

# Administrative Details for 64th Annual General Meeting (AGM) of CIMB Group Holdings Berhad

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, and in particular, the Government of Malaysia (“Government”)’s official guidance for practising social distancing, the Board of Directors of CIMB Group Holdings Berhad (“Board”) has decided that the 64th Annual General Meeting (“64th AGM”) of CIMB Group Holdings Berhad (“the Company” or “CIMB”) shall be held fully virtual and entirely via Remote Participation and Electronic Voting (“RPEV”) facilities on the date, time and at the Broadcast Venue, as follows:

Date	Thursday, 15 April 2021
Time	10.00 a.m.
Broadcast Venue	Level 31, Menara CIMB, Jalan Stesen Sentral 2, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
Meeting Platform	<a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
Mode of Communication	<ol style="list-style-type: none"> <li>Type text in the meeting platform. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from 9.00 a.m. on Thursday, 15 April 2021</li> <li>Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2020 commencing from 18 March 2021 and in any event no later than Friday, 9 April 2021 at 5.00 p.m., via Boardroom’s website at <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using the same user ID and password provided in Step 2 below, and select <b>“SUBMIT QUESTION”</b> to pose questions (“Pre-AGM Meeting Questions”).</li> </ol>

Please note that the Broadcast Venue is strictly for the purpose of compliance with Section 327 of the Companies Act 2016 and Article 57 of the Company’s Constitution.

## **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES**

should be physically present at or admitted to the Broadcast Venue on the day of the AGM.

### **VOTING PROCEDURE**

- The voting procedure will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad (“Bursa Malaysia”) Main Market Listing Requirements. The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and Deloitte as Scrutineers to verify and validate the poll results.
- For the purposes of this AGM, e-voting will be carried out via the following voting devices:
  - Personal smart mobile phones , tablets  or Laptops
- There are 2 methods for members and proxies who wish to use their personal voting device to vote. The methods are as follows:
  - Launch **Lumi AGM** by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
  - Access to Lumi AGM via website URL <https://web.lumiagm.com>
- The polling will only commence after the announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman and the Chairman will declare whether the resolutions put to vote were successfully carried or not.
- You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 64th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that 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 stability of the internet connection at the location of the remote participants.

### **PRECAUTIONARY MEASURES ON COVID-19**

- The Company invites shareholders to participate in the upcoming 64th AGM from their home or office and follow the entire proceedings as the AGM would be conducted via RPEV facilities. The AGM will be conducted in accordance with the practices that have already been adopted by other internationally developed capital markets. The AGM is transparent, has a high level of integrity and is environmentally friendly. Our approach also supports the Government’s initiative to ban mass gathering as part of its safety measure to contain the spread of COVID-19, while concurrently observes AGM deadline as stipulated in the Companies Act, 2016. Furthermore, throughout the years, the resolutions in our AGM have been passed electronically, and the adoption of a fully online AGM is one step ahead for good corporate governance practice.

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### REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV")

7. Please note that the RPEV facilities is available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**
8. If you choose to participate in the Meeting online, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.
9. Kindly follow the steps below on how to request for login ID and password.

#### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

(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. Submit request for Remote Participation user ID and password)

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

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

(Note: The registration for remote access will be opened on 18 March 2021)

##### Individual Members

- Login to <https://boardroomlimited.my> using your User ID and Password given above.
- Select "**VIRTUAL MEETING**" from main menu and select the correct Corporate Event "**CIMB GROUP HOLDINGS BERHAD 64TH VIRTUAL ANNUAL GENERAL MEETING**".
- Read and agree to the terms & conditions.
- Enter your CDS Account Number and thereafter submit your request.

##### Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy 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 or PNG 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 against the AGM's Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - 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 time to submit your request is at **10:00 am on 14 April 2021**.

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

(Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users)

- a. The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of AGM at **9:00 am on 15 April 2021**.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(c) above).
- c. The steps will also guide you on how to view live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window (for asking questions) will be disabled the moment the Chairman announces the closure of the AGM.
- e. You can now logout from Virtual Meeting Portal.

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## PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE 64TH AGM

1. The Chairman and the Board will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 64th AGM, as well as financial performance/prospect of the Company.
2. All modes of communications are accepted for the purpose of posting questions to the Chairman and Board before or during the AGM. Shareholders are however encouraged to post questions via the online platform during the AGM.
3. Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 64th AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.
4. Shareholders who participate in the AGM are able to view the Company's presentation or slides via the live webcast.

## ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear in the Record of Depositors on **9 April 2021** (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## FORM(S) OF PROXY

1. Shareholders are encouraged to go online, participate, and vote at the 64th AGM using remote participation and electronic voting facilities. If you are not able to participate in the online AGM, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form(s).
2. Please take note that you **must** complete the proxy form for the AGM should you wish to appoint a proxy(ies).
3. You may download the Proxy form(s) from our website at <https://www.cimb.com/en/investor-relations/annual-reports.html>.
4. Please ensure that the original form is deposited at the Share Registrar's office not less than 24 hours before the time appointed for holding the meeting at the following address:

Boardroom Share Registrars Sdn. Bhd.  
G Floor or 11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan, Malaysia  
Office: +60 3 7890 4700  
Fax: +60 3 7890 4670

5. Alternatively, you may deposit your proxy form(s) by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal. Kindly follow the link at <https://www.boardroomlimited.my> to login and deposit your proxy form electronically, also 24 hours before the meeting. For further information, kindly refer to the "Electronic Lodgment of Form of Proxy" below:

### Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only)

(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 on e-Proxy Lodgement)

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 - e-Proxy Lodgement

- a. Login to <https://boardroomlimited.my> using your user id and password above.
- b. Go to "**E-PROXY LODGEMENT**" and browse the meeting list for "**CIMB GROUP HOLDINGS BERHAD 64TH VIRTUAL ANNUAL GENERAL MEETING**" and click "**APPLY**".
- c. Read and agree to the terms & conditions and confirm the Declaration.
- d. Enter your CDS Account Number and indicate the number of securities.
- e. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars of your proxy(ies).
- f. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- g. Review and confirm proxy(ies) appointment.
- h. Click submit

6. If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with the proxy appointed by you.

## STAKEHOLDER INFORMATION

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### REVOCACTION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy 24 hours before the meeting.

### RECORDING OR PHOTOGRAPHY AT THE ONLINE AGM

No recording or photography of the AGM proceeding is allowed without the prior written permission of the Company.

### ANNUAL REPORT 2020 – GO DIGITAL & PAPERLESS!

1. As part of our dedicated commitment to sustainable practices, the Annual Report 2020 can be downloaded from our website at <https://www.cimb.com/en/investor-relations/annual-reports.html> and also at Bursa Malaysia website under “Company Announcements”.
2. Since the 64th AGM will be conducted electronically, there will be **NO DISTRIBUTION** of the Annual Report 2020 during the meeting.

### PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder’s breach of warranty.

### ENQUIRY

If you have general administrative enquiries on the AGM, please contact the following during office hours:

#### Boardroom Share Registrars Sdn. Bhd.

Office Helpdesk : +60 3 7890 4700  
Encik Mohamed Sophiee Ahmad Nawawi : +60 3-7890 4716  
Puan Yusliana Md Yusof : +60 3-7890 4718  
Fax No. : +60 3 7890 4670

E-mail : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)  
: [mohamed.sophiee@boardroomlimited.com](mailto:mohamed.sophiee@boardroomlimited.com)  
: [yusliana.yusof@boardroomlimited.com](mailto:yusliana.yusof@boardroomlimited.com)

#### CIMB

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