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

64TH ANNUAL GENERAL MEETING

ADMINISTRATIVE NOTES FOR SHAREHOLDERS

A. Mode of Meeting

1. The 64th Annual General Meeting ("**64th AGM**") of Malayan Banking Berhad ("Maybank"/"the Company") will be conducted on a **hybrid mode** in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022.

   The date, time and venue of the 64th AGM are as follows:

64TH ANNUAL GENERAL MEETING			
Date: **Thursday,** **25 April 2024**	**Time:** **10.00 a.m.**	**(a) Meeting Venue:** **Ballroom, Level 3, Malaysia International Trade and Exhibition Centre (MITEC), Kompleks MITEC, No. 8, Jalan Dutamas 2, 50480 Kuala Lumpur, Malaysia** **(b) Virtual Meeting Platform:** **https://investor.boardroomlimited.com**	**Poll Administrator:** **Boardroom Share Registrars Sdn. Bhd. ("Boardroom")**

2. You have the option to attend the 64th AGM **either** physically at the Meeting Venue ("Physical Attendance") or virtually via the Remote Participation and Electronic Voting ("RPEV") facilities to be provided by Boardroom, the appointed share registrar for this AGM ("Virtual Attendance").

B. Entitlement to Participate and Vote

1. Only shareholders whose names appear on the General Meeting Record of Depositors ("General Meeting ROD") **as at 17 April 2024** shall be eligible to participate at the 64th AGM.

2. If you are unable to participate at the 64th AGM, you may:

   (i) Appoint proxy/proxies to participate and vote on your behalf; or
   (ii) Appoint the Chairman as your proxy to vote on your behalf

   and indicate your voting instructions in the Proxy Form.

3. If you wish to participate at the 64th AGM, you must not submit any Proxy Form. You will not be allowed to participate in the meeting together with proxy/proxies appointed by your good self.

   *Please refer to **Section (E)** below for further information in relation to the appointment of proxy.*

C. Meeting Participation

(i) Physical Attendance

All Member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 64th AGM physically are required to register for the meeting at the Meeting Venue.

*Please refer to **Section (J)** below for other information in relation to Physical Attendance at the 64th AGM.*

(ii) Virtual Attendance

The RPEV facilities will open for registration **from Wednesday, 27 March 2024 until such time before the poll voting session ends at the 64th AGM on Thursday, 25 April 2024**.

REGISTER ONLINE WITH BOARDROOM SMART INVESTOR PORTAL ("BSIP") ***(for first time registration only)***
[Note: You are not required to register again if you have already signed up with BSIP.]

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account.

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

Individual Account (For Shareholder & Proxy)	**Corporate Account (For Representative of Corporate Holder or Authorised Nominees)**
• Click "Register" to sign up for a user account and select the correct account type "Sign up as Individual". • Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. • Click "Sign Up". *[Note: Please ensure that you sign up for Individual Account if you are an appointed proxy to attend the meeting]*	• Click "Register" to sign up for a user account and select the correct account type "Sign up as Corporate Holder". • Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the **completed authorisation letter**. • Click "Sign Up". *[Note: If you are appointed as the authorised representative for more than one (1) company, click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]*

- You will receive an e-mail from BSIP for e-mail address verification. Click "Verify E-mail Address" from the e-mail received to proceed with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of your 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 and click "Enter" to complete the process.

- Once your mobile number is successfully 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 registration. Once the registration is completed, you can login at BSIP website at https://investor.boardroomlimited.com with the email address and password that you provided during registration to proceed with the next step.

REGISTER FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV") – (applicable for INDIVIDUAL ACCOUNT only)

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

- Go to the BSIP website at https://investor.boardroomlimited.com.

- 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 "REGISTER ONLINE WITH BSIP" under item (ii) above.]

- Click "Meeting Event".

- Go to "***MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING***" and click "Enter".

- Go to "VIRTUAL" and click "Register for RPEV".

- Check the box to register for RPEV and enter your 9 digits CDS account number.

- Read and check the box to accept the Terms & Conditions, then click "Register".

- You will receive a notification that your RPEV registration has been received and pending verification.

- Upon system verification against the General Meeting ROD as at 17 April 2024, you should receive an email from Boardroom on **24 April 2024** notifying you whether your registration has been approved or rejected.

JOINING THE VIRTUAL MEETING (RPEV) – *refer to user guide as attached*

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

Via BSIP
• Go to the BSIP website at https://investor.boardroomlimited.com • 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 "REGISTER ONLINE WITH BSIP" under item (ii) above.]* • Click "Meeting Event" and go to "**MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING**" and then click "**Join Live Meeting**" to join the proceedings of the 64th AGM remotely.

- Meeting platform will open for login starting from **8.00 a.m. on Thursday, 25 April 2024** i.e. two (2) hours before the commencement of the 64th AGM.

Important Notes:

(i) The quality of the connectivity to the virtual meeting platform 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.

(ii) Recommended requirement for live webcast:
- *(a) Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera*
- *(b) Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality*
- *(c) Device with working and good quality speakers.*

(iii) You may not be able to gain access to the 64th AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration.

D. Poll Voting

1. The voting at the 64th 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 Boardroom as the Poll Administrator to conduct the poll by way of electronic voting and Deloitte Business 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 64th AGM at **10.00 a.m. on Thursday, 25 April 2024 (for both Physical and Virtual Attendance)** until the end of the voting session which will be announced by the Chairman. 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.

Steps to vote:

Virtual Attendance	Physical Attendance
1. Once the voting is open, click on the voting icon. The resolutions and voting choices will be displayed. 2. To vote, please select your voting options shown on screen. A confirmation message will appear indicating that your votes have been received. 3. To change your vote, re-select another voting option. If you wish to cancel your vote, please click "Cancel". 4. Upon completion of the vote casting, you may click the video button to continue to view the live webcast for the announcement of the poll results by the Chairman.	1. Please vote using your smartphone/ tablet with the QR code which will be provided upon registration on the day of the meeting. 2. Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator.

3. All physical attendees are advised to bring their own personal devices in order to vote.

E. Proxy Form

1. The appointment of proxy/proxies may be submitted in hard copy form or electronically via BSIP at https://investor.boardroomlimited.com. The Proxy Form is available on the Company's website at www.maybank.com/ar. The hard copy of Proxy Form must be deposited at the **office of Boardroom at 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.**

2. If you wish to submit your Proxy Form electronically, please refer to the procedures for electronic lodgment of Proxy Form as set out below.

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

- Go to the BSIP website at https://investor.boardroomlimited.com.

- 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 "REGISTER ONLINE WITH BSIP" under item C(ii) above.]

- Click "Meeting Event(s)".

- Go to "**MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING**" and click "Enter".

By Shareholder and Corporate Holder	**By Nominees Company**
• Select the Company that you are representing - *for **Corporate Account user only**.* • Go to "PROXY" and click "Submit eProxy Form". • Click "Submit eProxy Form" • Enter your 9 digits CDS account number and number of securities held. • Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies. • Read and accept the Terms and Conditions and click "Next". • Enter the required particulars of your proxy/proxies. • 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. • Review and confirm your proxy/proxies appointment. Click "Submit". • Download or print the eProxy Form as acknowledgement.	• Select the Nominees Company that you are representing. • Go to "PROXY" and click "Submit eProxy Form". • Click "Download Excel Template" to download. • 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 tidy. • Proceed to upload the duly completed excel file. • Review and confirm your proxy/proxies appointment and click "Submit". • Download or print the eProxy Form as acknowledgement.

3. All Proxy Forms and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representative for the 64th AGM whether in hard copy or by electronic means must be deposited with or submitted to Boardroom **no later than 10.00 a.m. on 24 April 2024.**

F. Revocation of Proxy

1. If you have submitted your proxy form prior to the 64th AGM and subsequently decide to appoint another person or if you wish to participate at the 64th AGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 64th AGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

eProxy Form	Hard copy Proxy Form
• Click "Meeting Event" and Enter "**MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING**" • Go to "Submitted eProxy Form list" and click "View" for the eProxy Form. • Click "Cancel/Revoke" at the bottom of the eProxy Form. • Click "Proceed" to confirm.	• Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

2. Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 64th AGM. In such event, you should advise your proxy/proxies accordingly.

G. Submission of Questions

Virtual Attendance	Physical Attendance
1. Before Meeting Day You may submit your questions before the meeting via BSIP website at https://investor.boardroomlimited.com. Login to your BSIP account and click "Meeting Event" and go to "**MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING**" and click "Enter". Thereafter, select "SUBMIT QUESTION" to pose your questions. Please submit your questions no later than **10.00 a.m. on Tuesday, 23 April 2024**. 2. Meeting Day You may use the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 64th AGM which is from **8.00 a.m. on Thursday, 25 April 2024.**	1. You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting. 2. Click on the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 64th AGM which is from **8.00 a.m. on Thursday, 25 April 2024**. 3. You may also speak or raise questions during the meeting.

We will endeavour to respond to the questions during the meeting or by email or by posting our response on our corporate website after the meeting.

H. Door Gift

1. A door gift will be provided to all shareholders/proxies/corporate representatives who have registered for the 64th AGM.

2. 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.
   (e) If the proxy/proxies has/have collected the door gift earlier, shareholder(s) who decided to attend and request to revoke the proxy appointment will not be given any door gift.

I. Annual Report

1. The Annual Report 2023 is available on the Company's website at www.maybank.com/ar and Bursa Malaysia's website at www.bursamalaysia.com under Company Announcements.

2. As part of our commitment to sustainability, we encourage you 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 BSIP website at https://investor.boardroomlimited.com. Login to your BSIP account and select "INVESTOR SERVICES" on the left menu tab and go to "REQUEST FOR HARDCOPY". Select **"MALAYAN BANKING BERHAD – SIXTY FOURTH (64TH) ANNUAL GENERAL MEETING"** and fill up the required information and click "Submit". Alternatively, you may directly request for a printed copy from Encik Murtaza Osman of Corporate Services, Maybank at 03-2074 7822 or mbbsrs@maybank.com.

J. Other information for Physical Attendance at the 64th AGM

1. **Travel Arrangement**

   You are encouraged to use public transportation to go to the Meeting Venue as parking spaces are limited. Transportation by bus will be provided at the Semantan MRT (Mass Rapid Transport) Station (**Semantan Station**) at regular intervals (subject to traffic conditions). Please use the Sungai Buloh-Kajang MRT Line to get to the Semantan Station. Once at the said station, please use Pintu B to exit the station before boarding the bus. Bus service will commence from 7.00 a.m. onwards.

   If you are driving to Meeting Venue, parking bays are available at the basement of the building and you are encouraged to park at the **North Wing**. Please follow these steps for **complimentary parking redemption**:

   (a) Enter the basement carpark using **cashless** payment method such as Touch 'n Go, credit or debit card and tap at the parking entrance (no minimum amount is required on the Touch 'n Go card. For credit/ debit card, RM3 will be charged and thereafter refunded immediately upon entry when the parking gantry closes).
   (b) Collect the 'parking identification ticket' upon registration at the counter outside the meeting room.
   (c) When leaving the carpark, you may hand over the parking identification ticket to the car park attendant at the parking exit who will then open the gantry.
   (d) You **must not** tap your Touch 'n Go, credit or debit card upon exiting.

   A location map of MITEC is attached hereto.

2. **Registration**

(a) Registration will start at **8:00 a.m. on Thursday, 25 April 2024** at the Meeting Venue and will end at a time as announced by the Chairman of the Meeting. You are encouraged to be punctual.

(b) Please present your original MYKAD or passport (foreigner) for registration.

(c) No person will be allowed to register using MYKAD or Passport belonging to another person.

(d) Corporate Representatives are required to present an authorisation letter along with personal identification per item (b) above.

(e) If you are attending the 64th AGM as shareholder as well as proxy, you will be registered once and will be given only one (1) identification wristband.

(f) You will not be allowed to register on behalf of another person.

(g) No person will be allowed to enter the meeting room without wearing the wristband.

3. **Refreshment**

(a) Light refreshment will be served **before** the commencement of the 64th AGM.

(b) Please redeem the light refreshment at Hall 5, Level 2 of MITEC using the meal voucher provided to you during registration.

(c) Meal voucher will be provided to shareholders/proxies upon registration based on the following:

i. One (1) meal voucher for a shareholder present in person.
ii. For a shareholder who appoints more than one (1) proxy, meal voucher will only be provided to the first two (2) proxies stated in the Proxy Form.
iii. If you are a proxy representing more than one shareholder, you are entitled to one (1) meal voucher only.
iv. If you are a shareholder and also appointed as proxy by another shareholder, you are only entitled to one (1) meal voucher.
v. If the proxy/proxies has/have collected the meal voucher earlier, shareholder(s) who decided to attend and request to revoke the proxy appointment will not be given any meal voucher.

4. **Health and Safety Measures**

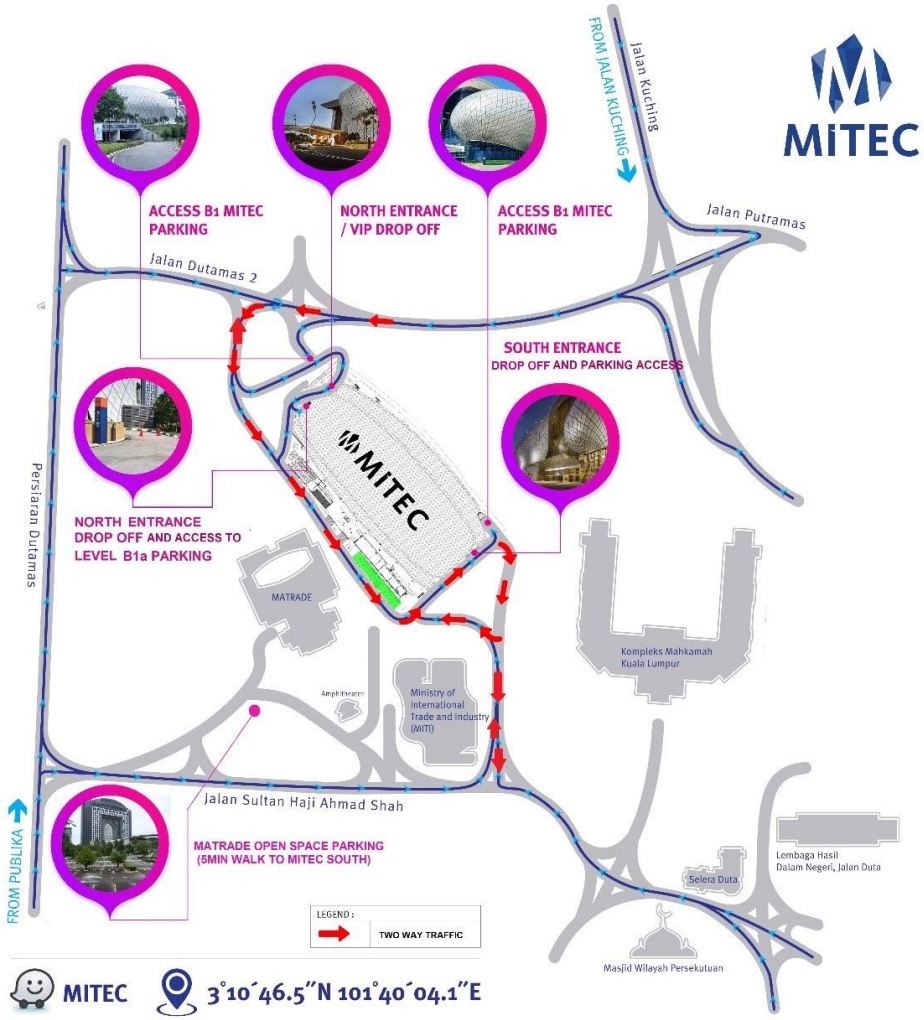
(a) All physical attendees at the Meeting Venue must be medically fit to attend the 64th AGM. If you have symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19, you are advised not to attend the 64th AGM physically. You are encouraged to keep your mask on during the meeting.

(b) The Company will take the necessary measures against any of the attendees who does not meet the foregoing health protocols.

K. Enquiry

1. If you have any enquiries prior to the meeting or require any technical assistance to participate at the 64th AGM, please contact Boardroom's Helpdesk during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.
Tel: +603 7890 4700
Email: bsr.helpdesk@boardroomlimited.com

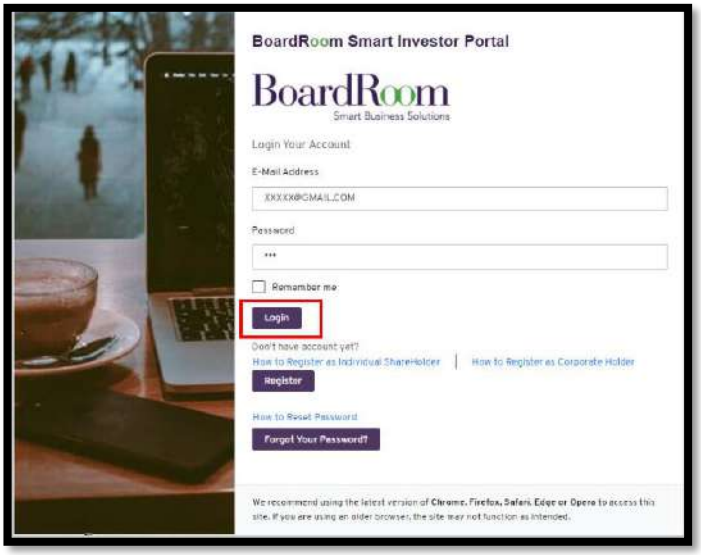
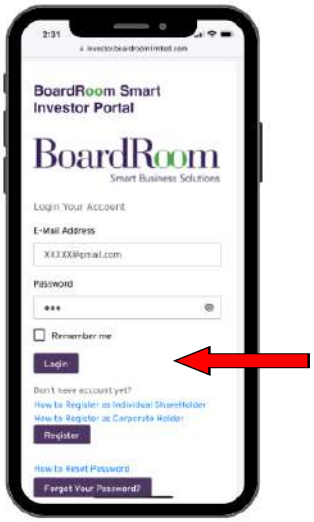


Online User Guide 2024

Welcome!

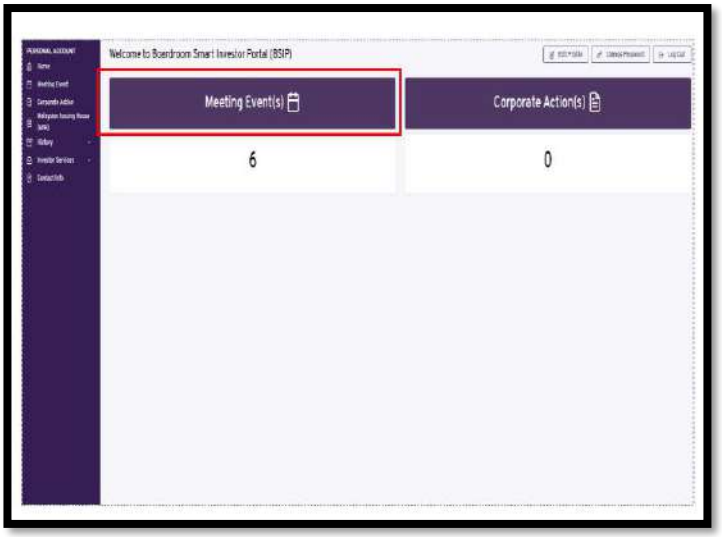
You will be able to view the live webcast of the meeting proceedings, pose questions to members of the Board of Directors, and submit your votes in real-time whilst the meeting is in progress.

You will be able to login starting from 8.00 a.m. on 25 April 2024

Laptop or PC user	Smart phone or tablet user
STEP 1 - Access Boardroom Smart Investor Portal Please follow the step below to Boardroom Smart Investor Portal: a) Visit BoardRoom Smart Investor Portal https://investor.boardroomlimited.com on your desktop or laptop.	**STEP 1 - Access Boardroom Smart Investor Portal** Please follow the step below to Boardroom Smart Investor Portal: a) Visit BoardRoom Smart Investor Portal https://investor.boardroomlimited.com via smart phone or tablet.
STEP 2 – Login to Boardroom Smart Investor Portal 1) Once you have entered BoardRoom Smart Investor Portal onto your browser you will be prompted to insert email address and password. Then, click **Login** 	**STEP 2 – Login to Boardroom Smart Investor Portal** 1) Once you have entered BoardRoom Smart Investor Portal onto your browser you will be prompted to insert email address and password. Then, click **Login** 

STEP 3 – Select the “Meeting Event(S)”

1) Click on the **Meeting Event**.



2) Search company name and click **“Join Live Meeting”.**

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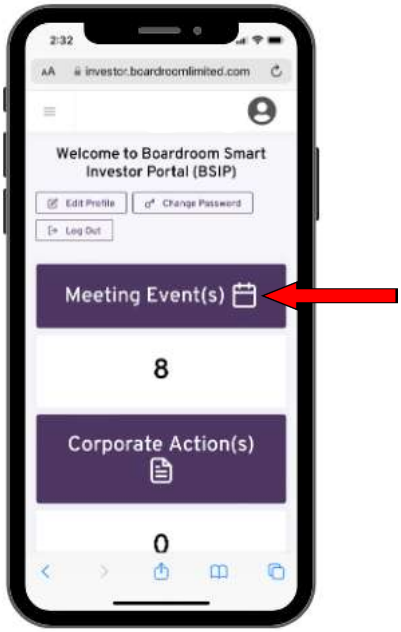

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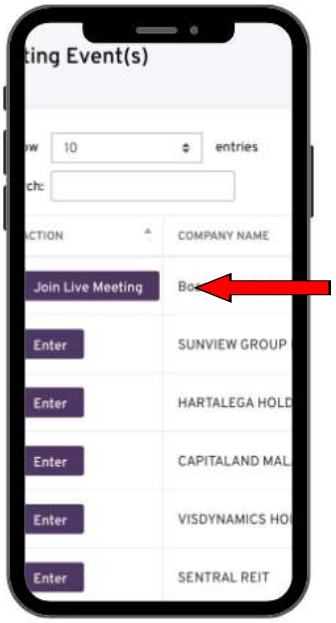

STEP 4 – Tick the "Term & Condition" and click "Accept"

1) Tick the **"Term & Condition"** then click **"Accept"**.

2) Click **"Join Meeting"**

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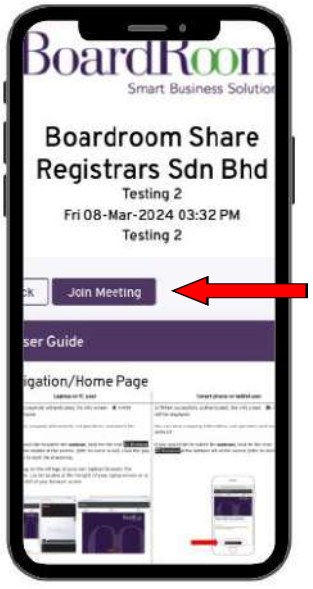
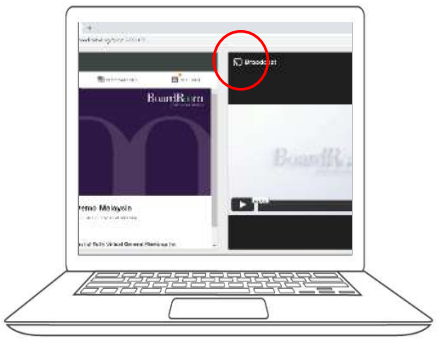


STEP 5 – Navigation

1) When successfully authenticated, the info screen will be displayed. HOME

You can view company information, ask questions and watch the webcast.

2) If you would like to watch the **webcast,** look for the icon Broadcast located at the middle of the screen. (refer to circle in red). Click the play button to start live streaming.



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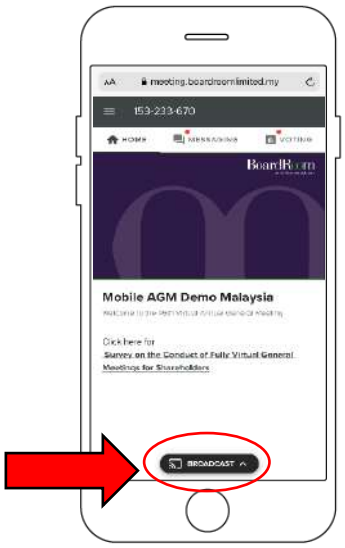
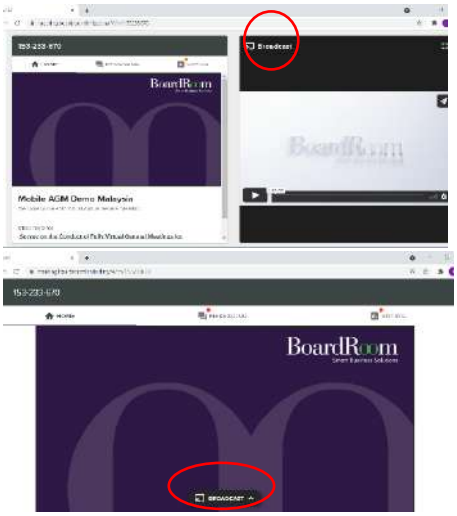
If you would like to watch the **webcast** press the broadcast icon Broadcast at the bottom left of the screen. (see red arrow)



STEP 5 – Navigation

3) Depending on the settings of your own laptop's browser, the webcast icon Broadcast can be located at the far right of your laptop screen or at the bottom left of your browser screen.

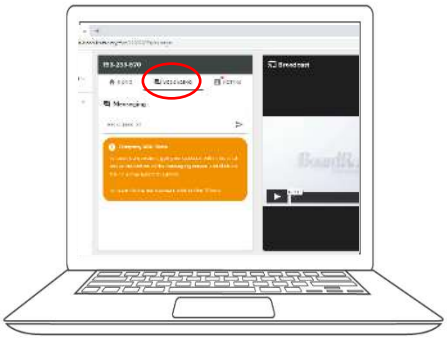


STEP 6 – Questions

1) Any shareholder or appointed proxy attending the meeting is entitled to pose written questions to the members of the Board of Directors.

2) If you would like to ask a question, select the messaging icon MESSAGING

3) Messages can be submitted at any time during the Q&A session up until the Chairman of the Meeting closes the session.



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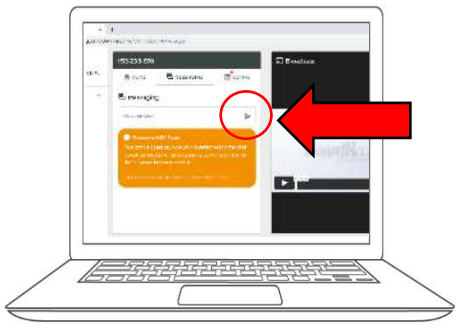
STEP 6 – Questions

4) Type your question within the chat box at the bottom of the messaging screen and click on the ➢ arrow button to submit.



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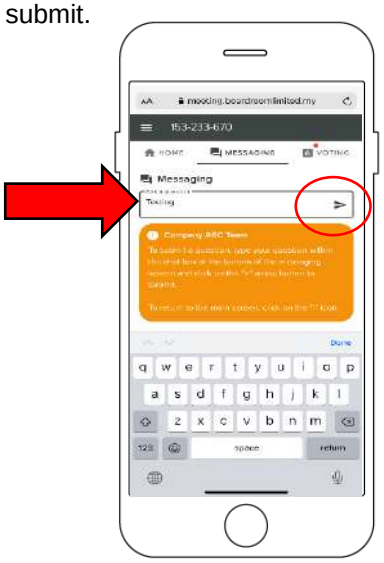

STEP 7 – Voting

1) The polling will only commence after the announcement of poll open being opened by The Chairman and until such time when The Chairman announces the closure of poll for each resolution.

2) Once the voting has opened, click on the voting icon . The resolution and voting choices will be displayed.

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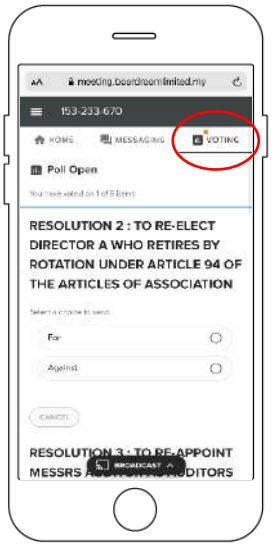
1) The polling will only commence after the announcement of poll open being opened by The Chairman and until such time when The Chairman announces the closure of poll for each resolution.

2) Once the voting has opened, click on the voting icon .The resolutions and voting choices will be displayed.



STEP 7 – Voting

3) To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received

For - Vote received

4) To change your vote, simply select another direction. If you wish to cancel your vote, please press Cancel

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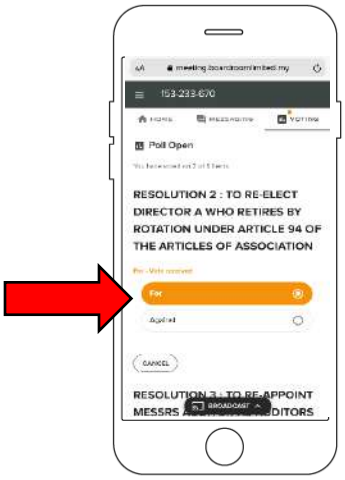

STEP 7 – Voting

5) Once the chairman has opened voting, voting can be performed at any time until the chairman closes the voting on the resolution. At that point your last choice will be submitted.

6) After the poll is closed, you can return to view the live webcast for the announcement of the result by The Chairman.

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Need Help?
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