE VOTING PAGE</b>” below the query box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>

- The Live Streaming will end upon announcement by the Chairman on the closure of the 61<sup>st</sup> AGM.
- If you encounter any issues with the registration as a user with TIIH Online or for the RPV prior to the meeting, please contact Tricor at +603-2783 9299 during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except for public holidays).
- If you encounter any issues to join or participate at the 61<sup>st</sup> AGM on the meeting day, kindly call Tricor Help Line at +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM**

Procedure	Action
<b>FOR INDIVIDUAL SHAREHOLDERS</b>	
<p><b>Register as a User with TIIH Online</b></p> <p><i>Note:</i> If you are already a registered user with TIIH Online, you need not register again.</p>	<ul style="list-style-type: none"> <li>• Use your smart device or computer, access Tricor’s TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under “e-Services”. Select “<b>Sign Up</b>” and followed by “<b>Create Account by Individual Holder</b>”. You may refer to the tutorial guide posted on the homepage if you need assistance.</li> <li>• Registration as a user will be approved by Tricor within one (1) working day and you will be notified of the approval via email.</li> <li>• Proceed to activate the account with the temporary password given in the email and re-set your own password.</li> </ul>
<p><b>Submission of Proxy Form</b></p>	<ul style="list-style-type: none"> <li>• After the publication of the Notice of the 61<sup>st</sup> AGM by the Company, login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user ID (i.e. email address) and password.</li> <li>• Select corporate event: “<b>MAYBANK 61<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy/proxies appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>

**PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM (cont'd)**

Procedure	Action
<b>FOR CORPORATE OR INSTITUTIONAL SHAREHOLDERS</b>	
<b>Register as a User with TIIH Online</b>	<ul style="list-style-type: none"> <li>• Use your smart device or computer, access Tricor's TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under "<b>e-Services</b>".</li> <li>• Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects "<b>Sign Up</b>" and followed by "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified and the authorised or nominated representative will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate the account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporate or institutional shareholder must register as a user in accordance with the steps above before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need any assistance on the user registration.)</i></p>
<b>Submission of Proxy Form</b>	<ul style="list-style-type: none"> <li>• After the publication of the Notice of the 61<sup>st</sup> AGM by the Company, login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a> with your user name (i.e. email address) and password.</li> <li>• Select corporate event: "<b>MAYBANK 61<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM</b>"</li> <li>• Read and agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required information.</li> <li>• Login to TIIH Online, select corporate event: "<b>MAYBANK 61<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM</b>".</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>