

# ADMINISTRATIVE DETAILS FOR 65TH 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 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 65th Annual General Meeting (AGM) of CIMB Group Holdings Berhad (the "Company" or "CIMB") shall be held on virtual basis and entirely via Remote Participation and Electronic Voting (RPEV) facilities on the date, time and at the Broadcast Venue, as follows:

<b>Date</b>	Thursday, 21 April 2022
<b>Time</b>	10.00 a.m.
<b>Broadcast Venue</b>	Level 31, Menara CIMB, Jalan Stesen Sentral 2, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia
<b>Online Meeting Platform</b>	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC – D6A357657)
<b>Mode of Communication</b>	<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, 21 April 2021</li> <li>Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2021 commencing from 23 March 2022 and in any event no later than Friday, 15 April 2022 at 5.00 p.m., via Boardroom's website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</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>




## PRECAUTIONARY MEASURES ON COVID-19

- The Company invites shareholders to participate in the upcoming 65th 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 the 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 virtual AGM is one step ahead for good corporate governance and best practice.

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:
  - Use QR Scanner Code given in the email to you; OR
  - Go to the website URL <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC – D6A357657)
- 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 65th 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.

# ADMINISTRATIVE DETAILS FOR 65TH ANNUAL GENERAL MEETING (AGM) OF CIMB GROUP HOLDINGS BERHAD

## ONLINE REGISTRATION PROCEDURE

7. Please note that the RPEV facilities are available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee shall use the RPEV facilities to participate and vote remotely at the AGM.**
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://investor.boardroomlimited.com>
- b. Click **<<Register>>** to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG, PNG or PDF 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 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 **9:00am on 21 April 2022.**
- 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) below).
- 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.

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

(Note: The registration for remote access will be opened on 23 March 2022)

#### Individual Members

- Login to <https://investor.boardroomlimited.com> using your Login credentials created with Boardroom Smart Investor Portal from Step 1 above.
- Select **"CIMB GROUP HOLDINGS BERHAD (65th) ANNUAL GENERAL MEETING"** from the list of Corporate Meetings and click **"Enter"**.
- Click on **"Register for RPEV"**
- Read and agree to the terms & conditions and confirm the declaration by clicking **"Next"**.
- Enter your CDS Account Number and thereafter submit your request.

#### Appointment of Proxy

- Log in to <https://investor.boardroomlimited.com> using your login credentials created with Boardroom Smart Investor Portal from Step 1 above.
- Select **"CIMB GROUP HOLDINGS BERHAD (65th) ANNUAL GENERAL MEETING"** from the list of Corporate Meetings and click **"Enter"**.
- Click on **"Submit eProxy Form"**.
- Read and accept the General Terms and Conditions by clicking **"Next"**.
- Enter your CDS Account Number and number of securities held.
- Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – **"FOR"** or **"AGAINST"**, otherwise your proxy will decide your vote.
- Review and confirm your proxy appointment and click **"Apply"**.
- Download or print the eProxy form as acknowledgement.

#### 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 shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) 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 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 10:00am on 20 April 2022 to avoid any delay in the registration process.

## PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE 65TH 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 65th 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 65th 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 **15 April 2022** (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. You may download the Proxy form(s) from our website at <https://www.cimb.com/en/investor-relations/annual-reports.html>.
2. If you are unable to attend the online AGM and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form 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** no later than 10.00 a.m. on 20 April 2022 (24 hours before the 65th AGM). Any alteration to the Form of Proxy must be initiated.
3. Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders no later than 10.00 a.m. on 20 April 2022 (24 hours before the 65th AGM). For further information, kindly refer to the **"Online Registration Procedure"** above.
4. **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 a proxy appointed by you.**

## REVOCAION 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 2021 – GO DIGITAL & PAPERLESS!

1. As part of our dedicated commitment to sustainable practices, the Annual Report 2021 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 65th AGM will be conducted electronically, there will be **NO DISTRIBUTION** of the Annual Report 2021 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

Datin Rossaya Mohd Nashir, Group Company Secretary  
 Cik Farah Atikah Hasnan  
 Telephone : +603-2261 0085  
 Fax No. : +603 2261 0099  
 Email : [cimbaggm@cimb.com](mailto:cimbaggm@cimb.com)