

# ADMINISTRATIVE GUIDE

## 48<sup>TH</sup> ANNUAL GENERAL MEETING

### 1. HYBRID 48<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”)

The 48<sup>th</sup> AGM of Affin Bank Berhad (“the Company”) will be conducted via a hybrid mode (physical and virtual) in accordance with the revised ‘Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia (“SC’s Guidance”) on 7 April 2022. This is in line with Principle C of the Malaysian Code of Corporate Governance (“MCCG”). In this respect, the Company will continue to leverage on technology to ensure that the 48<sup>th</sup> AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

The date, time and venue for the 48<sup>th</sup> AGM of the Company are as below:

| Date  | Time   |
|---|--|
| Thursday, 25 April 2024   | 10.00 a.m.   |
| Venue   |  |
| <b>(a) Main Venue</b><br>Taming Sari Grand Ballroom<br>The Royale Chulan Kuala Lumpur<br>5, Jalan Conlay 50450 Kuala Lumpur | <b>(b) Online Platform</b><br>TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> with Remote Participation and Voting (“RPV”) facilities |

Shareholders shall have the option to attend the hybrid 48<sup>th</sup> AGM either in person (“Physical Attendance”) at the Main Venue or virtually using the RPV facilities (“Virtual Attendance”) at TIIH Online website at <https://tiih.online>. The Main Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act (“CA”) 2016.

### 2. GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 48<sup>th</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 69(2) of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors (“General Meeting ROD”) as at 17 April 2024. Only a depositor whose name appears on the Record of Depositors as at 17 April 2024 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

### 3. PRE-REGISTRATION TO ATTEND THE 48<sup>TH</sup> AGM

Shareholders of the Company are invited to attend the 48<sup>th</sup> AGM to exercise your right to attend, participate and vote at the 48<sup>th</sup> AGM by Physical Attendance or Virtual Attendance at the AGM Main Venue or participating remotely by RPV at TIIH Online website <https://tiih.online>. As such, shareholders are required to take the following steps to pre-register yourself in order to participate at the 48<sup>th</sup> AGM. To do so, shareholders must take the following steps at TIIH Online:

- (a) Register as a user with TIIH Online
  - (i) Access the TIIH Online website at <https://tiih.online>.
  - (ii) Under “e-Services”, select the Sign-Up button followed by “Create Account by Individual Holder. Refer to the tutorial guide posted on the homepage for assistance.
  - (iii) Registration as a user will be approved within one (1) working day and shareholders will be notified via e-mail.
- (b) Register your attendance for the 48<sup>th</sup> AGM
  - (i) Shareholder(s), proxy(ies), corporate representative(s) and attorney(s) are required to pre-register your attendance for the 48<sup>th</sup> AGM for verification of your eligibility to attend the 48<sup>th</sup> AGM based on the General Meeting ROD as at 17 April 2024. This is to ensure that the Company is able to make the necessary preparations to allow shareholders to attend the 48<sup>th</sup> AGM in person should they wish to.
  - (ii) The pre-registration is open from the date of the Notice of 48<sup>th</sup> AGM on Wednesday, 27 March 2024.
  - (iii) The closing date and time for the pre-registration shall be as follows:

|                             |   |
|-----------------------------|---|
| <b>Physical attendance</b>  | at 10.00 am on Tuesday, 23 April 2024   |
| <b>Remote participation</b> | such time before the voting session ends at the 48 <sup>th</sup> AGM on Thursday, 25 April 2024 |

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(iv) Pre-registration and attendance for shareholder(s) as follows:

|   | Physical Meeting Attendance   | Virtual remote participation via RPV   |
|---|---|--|
| <b>Pre-Meeting day</b>                    | <ul style="list-style-type: none"> <li>Go to <a href="https://tiih.online">https://tiih.online</a></li> <li>Login in with your user ID (e-mail address) and password and select the corporate event: “<b>(REGISTRATION) AFFIN BANK BERHAD 48<sup>TH</sup> AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Physical Attendance at Meeting Venue”.</li> <li>Review your registration information and proceed to submit your pre-registration.</li> <li>TIIH Online will send an e-mail to notify that your pre-registration for physical attendance is received and will be verified.</li> <li>Upon system verification against the General Meeting ROD as at 17 April 2024, TIIH Online will send an e-mail on or after 23 April 2024 to confirm your physical attendance at the AGM Main Venue.</li> <li>In the event your registration is not approved, you will be notified via e-mail.</li> </ul> <p><b>PLEASE NOTE:</b><br/>Should you no longer wish to attend the 48<sup>th</sup> AGM physically, kindly inform <a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a> to switch your registration from physical attendance to remote participation via RPV before the cut-off date at 10 a.m. on 23 April 2024.</p> | <ul style="list-style-type: none"> <li>Go to <a href="https://tiih.online">https://tiih.online</a></li> <li>Login in with your user ID (e-mail address) and password and select the corporate event: “<b>(REGISTRATION) AFFIN BANK BERHAD 48<sup>TH</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 information and proceed to submit your pre-registration.</li> <li>TIIH Online will send an e-mail to notify that your pre-registration for remote participation via RPV has been received and will be verified.</li> <li>Upon system verification against the General Meeting ROD as at 17 April 2024, TIIH Online will send an e-mail on or after 23 April 2024 to confirm your remote participation via RPV.</li> <li>In the event your registration is not approved, you will be notified via e-mail.</li> </ul> <p><b>PLEASE NOTE:</b><br/>Should you decide to attend physically after successful registration, kindly inform <a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a> to switch your registration from remote participation via RPV to physical attendance before the cut-off date at 10 a.m. on 23 April 2024.</p> |
| <b>Meeting day – participation at AGM</b> | <ul style="list-style-type: none"> <li>Please produce your original MyKad/ Passport (for foreigners) for verification purposes at the verification counters on AGM day.</li> <li>Kindly note that your entry into the AGM Main Venue shall only be allowed subject to verification of your pre-registration of attendance as per above.</li> </ul>  | <ul style="list-style-type: none"> <li>Please refer to <b>Note 9</b> below.</li> </ul>   |

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### 4. PROXY

(a) Appointment of Chairman of the meeting as proxy

If a shareholder is not able to attend the 48<sup>th</sup> AGM, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. The same must be deposited or submitted in accordance with Note 5 below.

(b) Appointment of proxy, corporate representative or attorney

(i) A shareholder who has appointed a proxy(ies), corporate representative(s) or attorney(s) to participate at this 48<sup>th</sup> AGM must ensure that the proxy form is completed with the required information, signed and dated accordingly. The same must be deposited in accordance with **Note 5** below.

(ii) The shareholder must also request his/her proxy(ies), authorised representative or attorney to register himself/herself as a user with the TIIH Online website at <https://tiih.online>.

(iii) The representative of a corporation or institutional shareholder must register as a user first in accordance with **Note 5(b)(ii)** below, before he/she can subscribe to this corporate holder electronic submission.

(c) Documents relating to appointment as corporate representative

For a corporate member who has appointed a representative to participate at the 48<sup>th</sup> AGM, please deposit the ORIGINAL certificate of appointment with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. ("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. The certificate of appointment should be executed in the following manner:

(i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.

(ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by at least two (2) authorised officers, of whom one shall be a director; or any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

(d) Documents relating to appointment of proxy by power of attorney

(i) Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company, 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.

(ii) A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

### 5. CUT-OFF DATE AND TIME FOR LODGEMENT OF PROXY FORM

As approved by the Board with reference to Article 102 of the Company's Constitution, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 48<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than 10.00 a.m. on Tuesday, 23 April 2024 in accordance with Article 104 of the Company's Constitution:

(a) In hard copy:

(i) By hand or post: to the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;

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(b) In electronic form via TIIH Online:

### (i) The steps to be taken by individual shareholders are as follows:

- You should have completed the steps in accordance with Note 3(a) above.
- As a registered user of TIIH Online, go to <https://tiih.online> and login with your user ID (i.e. e-mail address) and password.
- Select the Corporate Exercise/Event: “**AFFIN BANK BERHAD 48<sup>TH</sup> AGM – Submission of Proxy Form**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.
- Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy(s) appointment.
- Print proxy form for your record.

### (ii) The steps to be taken by authorised/nominated representatives of corporate/institutional shareholders are as follows:

#### A. Register as a user with TIIH Online

- Access the TIIH Online website at <https://tiih.online>.
- Under “e-Services”, select the **Sign-Up** button followed by “**Create Account by Representative of Corporate Holder**”.
- Complete the registration form and upload the required documents.
- Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days.
- Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.

#### B. Prepare proxy appointment

- As a registered user of TIIH Online, go to <https://tiih.online> and login with your user ID (i.e. e-mail address) and password.
- Select the Corporate Exercise/Event: “**AFFIN BANK BERHAD 48<sup>TH</sup> AGM – Submission of Proxy Form**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note given therein.
- Prepare the file for the appointment of proxies by inserting the required data.

#### C. Submit the proxy appointment file

- Select the Corporate Exercise/Event: “**AFFIN BANK BERHAD 48<sup>TH</sup> AGM – Submission of Proxy Form**”.
- Proceed to upload the duly completed proxy appointment file.
- Select “Submit” to complete your submission.
- Print the confirmation report of your submission for your record.

## 6. ANNUAL REPORT 2023

The Company’s Annual Report 2023 is available on the Company’s website at <https://affin.listedcompany.com/ar.html>

You may request a printed copy of the Annual Report 2023 at <https://tiih.online> by selecting “Request for Annual Report/Circular” under “Investor Services”. However, we hope you would consider the environmental and sustainability concerns, and refrain from requesting a printed copy of the Annual Report 2023.

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### 7. SUBMISSION OF QUESTIONS FOR THE 48<sup>TH</sup> AGM

- (a) Prior to the meeting

Shareholders may submit questions in relation to the agenda items for the 48<sup>th</sup> AGM prior to the 48<sup>th</sup> AGM via TIIH Online at <https://tiih.online> by selecting “e-Services” to log in, pose questions and submit electronically not later than 10.00 a.m. on Tuesday, 23 April 2024. The responses to these questions will be shared at the 48<sup>th</sup> AGM.

- (b) During the meeting

For submission of questions ‘live’ during the 48<sup>th</sup> AGM

| Physical Meeting Attendance  | Virtual remote participation via RPV  |
|--|---|
| Verified shareholder(s), proxy(ies) and corporate representative(s) will be able to ask questions in person at the AGM Main Venue. | Verified shareholder(s), proxy(ies) and corporate representative(s) may use the Query Box facility to ask questions real-time (in the form of typed text) during the meeting. |

The Board and Senior Management will provide the responses to the questions accordingly.

### 8. POLL VOTING

The voting at the 48<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

- (a) All shareholders and proxies attending the 48<sup>th</sup> AGM physically at the Main Venue or virtually using the RPV facilities shall exercise their rights to vote via the TIIH Online website at <https://tiih.online>. As such, all shareholders and proxies attending the 48<sup>th</sup> AGM physically at the Main Venue are advised to bring their own personal devices to vote via the TIIH Online website at <https://tiih.online>. Please refer to Note 9(c) below on steps for online remote voting.
- (b) The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting. During the meeting, the Chairman will invite the Poll Administrator to brief shareholders on the online remote voting process. The online remote voting session will commence from the start of the meeting at 10.00 a.m. on 25 April 2024 until such time when the Chairman announces the end of the voting session. This is in line with the SC’s Guidance which provides that Members shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.
- (c) The Company has appointed Scrutineer Solutions Sdn Bhd as scrutineers to verify the poll results. Upon completion of the “in time” voting session for the 48<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration of whether the resolutions are duly passed.

### 9. VIRTUAL ATTENDANCE USING RPV ON THE DATE OF THE 48<sup>TH</sup> AGM

With the approved registration for RPV, shareholders have the right to join the live stream meeting and vote remotely. Shareholders’ login to TIIH Online indicates their attendance at the virtual 48<sup>th</sup> AGM. The procedures for the RPV facilities are summarised below:

| Procedure                | Action  |
|--------------------------|---|
| (a) Login to TIIH Online | <ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 48<sup>th</sup> AGM at any time from <b>9.00 a.m.</b> i.e. one (1) hour before the commencement of the 48<sup>th</sup> AGM at 10.00 a.m. on Thursday, 25 April 2024.</li> </ul> |

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| Procedure                              | Action   |
|--|--|
| (b) Participate through Live Streaming | <ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) AFFIN BANK BERHAD 48<sup>TH</sup> AGM</b>” to engage in the proceedings of the 48<sup>th</sup> AGM remotely.</li> <li>If you have any questions for the Chairman/Board, you may use the Query Box to transmit your question. The Chairman/Board will try to respond to questions submitted by you during the 48<sup>th</sup> AGM. If the questions are received late after the Questions &amp; Answers session, the responses will be e-mailed to you after the meeting.</li> <li>Please note that the quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.</li> </ul> |
| (c) Online Remote Voting               | <p>The Online Remote Voting session commences from 10.00 a.m. on <b>Thursday, 25 April 2024</b> until a time when the Chairman announces the end of the said voting session.</p> <ul style="list-style-type: none"> <li>Select the corporate event: “<b>(REMOTE VOTING) AFFIN BANK BERHAD 48<sup>TH</sup> AGM</b>” or if you are on the Live Stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button <b>below the Query Box</b>.</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>                         |

### Helpline Contact

In the event you encounter any issues with logging in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-4080 5616/011-4080 3168/011-4080 3169 011-4080 3170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### End of Live Streaming for remote participation

The Live Streaming will end upon the announcement by the Chairman at the conclusion of the 48<sup>th</sup> AGM after the outcome of the resolutions has been declared.

## 10. PHYSICAL ATTENDANCE

### (a) Parking

Limited parking lots are available at the meeting venue at a flat rate of RM12.00. The parking at Royale Chulan Kuala Lumpur is cashless which allows you to come and leave the hotel by tapping your TnG card, credit card or debit card on the untended kiosk at the entry and exit lanes.

### (b) Verification of attendance

- (i) Verification of attendance will start at 9.00 a.m. and will end at a time as directed by the Chairman of the meeting. As you enter the hotel, the verification counters are located at Taman Mahsuri, in front of the Grand Ballroom.
- (ii) Please produce your original MyKad/Passport at the verification counter and make sure you collect your MyKad/Passport thereafter.
- (iii) You will be given a wristband for entry to the meeting room.
- (iv) There will be no replacement of the wristband in the event that you lose or misplace the wristband.
- (v) No person will be allowed to verify on behalf of another person even with the original MyKad/Passport of that other person.
- (vi) The verification counter will handle only verification of your pre-registration. If you have any enquiry, please proceed to the Help Desk. The Help Desk will be located next to the verification counter in the same area.

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### 11. ENQUIRY

If you have any enquiry prior to the 48<sup>th</sup> AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday, except for public holidays):

|  |  |
|--|--|
| <p>(b) Tricor Investor &amp; Issuing House Services Sdn Bhd<br/>           Registration No. 197101000970 (11324-H)<br/>           Unit 32-01, Level 32, Tower A<br/>           Vertical Business Suite<br/>           Avenue 3, Bangsar South<br/>           No. 8, Jalan Kerinchi<br/>           59200 Kuala Lumpur, Malaysia</p> | <p><b>Telephone Number</b><br/> <b>General Line</b> 603-2783 9299<br/> <b>Fax Number</b> 603-2783 9222<br/> <b>E-mail</b> is.enquiry@my.tricorglobal.com</p> |
|--|--|

The Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government and other relevant authorities. In the event that any new procedures, guidelines, or measures may affect the administration of the 48<sup>th</sup> AGM as set out in this Administrative Guide and require a material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the 48<sup>th</sup> AGM.