

# ADMINISTRATIVE NOTES

for 47<sup>th</sup> Annual General Meeting

## Mode of Meeting

- Affin Bank Berhad continues to leverage technology to facilitate greater shareholders' participation in line with Practice 13.3 of the Malaysian Code of Corporate Governance 2021. As such, the 47<sup>th</sup> AGM will be conducted on a virtual basis through live streaming and online remote voting via Remote Participation and Voting (RPV) facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.'s TIIH Online website at <https://tiih.online>. To participate, members are required to register via Tricor's TIIH Online website.

The date, time and Broadcast Venue for the 47<sup>th</sup> AGM is as follows:-

Date	Time
Thursday, 25 May 2023	10.00 a.m.
Broadcast Venue	
LEVEL 26, AUDITORIUM, MENARA AFFIN, LINGKARAN TRX, TUN RAZAK EXCHANGE, 55188, KUALA LUMPUR, MALAYSIA	

- No members/proxies from the public will be physically present at the Broadcast Venue.

## Remote Participation and Voting

- Members/proxies/corporate representatives/attorneys who wish to participate at the 47<sup>th</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, members 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.

## Entitlement to Participate and Vote

- Only members whose names appear on the General Meeting Record of Depositors (General Meeting ROD) as at 17 May 2023 shall be eligible to participate at the 47<sup>th</sup> AGM. If a member is unable to participate in the said meeting, he/she may appoint proxy/proxies to participate and vote on his/her behalf. If a member wishes to participate in the said meeting, he/she must not submit any Proxy Form.
- If a member is unable to participate at the 47<sup>th</sup> AGM via RPV facilities on 25 May 2023, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## Lodgment of Proxy Form

- The appointment of proxy may be submitted in hard copy form or electronically via TIIH Online website at <https://tiih.online>. 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 members wish to submit their Proxy Form electronically, please refer to the Procedures for Electronic Lodgement of Proxy Form.

- All Proxy Forms, original certificates of appointment of corporate representative and power of attorney must be deposited with Tricor no later than 10.00 a.m. on 23 May 2023 (48 hours before the commencement of 47<sup>th</sup> AGM).
- Members who have appointed proxy/proxies or attorney or authorised representative to participate and vote at the 47<sup>th</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>.

## Questions and Answers

- Members may use the query box facility to submit their questions during the meeting. Subject to the time constraint, the Chairman/Board/Management will address the relevant questions during the Questions and Answers session.

## Poll Voting

- The voting will be conducted by way of electronic voting (e-voting) in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as the Poll Administrator to conduct the e-Polling, and Asia Securities Sdn Bhd as the Independent Scrutineers to verify the poll results.
- Members/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 47<sup>th</sup> AGM at 10.00 a.m. on Thursday, 25 May 2023 until the end of the voting session which will be announced by the Chairman of the meeting. Please refer to the Procedures for RPV for guidance on how to vote remotely via Tricor's TIIH Online website at <https://tiih.online>. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration of whether the resolutions are duly passed.

## Pre-Meeting Submission of Questions to the Board of Directors

- Members may submit questions to the Board in advance of the 47<sup>th</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to log in, pose questions and submit electronically no later than 10.00 a.m. on 23 May 2023. The Board will endeavour to answer the questions received at the AGM.

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### Annual Report 2022

1. The Company's Annual Report 2022 is available on the Company's website at <https://affin.listedcompany.com/ar.html>
2. You may request a printed copy of the Annual Report 2022 at <https://tjih.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 2022.

### Enquiry

If members have any enquiries prior to the meeting, please contact our Share Registrar 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)

## PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (RPV)

PROCEDURES	ACTIONS
<b>Before the Meeting Day</b>	
<p><b>Register as a user with TIH Online</b></p> <p><u>Note:</u> If you are already a registered user with TIH Online, you need not register again</p>	<p>Use your smart device or computer to access Tricor's TIH Online website at <a href="https://tjih.online">https://tjih.online</a>. Register as a user under the "e-Services" and select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance.</p> <p>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</p> <p>If you are already a user of TIH Online, you are not required to register again. You will receive an e-mail to notify you that remote participation is available for registration at TIH Online.</p>
<p><b>Register for RPV</b></p>	<ul style="list-style-type: none"> <li>• Registration is open from Wednesday, 26 April 2023 until the day of 47<sup>th</sup> AGM on Thursday, 25 May 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 47<sup>th</sup> AGM to ascertain their eligibility to participate at the 47<sup>th</sup> AGM using the RPV.</li> <li>• Login with your user ID (email address) and password.</li> <li>• Select corporate event: "<b>(REGISTRATION) AFFIN BANK BERHAD 47<sup>th</sup> AGM</b>".</li> <li>• Read and agree to the Terms and 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>• System will send an <b>e-mail to notify</b> you that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the Record of Depositors as at 17 May 2023, the system will send you an <b>e-mail after 23 May 2023 to approve or reject</b> your registration for remote participation. (Note: Please allow sufficient time for approval of new user of TIH Online and registration for the RPV).</li> </ul>

PROCEDURES	ACTIONS
<b>On the Meeting Day</b>	
<p><b>Login to TIIH Online</b></p>	<p>Login with your user ID (email address) and password for remote participation at AFFIN BANK BERHAD’s 47<sup>th</sup> AGM at any time from 9.00 a.m. onwards i.e. 1 hour prior to the commencement of the meeting at 10.00 a.m. on Thursday, 25 May 2023.</p>
<p><b>Participate Through Live Streaming</b></p> <p><u>Notes:</u></p> <p>(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.</p> <p>(ii) Recommended Requirement for Live Streaming:</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>(iii) You may not be able to gain access to the 47<sup>th</sup> AGM via the RPV facilities if there is an existing firewall on the device that you are using.</p>	<ul style="list-style-type: none"> <li>• Select the corporate event “<b>(LIVE STREAM MEETING) AFFIN BANK BERHAD 47<sup>th</sup> AGM</b>” to engage in the proceedings of the 47<sup>th</sup> AGM remotely.</li> <li>• If you have any questions for the Chairman/Board, you may use the query box to pose your questions. The Chairman/Board will endeavour to respond to relevant questions submitted by remote participants during the 47<sup>th</sup> AGM.</li> <li>• In the event that you encounter any issues with logging in, connection to the live-streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616/011-40803168/ 011-40803169/011-40803170 for assistance or e-mail to <a href="mailto:tiih.online@my.tricorglobal.com">tiih.online@my.tricorglobal.com</a> for assistance.</li> </ul>
<p><b>Online Remote Voting</b></p> <p><u>Note:</u> Voting will commence from 10.00 a.m. on Thursday, 25 May 2023 until the end of the voting session which will be announced by the Chairman of the meeting.</p>	<ul style="list-style-type: none"> <li>• Voting session commences from 10.00 a.m. on Thursday, 25 May 2023 until the time when the Chairman announces the end of the session.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) AFFIN BANK BERHAD 47<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 below the Query Box.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholding.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> <li>• Upon the announcement by the Chairman of the conclusion of the 47<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>
<p><b>Submission of Proxy</b></p> <p>Register as a user with TIIH Online</p> <p><u>Note:</u> If you are already a registered user with TIIH Online, you need not register again</p>	<p><b>i. Individual Shareholders Registration</b></p> <p>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”. Please refer to the tutorial guide posted on the homepage if you need assistance.</p> <p><b>Corporation or Institutional Shareholders Registration:-</b></p> <ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<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 you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and reset your own password.</li> </ul> <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>

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for 47<sup>th</sup> Annual General Meeting

PROCEDURES	ACTIONS
<b>On the Meeting Day (continued)</b>	
<p><b>Submission of Proxy Form</b></p> <p><u>Note:</u> Only members whose names appear on the Record of Depositors as 17 May 2023 shall be eligible to attend, speak and vote at the 47<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.</p> <p>In view that the 47<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.</p> <p>If you wish to participate in the 47<sup>th</sup> AGM yourself, please do not submit any Form of Proxy for the 47<sup>th</sup> AGM. You will not be allowed to participate in the 47<sup>th</sup> AGM together with a proxy appointed by you.</p> <p>Accordingly, proxy forms and/or documents relating to the appointment of proxy/attorney for the 47<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than <b>Tuesday, 23 May 2023 at 10.00 a.m.</b></p> <p>For a corporate member who has appointed a representative, please deposit the <b>ORIGINAL</b> certificate of appointment with the Share Registrar of the Company, Tricor Investor &amp; 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, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia to participate via RPV in the 47<sup>th</sup> AGM.</p>	<p><b>i. Steps for Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>• After the publication of the Notice of the 47<sup>th</sup> AGM by the Company, log in with your user ID (email address) and password.</li> <li>• Select the corporate event: <b>“AFFIN BANK BERHAD 47<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy/proxies to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy/proxies will decide on your vote.</li> <li>• Review and confirm your proxy/proxies appointment.</li> <li>• Print Proxy Form for your record.</li> </ul> <p><b>ii. Steps for corporations or institutional shareholders</b></p> <ul style="list-style-type: none"> <li>• Login to TIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate exercise name: <b>“AFFIN BANK BERHAD 47<sup>TH</sup> AGM: SUBMISSION OF PROXY FORM”</b></li> <li>• 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 data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIH Online, select corporate exercise name: <b>“AFFIN BANK BERHAD 47<sup>TH</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>