



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

## 62<sup>ND</sup> ANNUAL GENERAL MEETING

### ADMINISTRATIVE NOTES FOR SHAREHOLDERS

#### Mode of Meeting

1. Considering that COVID-19 remains a threat to the health and safety of the shareholders and in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, the 62<sup>nd</sup> Annual General Meeting will be held virtually through live streaming.

The date, time and Broadcast Venue of the 62<sup>nd</sup> AGM are as follows:-

62 <sup>nd</sup> ANNUAL GENERAL MEETING			
<b>Date:</b> Thursday, 14 April 2022	<b>Time:</b> 10.00 a.m.	<b>Broadcast Venue:</b> Menara Maybank 100 Jalan Tun Perak 50050 Kuala Lumpur Malaysia	<b>Poll Administrator:</b> Boardroom Share Registrars Sdn. Bhd. ("Boardroom")  <b>Virtual Meeting Platform:</b> <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>

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 ("Chairman") to be present at the main venue of the meeting. **Shareholders/proxies are not allowed to be physically present at the Broadcast Venue.**

#### Door Gift

1. A door gift will be provided to all shareholders/proxies/corporate representatives who have registered for the 62<sup>nd</sup> 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.

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**Remote Participation and Electronic Voting (“RPEV”)**

1. Shareholders and proxies who wish to participate at the 62<sup>nd</sup> AGM may do so using any of the following methods to participate and vote remotely:
  - (i) Launch **Lumi AGM** by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
  - (ii) Access to **Lumi AGM** via website URL <https://meeting.boardroomlimited.my>  
(hereinafter referred to as the “Virtual Meeting Portal”).
2. The RPEV facilities will open for registration **from Wednesday, 16 March 2022 until such time before the poll voting session ends at the 62<sup>nd</sup> AGM on Thursday, 14 April 2022.**
3. Please refer to the steps below to register with Boardroom Smart Investor Portal (“BSIP”) and request for remote participation User ID and Password for joining the Virtual Meeting Portal to participate at the 62<sup>nd</sup> AGM.

**Step 1 – Register Online with BSIP (for first time registration only)**

*[Note: You are not required to register again and may proceed to Step 2 – Submit Request for Remote Participation User ID and Password if you have already signed up with BSIP (i.e. those with existing Boardroom account).]*

- (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Access BSIP website at <https://investor.boardroomlimited.com>
- (c) Click **Register** to sign up for a BSIP account.
- (d) Complete registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click **Register**.
- (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on **Verify E-mail Address** from the e-mail received to proceed with the registration.
- (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click on **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.
- (g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (h) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. You can login at BSIP at <https://investor.boardroomlimited.com> with the e-mail address and password that you provided during registration to proceed with the next step.

## **Step 2 – Submit Request for Remote Participation User ID and Password**

*[Note: The registration for remote access will open on 16 March 2022]*

### **Individual Shareholders**

- (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Access BSIP website at <https://investor.boardroomlimited.com>
- (c) Login with your User ID (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 Step 1 above.]**
- (d) Select and click on **Corporate Meeting**.
- (e) Go to “**MAYBANK BANKING BERHAD – SIXTY SECOND (62<sup>ND</sup>) VIRTUAL ANNUAL GENERAL MEETING**” and click **Enter**.
- (f) Go to “**VIRTUAL**” and click on **Register for RPEV**.
- (g) Read and agree to the Terms & Conditions.
- (h) Enter your CDS account number and click **Submit** to complete your request.
- (i) You will receive a notification that your RPEV registration has been received and is being verified.
- (j) Upon system verification against the **General Meeting Record of Depositors (“General Meeting ROD”)** as at **31 March 2022**, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.
- (k) If your registration is approved, RPEV credential will be provided to you by email.
- (l) If your registration is rejected, a rejection note will be provided to you by email.

### **Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees**

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
  - Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.
- (a) You will receive a notification from Boardroom that your request has been received and is being verified.
  - (b) Upon system verification of your registration against the **General Meeting ROD as at 31 March 2022**, you will receive an email from Boardroom indicating whether your registration for remote participation has been approved or rejected.
  - (c) You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
  - (d) Please note that the closing date and time to submit your request is by **Wednesday, 13 April 2022 at 10.00 a.m.**

### **Step 3 – Login to Virtual Meeting Portal**

*[Note: Please note the following:*

- (i) *The quality of the connectivity to 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.*
  - (ii) *Recommended Requirement for live webcast:*
    - *Browser: Latest versions of Chrome, Firefox or Safari*
    - *Bandwidth: 7 Mbps for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality*
  - (iii) *You may not be able to gain access to the 62<sup>nd</sup> AGM via the RPEV facilities if there is an existing firewall on the device that you are using.]*
- (a) The Virtual Meeting Portal will open for login starting one **(1) hour** before the commencement of the 62<sup>nd</sup> AGM, which is from **9.00 a.m. on Thursday, 14 April 2022**.
  - (b) Open an internet browser. Latest versions of Chrome, Firefox or Safari is recommended.
  - (c) Access virtual meeting website at <https://meeting.boardroomlimited.my>
  - (d) Follow the steps given to you in the email and login with the meeting ID and credential provided. **[Refer to Step 2(k) above]**
  - (e) The steps will also guide you on how to submit questions and vote.
  - (f) The messaging/submit question tab will be disabled when the Chairman announces the closure of the Q&A session.
  - (g) The voting tab will be disabled upon the closure of the poll.
  - (h) The live webcast will end when the Chairman announces the closure of the 62<sup>nd</sup> AGM.

### **Entitlement to Participate and Vote**

1. Only shareholders whose names appear on the **General Meeting ROD as at 31 March 2022** shall be eligible to participate at the 62<sup>nd</sup> AGM.
2. 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.
3. If a shareholder is unable to participate at the 62<sup>nd</sup> AGM, he/she may also appoint the Chairman as his/her proxy and indicate the voting instructions in the Proxy Form.
4. 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 in the meeting together with proxy/proxies appointed by him/her.

### **Poll Voting**

1. The voting at the 62<sup>nd</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 Boardroom 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.

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2. Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 62<sup>nd</sup> AGM at **10.00 a.m. on Thursday, 14 April 2022** until the end of the voting session which will be announced by the Chairman. Please refer to the Procedures for RPEV as set out in **Appendix 1** for guidance on how to vote remotely via Boardroom's Virtual Meeting Portal at <https://meeting.boardroomlimited.my>. 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.

**Proxy Form**

1. The appointment of proxy 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](http://www.maybank.com/ar). The hard copy of Proxy Form must be deposited at the office of Boardroom at **Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**. If shareholders wish to submit their Proxy Form electronically, please refer to the procedures for electronic lodgement of Proxy Form as set out below.

**Step 1 – Register Online with BSIP (for first time registration only)**

*[Note: You are not required to register again and may proceed to Step 2 – eProxy Lodgement in the circumstances if you have already signed up with BSIP (i.e. those with existing Boardroom account).]*

- (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Access BSIP website at <https://investor.boardroomlimited.com>
- (c) Click **Register** to sign up for a BSIP account.
- (d) Complete registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click **Register**.
- (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on **Verify E-mail Address** from the e-mail received to proceed with the registration.
- (f) Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click on **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.
- (g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (h) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. You can login at <https://investor.boardroomlimited.com> with the e-mail address and password that you provided during registration to proceed with the next step.

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**Step 2 – eProxy Lodgement**

- (a) Open an internet browser. Latest versions of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- (b) Access BSIP website at <https://investor.boardroomlimited.com>
- (c) Login with your User ID (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 Step 1 above.]**
- (d) Select and click on **Corporate Meeting**.
- (e) Go to **“MAYBANK BANKING BERHAD – SIXTY SECOND (62<sup>ND</sup>) VIRTUAL ANNUAL GENERAL MEETING”** and click **Enter**.
- (f) Go to **“PROXY”** and click on **Submit eProxy Form**.
- (g) Read and agree to the Terms & Conditions.
- (h) Enter your CDS account number and insert the number of securities.
- (i) Appoint the Chairman or your proxy/proxies and enter the required particulars/information of your proxy/proxies.
- (j) Indicate your voting instructions – FOR, AGAINST or ABSTAIN. If no indication is given, your proxy/proxies will decide on your votes during the meeting.
- (k) Review and confirm your proxy/proxies appointment.
- (l) Click **Submit**.
- (m) Download or print the e-Proxy Form acknowledgement.

2. All Proxy Forms and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representative for the 62<sup>nd</sup> 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 Wednesday, 13 April 2022**.

**Revocation of Proxy**

1. If a shareholder has submitted his/her Proxy Form prior to the 62<sup>nd</sup> AGM and subsequently decides to appoint another person or wishes to participate in our virtual AGM by himself/ herself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 62<sup>nd</sup> AGM. Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 62<sup>nd</sup> AGM. In such event, shareholders should advise their proxy/proxies accordingly.

**Submission of Questions**

1. Before Meeting  
Shareholders may also submit their questions before the meeting via Boardroom’s website at <https://investor.boardroomlimited.com> by selecting **“SUBMIT QUESTION”** to pose and submit their questions electronically. If shareholders have any questions, please submit them **no later than 10.00 a.m. on Wednesday, 13 April 2022**.
2. During Meeting  
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 62<sup>nd</sup> AGM which is from **9.00 a.m. on Thursday, 14 April 2022**.

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

**Annual Report**

1. The Annual Report 2021 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. As part of our commitment to sustainability, we encourage 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 Boardroom's website at <https://investor.boardroomlimited.com> (using the same User ID and Password provided in Step 1 above) by selecting "**INVESTOR SERVICES**" and select "**REQUEST FOR ANNUAL REPORT**". 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**

1. If shareholders have any enquiries prior to the meeting or require any technical assistance to participate at the 62<sup>nd</sup> AGM, please contact Boardroom 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](mailto:bsr.helpdesk@boardroomlimited.com)

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## AGM Online User Guide 2022

Welcome to the 62<sup>nd</sup> Annual General Meeting (“**AGM**”) of Malayan Banking Berhad (“the Company”), that would be conducted electronically and online using BoardRoom’s Lumi AGM.

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

Please make sure that you have requested for your Remote Participant User ID and Password from BoardRoom and have obtained your login credentials before proceeding to next step.

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Meeting ID: **XXX-XXX-XXX**

To login you must have your User ID and Password\*

You will be able to sign into **Lumi Online Platform** starting at 9:00 a.m. on 14<sup>th</sup> April 2022

*\*Login to <https://investor.boardroomlimited.com/> to request for your User ID and Password.*

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## Laptop or PC user

### STEP 1 - Access BoardRoom Lumi Online Portal

Please follow the step below to BoardRoom Lumi AGM:

- a) Visit <https://meeting.boardroomlimited.my/> on your desktop or laptop. You will need the latest versions of Chrome, Firefox or Safari. Please ensure your browser is compatible.

## Smart phone or tablet user

### STEP 1 - Access BoardRoom Lumi Online Portal

There are 2 ways you can access BoardRoom Lumi Online Portal:

- a) Scan this QR Scanner code using your smartphone or tablet; or



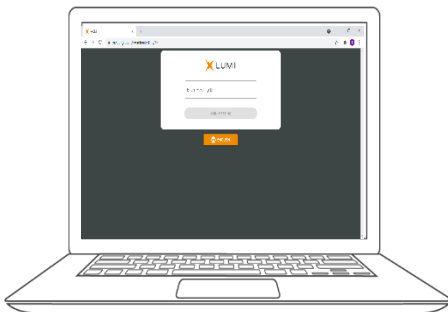
- b) Visit <https://meeting.boardroomlimited.my/> on your smartphone, tablet or computer. You will need the latest versions of Chrome, Firefox or Safari. Please ensure your browser is compatible

### STEP 2 – Launch Lumi Online Portal

- 1) Once you have entered <https://meeting.boardroomlimited.my/> onto your browser you will be prompted to enter the Meeting ID (set out above).

Please enter Meeting ID:

**XXX-XXX-XXX** and click **Join**

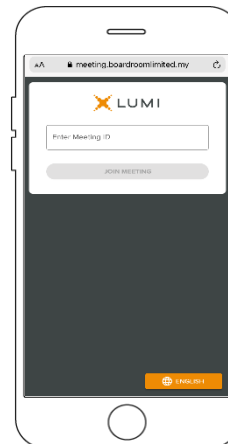


### STEP 2 – Launch Lumi Online Portal

- 1) Once you get to <https://meeting.boardroomlimited.my/>, you will be prompted to enter the Meeting ID (set out above).

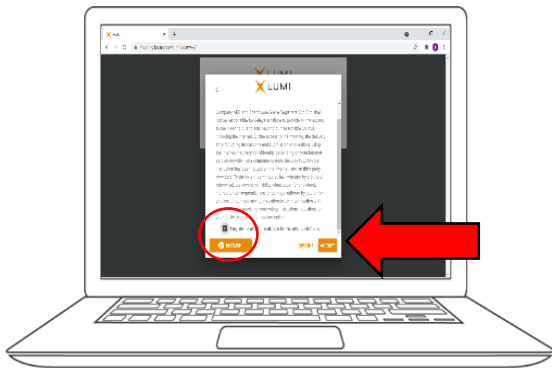
Please enter Meeting ID:

**XXX-XXX-XXX** and click **Join**



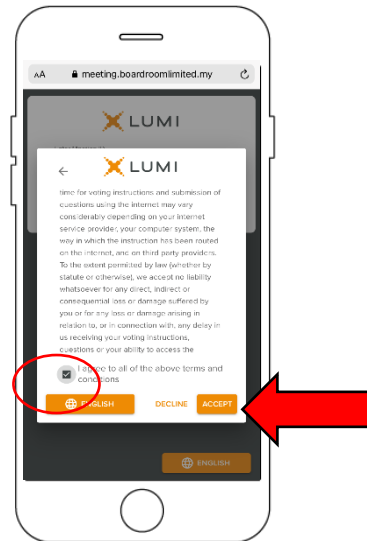
### STEP 3 – Agree to the Terms & Conditions

- 1) Please read the terms & conditions and ensure you are currently connected to a stable internet connection.
- 2) Click on tick box to agree to the terms and conditions and click Accept at the bottom right of your mobile screen.



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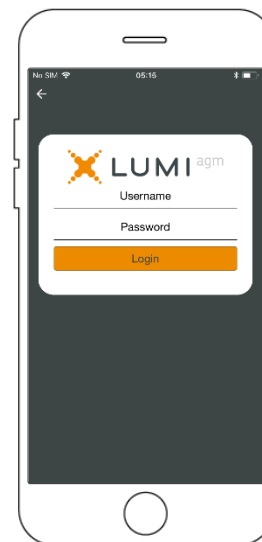
### STEP 4 – Login

- 1) Enter your Remote Participant User ID and password given to you in the email from BoardRoom.



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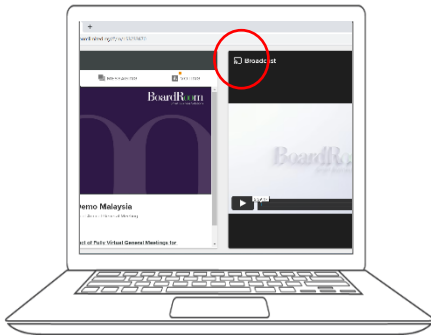


## STEP 5 – Navigation

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.

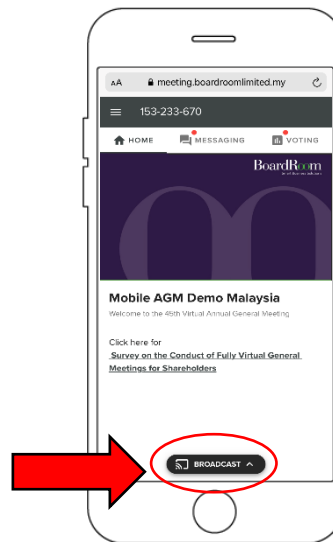


## STEP 5 – Navigation


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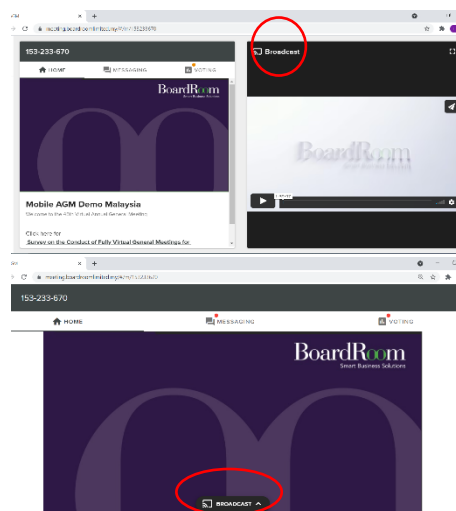
You can view company information, ask questions and watch the webcast.

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.

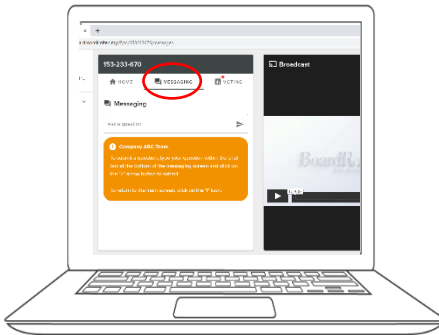


## STEP 6 – Questions

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.

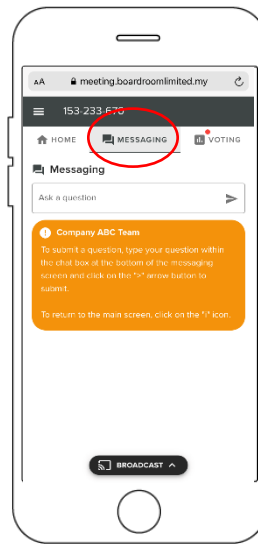


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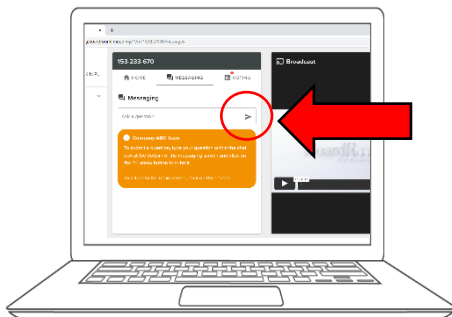
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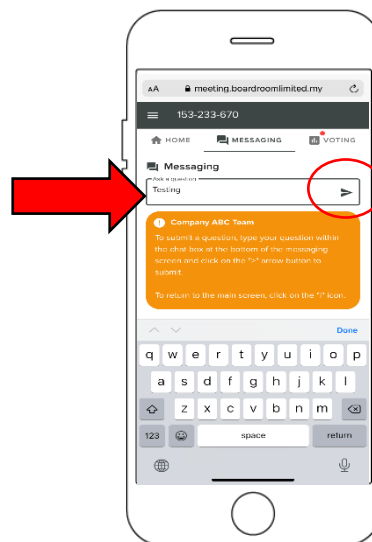
## STEP 6 – Questions

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




## STEP 6 – Questions

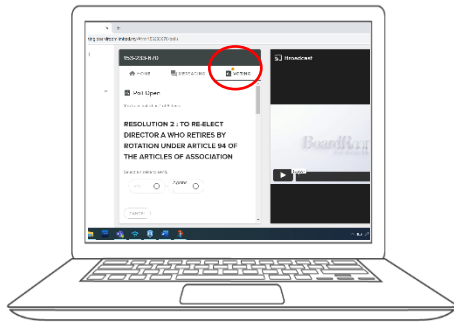
4) Type your question within the chat box at the bottom of the messaging screen and click on the ➤ arrow button to submit.



## 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.

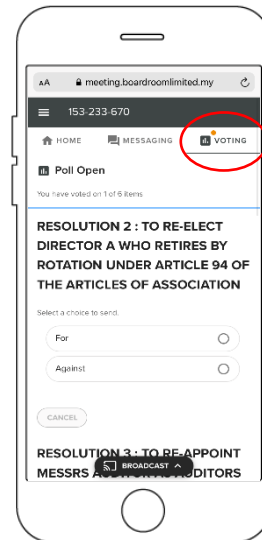
2) Once the voting has opened, click on the voting icon . The resolution and voting choices will be displayed.



## STEP 7 – Voting

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

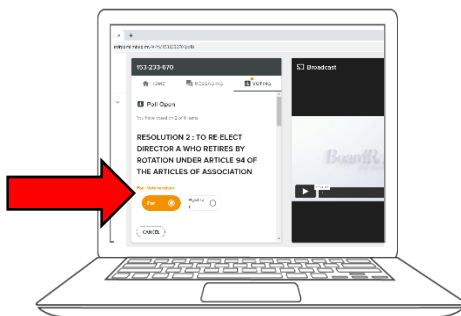


## STEP 7 – Voting

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

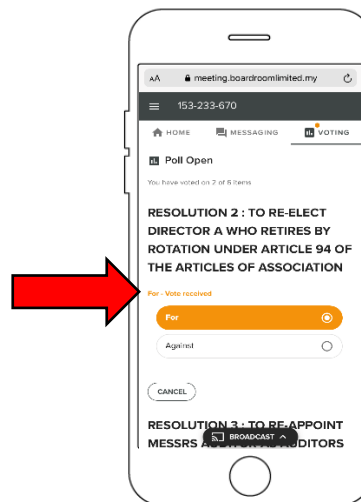


## STEP 7 – Voting

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



## 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.

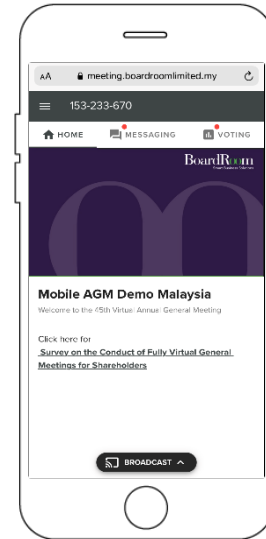
6) After the poll is closed, you can return to view the live webcast for the announcement of the result by The Chairman.



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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?  
Call **BoardRoom** Helpdesk at 603 - 7890 4700 or email  
[bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

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