

ADMINISTRATIVE GUIDE

THIRTIETH (30TH) ANNUAL GENERAL MEETING (AGM)

Day/Date : Thursday, 2 September 2021

Meeting Platform : <https://meeting.boardroomlimited.my>

Time : 10.00 a.m.

Venue : Board Room, 26th Floor, Bangunan AmBank Group, Jalan Raja Chulan, 50200 Kuala Lumpur

VIRTUAL MEETING

In light of the COVID-19 pandemic, the safety of the Company's employees, members, directors and relevant stakeholders is our primary concern. As such and based on Guidance Note from the Securities Commission dated 1 June 2021, AMMB Holdings Berhad (AMMB or the Company) will conduct the 30th AGM on fully virtual basis where members are only allowed to participate in the AGM and vote remotely. Members/Proxies will not be allowed to be present at the venue of the AGM.

Members/Proxies can participate in the Company's fully virtual AGM by registering online with Boardroom Smart Investor portal at <https://investor.boardroomlimited.com>.

1. Entitlement to Participate and Vote

Only a member whose name appears in the Record of Depositors (ROD) as at 25 August 2021 shall be eligible to participate and vote at the AGM or appoint proxy(ies) to participate and vote on his/her behalf.

2. Gifts/Vouchers

There will be no gift or voucher to be distributed to member(s)/proxy(ies) who participate at the AGM.

3. Remote Participation and Voting (RPV)

(a) All members, including individual members, corporate shareholder, authorised nominee and exempt authorised nominee who wish to participate and vote at the 30th AGM may do so using the RPV facilities to be provided by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd (Boardroom). To participate and vote remotely, members are required to register via Boardroom Smart Investor portal at <https://investor.boardroomlimited.com> prior to the meeting. For more details, please refer to the Procedures for RPV as set out in **Appendix 1**.

(b) Registration for remote access will be available on Boardroom Smart Investor portal from **10.00 a.m. on Friday, 30 July 2021 up to 10.00 a.m. on Tuesday, 31 August 2021**.

(c) Participants will be able to view a live stream AGM, pose questions and submit votes in real time while the meeting is in progress.

(d) **FOR THE BEST LIVE STREAMING EXPERIENCE, IT IS ADVISABLE TO USE A STABLE LANDLINE AND TO KEEP YOUR VIDEO RESOLUTION AT 240P.**

4. Appointment of Proxy

(a) The appointment of a proxy may be made in the following manner:

- By electronic means via online

The appointment of a proxy must be made via Boardroom Smart Investor portal at <https://investor.boardroomlimited.com>

- By electronic means via email

The form of proxy must be received via email at Boardroom's email address at bsr.helpdesk@boardroomlimited.com

- By electronic means via facsimile

The form of proxy must be received via facsimile at Boardroom's fax no. 03-7890 4670

- In hardcopy form

The form of proxy must be deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

(b) All proxy forms must be received by the Company not less than 48 hours before the time fixed for holding the 30th AGM, i.e. latest by Tuesday, 31 August 2021 at 10.00 a.m.

(c) Members who wish to appoint proxy(ies) via Boardroom Smart Investor portal, please refer to the steps set out in **Appendix 2**.

5. Voting Procedures

- (a) The voting will be conducted by way of poll in accordance with Paragraph 8.29A 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 polling (e-voting) and Coopers Professional Scrutineers Sdn Bhd as the Scrutineer to verify and validate the poll results.
- (b) Members/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 30th AGM at 10.00 a.m. on Thursday, 2 September 2021 until the end of the voting session which will be announced by the Chairman of the meeting. Please refer to **Appendix 1** for guidance on how to vote remotely via Boardroom Smart Investor portal at <https://investor.boardroomlimited.com>.
- (c) Upon closure of the voting session, the Scrutineer will verify the poll results. Thereafter, the Chairman will announce and declare whether the resolutions are successfully carried or not.
- (d) If you wish to participate in the meeting yourself, please do not submit any proxy form. You will not be allowed to participate in the meeting together with a proxy appointed by you.
- (e) If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least 48 hours before the time fixed for holding the AGM. On revocation, your proxy(ies) will not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

6. Submission of Questions

- (a) Shareholders may type their questions in the chat box at any time during the virtual AGM.
- (b) Participants may also submit their questions before the AGM to ir@ambankgroup.com no later than 10.00 a.m. on Tuesday, 31 August 2021.

7. Recording or Photography

Strictly no recording or photography of the proceedings of the 30th AGM.

8. Integrated Report 2021 and Circular to Shareholders

- (a) The Integrated Report 2021 and Circular to Shareholders are available on the Company's corporate website and can be downloaded from our designated website link:
 <https://www.ambankgroup.com/eng/InvestorRelations/AnnualReports/Pages/default.aspx>
- (b) The Integrated Report 2021 and Circular to Shareholders are also available on the website of Bursa Malaysia Securities Berhad at bursamalaysia.com under Company Announcements of AMMB.
- (c) You may also request for a printed copy of the Integrated Report 2021 from the Company Secretary by submitting your request to ir@ambankgroup.com or from our Share Registrar as per the contact details set out below.

9. Enquiry

If you have any enquiries prior to the AGM, please contact the following persons during office hours, i.e. from 9.00 a.m. to 5.45 p.m. (Mondays – Fridays):

Boardroom Share Registrars Sdn Bhd

Person-in-Charge : **Mohd Azuan/Alice Tey**
General : 03-7890 4700
Fax : 03-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

- For members/proxies' enquiries
- For assistance relating to the electronic lodgement of proxy form of AGM as well as use of the remote participation and voting facilities

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Appendix 1

PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (RPV)

Kindly follow the steps below on how to request for a login ID and password in order to participate in the 30th AGM remotely:

| BEFORE THE AGM DAY | |
|---|--|
| Procedure | Actions |
| <p>Step 1: Register online with Boardroom Smart Investor portal</p> <p><i>(for first time registration only)</i></p> | <p><i>[Note: If you have already signed up with Boardroom Smart Investor portal, you are not required to register again. You may proceed to Step 2 below.]</i></p> <ul style="list-style-type: none"> (i) Access Boardroom's website at https://investor.boardroomlimited.com. (ii) Click <<Register>> to sign up as a user. Registration is free. (iii) Complete registration and upload a softcopy of your MyKad (front and back) or Passport in JPEG, PNG or PDF format. (iv) Please enter a valid email address and wait for Boardroom's email verification. (v) Your registration will be verified and approved within one business day and an email notification will be provided. |
| <p>Step 2: Submit Request for Remote Participation</p> | <p><i>[Note: Registration for remote access will be open on Friday, 30 July 2021. Please note that the closing time to submit your request is not less than 48 hours before the time fixed for holding the AGM, i.e. latest by Tuesday, 31 August 2021 at 10.00 a.m.]</i></p> <p>Individual Member</p> <ul style="list-style-type: none"> (i) Login to https://investor.boardroomlimited.com using your user ID (i.e. email address) and password from Step 1 above. (ii) Select "Corporate Meeting" from main menu and select "AMMB HOLDINGS BERHAD (30th) ANNUAL GENERAL MEETING" from the list of Corporate Meeting and click "Enter". (iii) Read and agree to the Terms & Condition and enter your CDS account number to submit your request. <p>Corporate Shareholder, Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none"> (i) Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request. (ii) Please provide a copy of the Corporate Representative's or proxy's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address. |
| <p>Step 3: Email Notification</p> | <ul style="list-style-type: none"> (i) You will receive a notification from Boardroom that your request has been received and is being verified. (ii) Upon system verification against the AGM Record of Depositors as at 25 August 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. (iii) If your registration is approved, you will also receive your remote access user ID and password in the same confirmation email from Boardroom. You will also be notified in the event your registration is rejected. |

| ON THE DAY OF AGM | |
|---|--|
| Procedure | Actions |
| <p>Step 1: Login to Virtual Meeting Platform</p> | <p>(i) The Virtual Meeting portal will be open for login at 9.00 a.m. on Thursday, 2 September 2021.</p> <p>(ii) The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> • Launch Lumi AGM by scanning the QR code provided in the email notification received after successful registration; or • Access to Lumi AGM web portal via website url https://meeting.boardroomlimited.my. <p>(iii) Enter the Meeting ID No. and sign in with the user ID and password provided in the confirmation email from Boardroom in Step 3 (iii) above.</p> |
| <p>Step 2: Participate</p> | <p>Please follow the User Guides to view the live webcast, submit questions and vote provided in the confirmation email.</p> <p>(i) If you would like to view live streaming of the AGM, select the broadcast icon.</p> <p>(ii) If you would like to pose a question during the AGM, select the messaging icon.</p> <p>(iii) Type your message within the chat box, click <<Send>> once completed.</p> |
| <p>Step 3: Vote</p> | <p>(i) Once the meeting is open for voting, the polling icon will appear with the resolutions and your voting choices.</p> <p>(ii) To vote, simply select your voting direction from the options provided.</p> <p>(iii) A confirmation message will appear to show your vote has been received.</p> <p>(iv) To change your vote, simply select another voting direction.</p> <p>(v) If you wish to cancel your vote, please click <<Cancel>>.</p> |
| <p>Step 4: End of Participation</p> | <p>(i) Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end and the messaging window will be disabled.</p> <p>(ii) You can now logout from the Meeting Platform.</p> |

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Appendix 2

PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM

To appoint proxy(ies) via online, please follow the steps below:

| Procedure | Actions |
|---|---|
| Step 1: Register online with Boardroom Smart Investor portal <i>(for first time registration only)</i> | <p>[Note: If you have already signed up with Boardroom Smart Investor portal, you are not required to register again. You may proceed to Step 2 below.]</p> <ul style="list-style-type: none">(i) Access Boardroom's website at https://investor.boardroomlimited.com.(ii) Click <<Register>> to sign up as a user. Registration is free.(iii) Complete registration and upload a softcopy of your MyKad (front and back) or your Passport in JPEG, PNG or PDF format.(iv) Please enter a valid email address and wait for Boardroom's email verification.(v) Your registration will be verified and approved within one business day and an email notification will be provided. |
| Step 2: eProxy Lodgement | <ul style="list-style-type: none">(i) Access Boardroom's website at https://investor.boardroomlimited.com.(ii) Login with your user ID (i.e. email address) and password.(iii) Go to "Corporate Meeting" and select "AMMB HOLDINGS BERHAD (30th) ANNUAL GENERAL MEETING" from the list of Corporate Meeting and click "Enter".(iv) Read the Terms & Conditions and confirm the Declaration.(v) Enter the CDS account number and indicate the number of securities for your proxy(ies) to vote on your behalf.(vi) Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).(vii) Indicate your voting instructions – "FOR" or "AGAINST" or "ABSTAIN". If you wish to have your proxy(ies) to act upon his/her discretion, please indicate "DISCRETIONARY".(viii) Review and confirm your proxy(ies) appointment.(ix) Click <<Submit>>.(x) Click <<Download>> or <<Print>> the eProxy form acknowledgement for your record. |