

# Administrative Guide

For the 41<sup>st</sup> Annual General Meeting (“41<sup>st</sup> AGM”)

<b>Day and Date</b>	: Thursday, 16 May 2024
<b>Time</b>	: 10.00 a.m.
<b>Online Meeting Platform</b>	: Boardroom Share Registrars Sdn Bhd (“Boardroom”)’s website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> with Remote Participation and Electronic Voting (“RPEV”) facilities
<b>Broadcast Venue</b>	: Level 10, Menara Bank Islam, No. 22 Jalan Perak, 50450 Kuala Lumpur, Malaysia
<b>Mode of Communication</b>	: <ol style="list-style-type: none"><li>1. Shareholders may pose questions one (1) hour before and during live streaming at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>, which is from 9.00 a.m. on Thursday, 16 May 2024.</li><li>2. Shareholders may submit questions in advance commencing from Tuesday, 16 April 2024 and in any event no later than 10.00 a.m., Tuesday, 14 May 2024 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 under Annexure on the Voting Procedure, and select “SUBMIT QUESTION” to pose questions.</li></ol>

## DEAR SHAREHOLDERS,

With reference to 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, listed issuers are encouraged to continue leveraging technology in conducting general meetings to promote shareholders participation.

Through the RPEV facilities, you may exercise your right as a member of the Company to participate remotely (including pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the 41<sup>st</sup> AGM. Furthermore, the proposed virtual meeting aligns with Bank Islam’s ESG efforts to reduce carbon emissions.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the 41<sup>st</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. The quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

## INTEGRATED ANNUAL REPORT 2023

As part of our commitment to sustainable practices, the Integrated Annual Report (“IAR”) 2023 and the following documents are available on Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of Bank Islam Malaysia Berhad and also at the Company’s website at [www.bankislam.com](http://www.bankislam.com)

- i. EBook;
- ii. Corporate Book;
- iii. Audited Financial Statements for Financial Year Ended 31 December 2023;
- iv. Corporate Governance Report 2023;
- v. Notice of the 41<sup>st</sup> AGM;
- vi. Form of Proxy;
- vii. IAR2023 Hardcopy Request form; and
- viii. Administrative Guide for the 41<sup>st</sup> AGM.

## NO VOUCHERS/DOOR GIFTS

There will be no voucher(s) or any door gift(s) for shareholders/proxies who participate in the 41<sup>st</sup> AGM.

## VIRTUAL 41<sup>ST</sup> AGM

1. The virtual 41<sup>st</sup> AGM will be conducted online from the Broadcast Venue, and shareholders will participate via the RPEV facilities with audio and/or video capabilities.
2. The Company invites shareholders to participate in the 41<sup>st</sup> AGM from their home or office and follow the entire proceedings as the 41<sup>st</sup> AGM will be conducted via RPEV. With the RPEV facilities, you may exercise your right as a member of the Company to participate and vote at the 41<sup>st</sup> AGM. The RPEV is also in line with Practices 12.1

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and 13.3 of the Malaysian Code on Corporate Governance 2021. The Broadcast Venue was decided pursuant to Section 327 of the Companies Act 2016 ("the **Act**") and Clause 96 of the Company's Constitution.

3. The broadcast venue is strictly for the purpose of complying with Section 327 (2) of the Act and Clause 96 of the Company's Constitution that requires the Chairman of the meeting to be present at the main venue of the meeting. No shareholders/proxies from the public will be physically allowed at the meeting venue as it is only a place where the meeting is broadcasted for transmission online in the presence of Chairman, Directors, Group Chief Executive Officer, Auditors, Company Secretary and Management. All members are urged to attend the 41<sup>st</sup> AGM remotely via meeting platform available on the designated link at <https://meeting.boardroomlimited.my>
4. Shareholders can participate in our virtual 41<sup>st</sup> AGM by registering online via Boardroom Smart Investor Portal ("BSIP") at <https://meeting.boardroomlimited.my>

## PROCEDURE OF THE 41<sup>ST</sup> AGM TO REMOTE PARTICIPATION

1. The Login User Guide for participation, posing questions and voting guide at the 41<sup>st</sup> AGM, will be emailed to you together with your remote access user ID and password once your registration for 41<sup>st</sup> AGM has been approved.
2. The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the Shareholders which are related to the resolutions to be tabled at the live streaming of the 41<sup>st</sup> AGM, as well as financial performance/prospect of the Company.
3. The 41<sup>st</sup> AGM will start promptly at 10.00 a.m.
4. The resolutions set out in the Notice of the 41<sup>st</sup> AGM will be considered at the 41<sup>st</sup> AGM and you will vote on these resolutions. You are able to view the Company's presentation slides via the live streaming.

5. Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the live streaming of the 41<sup>st</sup> AGM, after the Chairman has announced the opening of the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.
6. No recording or photography of the live streaming of the 41<sup>st</sup> AGM proceedings is allowed without the prior written permission of the Company.
7. You must ensure that you are connected to the internet at all times in order to participate and vote when live streaming of the 41<sup>st</sup> AGM has commenced. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

## ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors on 9 May 2024 (General Meeting Record of Depositors) shall be eligible to participate the Meeting or appoint proxy(ies) to participate on his/her behalf.

## APPOINTMENT OF PROXY

1. Shareholders entitled to participate and vote at the 41<sup>st</sup> AGM is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the 41<sup>st</sup> AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instruction in the Form of Proxy.
2. If you wish to attend the 41<sup>st</sup> AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the 41<sup>st</sup> AGM together with a proxy appointed by you.
3. You may download the Form of Proxy from our website at [www.bankislam.com](http://www.bankislam.com)

4. The Form of Proxy and/or documents relating to the appointment of proxy for the 41<sup>st</sup> AGM shall be deposited or submitted in the following manner not less than forty-eight (48) hours before the time for holding the 41<sup>st</sup> AGM or no later than 10.00 a.m., Tuesday, 14 May 2024, in accordance with the Company's Constitution:

**(i) In hard copy form**

The Form of Proxy, Corporate Representative, Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that power of authority shall be deposited at the office of the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd, 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or by fax to +603-7890 4670.

**(ii) By Boardroom Smart Investor Portal**

Online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, which is free and available to all individual Depositors.

## REVOCATION OF PROXY

If you have submitted your Form of Proxy prior to the AGM and subsequently decide to appoint another person or wish to participate in the live streaming of the 41<sup>st</sup> AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy not less than forty-eight (48) hours before the time for holding the 41<sup>st</sup> AGM or no later than 10.00 a.m., Tuesday, 14 May 2024. Upon the revocation, your proxy(ies) will not be allowed to participate in the 41<sup>st</sup> AGM. In such an event, you should advise your proxy(ies) accordingly.

## LODGEMENT OF FORM OF PROXY VIA BOARDROOM SMART INVESTOR PORTAL

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

- Access website <https://investor.boardroomlimited.com>
- Click Register to sign up as a user.
- Complete the registration and upload a softcopy of your MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **"Request OTP Code"** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **"Enter"** to complete the process.
- Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – eProxy Lodgement

- Login to <https://investor.boardroomlimited.com> using your User ID and Password above.
- Select and click on Corporate Meeting Go to **"BANK ISLAM 41<sup>ST</sup> VIRTUAL ANNUAL GENERAL MEETING"** and click **"Enter"**.
- Go to **"PROXY"** and click on **"Submit eProxy Form"**.
- Read and agree to the Terms & Conditions.
- Enter your CDS account number and insert the number of securities.
- Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
- Indicate your voting instructions – For, Against or Abstain, otherwise your proxy(ies) will decide your votes.
- Review and confirm your proxy(ies) appointment.
- Click **"Submit"**.
- Download or print the eProxy form acknowledgment.

## VOTING PROCEDURE

Please refer to the Annexure on the Voting Procedure prepared by Boardroom together with this Administrative Details.

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## COMMUNICATION GUIDANCE

Shareholders are also reminded to refer to the Company's website and announcements at [www.bankislam.com](http://www.bankislam.com) for any changes to the arrangements of the live streaming of the 41<sup>st</sup> AGM.

## ENQUIRIES FOR 41<sup>ST</sup> AGM

If you have any enquiry relating to RPEV, please contact Boardroom Helpdesk from Monday to Friday (except Public Holidays) between 8.30 a.m. to 5.30 p.m.:

### Boardroom Share Registrars Sdn Bhd

Office Helpdesk : 03-7890 4700

Cik Nursyahirah : 03-7890 4754

Che Rahimi

Facsimile No. : 03-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)  
: [nursyahirah.cherahimi@boardroomlimited.com](mailto:nursyahirah.cherahimi@boardroomlimited.com)

## PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the live streaming of the 41<sup>st</sup> AGM and/or any adjournment thereof, a member of the Company:

- i. consents to the processing of the member's personal data by the Company for:
  - processing and administration of proxies and representatives appointed for the live streaming of the 41<sup>st</sup> AGM;
  - preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (which includes any adjournments thereto); and
  - the Company's compliance with any applicable laws, listing rules, regulations, codes and/or guidelines (collectively, the "Purposes").

- ii. undertakes and warrants that he or she has obtained such proxy(ies)' and/or representative(s)' prior consent for the Company's processing of such proxy(ies)' and/or representative(s)' personal data for the Purposes.

### Note:

*The term "processing" and "personal data" shall have the meaning as defined in the Personal Data Protection Act 2010.*

## ANNEXURE ON THE VOTING PROCEDURE

### POLL VOTING

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. During the 41<sup>st</sup> AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the 41<sup>st</sup> AGM, the RPEV facilities will be carried out via the following voting devices:
  - i. Personal smart mobile phones;
  - ii. Tablets; or
  - iii. Laptops.
4. There are two (2) methods for members and proxies to vote:
  - i. Use the QR Scanner Code provided in the email notification; or
  - ii. Access using the website URL <https://meeting.boardroomlimited.my>
5. Members and proxies can login immediately after registering their attendance, but polling will only commence after the Chairman announces opening of the polls and will remain open until such time when the Chairman announces the closure of the poll.
6. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.

7. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
8. To change your vote, simply select another voting direction.
9. If you wish to cancel your vote, please press "Cancel".
10. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. The Scrutineers will pass the poll results to the Chairman thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

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

1. Please note that the RPEV facilities are available to:
  - i. Individual member;
  - ii. Corporate shareholder;
  - iii. Authorised Nominee; and
  - iv. Exempt Authorised Nominee
2. You will be able to view a live webcast of the 41<sup>st</sup> AGM proceedings, pose questions to the Board of Directors, and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password.

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

- Access website <https://investor.boardroomlimited.com>
- Click Register to sign up as a user.
- Complete the registration and upload a softcopy of your MyKAD (for Malaysian) front and back or Passport (for non-Malaysian) in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "**Enter**" to complete the process.
- Your registration will be verified and approved within one (1) business day and an email notification will be provided.

**Note:**

Please ignore Step 1 and proceed to Step 2 on eProxy Lodgement if you have signed up with Boardroom Smart Investor Online Portal. Submit a request for Remote Participation user ID and password.

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

#### Individual Members

- Login to <https://investor.boardroomlimited.com> using your user ID and password above.
- Select and click on "**BANK ISLAM 41<sup>ST</sup> VIRTUAL ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click "**Enter**".
- Click on "**Register for RPEV**".
- Read and agree to the Terms & Conditions.
- Enter your CDS Account and thereafter submit your request.

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## 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 the Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of the Corporate Representative's MyKad (front and back) or Passport in JPEG, PNG or PDF as well as his/her email address.
  - a) You will receive a notification from the Boardroom that your request has been received and is being verified.
  - b) Upon system verification against the General Meeting Record of Depositors as at 9 May 2024 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 by Tuesday, 14 May 2024 at 10.00 a.m. (48 hours before the 41<sup>st</sup> AGM).

### **Note:**

*The registration for remote access will be opened on Tuesday, 16 April 2024.*

## Step 3 - Login to Virtual Meeting Portal

- a) The Virtual Meeting Portal will be open for login starting an hour (1 hour) before the commencement of the 41<sup>st</sup> AGM at 10.00 a.m. on Thursday, 16 May 2024.
- 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 above).
- c) The steps will also guide you on how to view the live webcast, ask questions and vote.
- d) The live webcast will end and the Messaging window will be disabled upon announcement by the Chairman on the closure of the 41<sup>st</sup> AGM.
- e) You can now logout from Virtual Meeting Portal.

### **Note:**

*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.*

### **Note:**

*Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented during the live streaming with the full name and identity of the participant raising the question. Shareholders may submit questions in advance commencing from Tuesday, 16 April 2024 and in any event no later than 10.00 a.m., Tuesday, 14 May 2024 via Boardroom's website at <http://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 above, click "Submit Question" to pose your questions (Pre-AGM Meeting Questions).*

- i. If you would like to view the live webcast, select the broadcast icon.*
- ii. If you would like to ask a question during the 41<sup>st</sup> AGM, select the messaging icon.*
- iii. Type your message within the chatbox, once completed click the send button.*

*Shareholders may proceed to cast votes on the proposed resolution to be tabled at the 41<sup>st</sup> AGM, immediately after the Chairman announced the commencement of the poll voting session. Shareholders are reminded to cast their votes before the poll is closed.*