
ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

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ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

A. INTRODUCTION

The 33rd Annual General Meeting (“AGM”) of DRB-HICOM Berhad (“DRB-HICOM”) will be held virtually from the Broadcast Venue and via remote participation according to details below:

Date	: Monday, 29 May 2023
Time	: 10.30 am
Broadcast venue	: Training Hall, Level 6, Wisma DRB-HICOM, No. 2, Jalan Usahawan U1/8, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan.
On-line meeting platform	: https://meeting.boardroomlimited.my

DRB-HICOM invites shareholders to participate in the AGM from their home or office and follow the entire proceedings on-line. This Administrative Guide for Shareholders (“Guide”) sets out the steps for shareholders to participate effectively in this virtual AGM including registration for remote participation, submission of proxy forms, submission of questions and voting.

B. HOW TO PARTICIPATE IN THE AGM REMOTELY

1. Please note that the Remote Participation and Electronic Voting (“RPEV”) facilities is available to:

- (i) Individual members;
- (ii) Corporate shareholders;
- (iii) Authorised nominees; and
- (iv) Exempt authorised nominees.

2. At the on-line meeting, you will be able to submit questions to the Board via the meeting platform at <https://meeting.boardroomlimited.my>, and cast your votes for the resolutions in real time.

Shareholders may submit questions on the AGM resolutions and Annual Report 2022 in advance commencing from 29 April 2023 and in any event, no later than 10.30 a.m., Saturday, 27 May 2023 via Boardroom’s website at <https://investor.boardroomlimited.com>. Using the same user ID and password provided in Step 2 below, select “SUBMIT QUESTION” and pose your questions (“Pre-AGM Meeting Questions”).

3. To participate in the AGM, you will need a login ID and a password. The following steps will enable you to secure the login ID and password.

4. REGISTRATION FOR REMOTE PARTICIPATION

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual AGM:

Before the day of the AGM

STEP 1 - Register on-line with Boardroom Smart Investor Portal (“BSIP”) for Individual and Corporate Shareholder

Note:

- If you have previously registered with BSIP, you may proceed to Step (2).
- BSIP now facilitates the registration of Corporate Holders

(Only for first-time BSIP users)

- a. Access the website <https://investor.boardroomlimited.com>
- b. Click “**Register**” to sign up as a user
- c. Select “Account Type” to “**Sign Up As Shareholder**” or “**Sign Up As Corporate Holder**”
- d. Complete the registration and upload required documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available) for Corporate Holder
- e. Enter a valid mobile number, e-mail address and password
- f. Click “**Sign Up**”
- g. You will receive an e-mail from BSIP for e-mail address verification. Click ‘**Verify e-mail Address**’ to proceed with the registration
- h. Once your e-mail address is verified, you will be re-directed to BSIP 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 enter the OTP code to complete the process)
- i. An e-mail will be sent to you within one (1) business day informing you on the approval of your BSIP account; you can login to BSIP at <https://investor.boardroomlimited.com> with the e-mail address and password that you have provided during the registration to proceed with the next step

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STEP 2 - Submit request for remote participation

Note: You must be a registered BSIP user. If not, return to Step 1

The registration for RPEV facilities will open on **Friday, 28 April 2023 until Monday, 29 May 2023** before the poll voting session ends to be announced by the Chairman of the Meeting at the AGM.

The instrument appointing a proxy must be received latest by **Saturday, 27 May 2023 at 10.30 a.m.** ("Proxy Lodgement Deadline").

For Individual and/or Corporate Shareholders:

- a. Log in to <https://investor.boardroomlimited.com>
- b. Click 'Meeting Event(s)' and select from the list of companies - '**DRB-HICOM BERHAD 33RD ANNUAL GENERAL MEETING**' and click "**Enter**"
- c. To attend the virtual AGM remotely:
 - Click "**Register for RPEV**"
 - Read and accept the General Terms and Conditions and enter your CDS account number to submit your request
- d. To appoint proxy:
 - Click "**Submit eProxy Form**"
 - Select the company you would like to be represented (if more than one), for Corporate Shareholder
 - Read and accept the General Terms and Conditions, enter your CDS account number, and insert your proxy details and voting instructions; if you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary"

For Authorised Nominees and/or Exempt Authorised Nominees:

- a. Log in to <https://investor.boardroomlimited.com>
- b. Click 'Corporate Meeting' and select from the list of companies - '**DRB-HICOM BERHAD 33RD ANNUAL GENERAL MEETING**' and click "**Enter**"
- c. Click "**Submit eProxy Form**"
- d. Select the company you would like to be represented (if more than one)
- e. Proceed to download the file format for "**Submission of Proxy Form**"
- f. Prepare the file for the appointment of proxy/proxies by inserting the required data
- g. Proceed to upload the duly completed Proxy Appointment file
- h. Review and confirm your proxy/proxies appointment and click "**Submit**"
- i. Download or print the eProxy form as acknowledgement

For Corporate Shareholders/Authorised Nominees/Exempt Authorised Nominees/Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account number and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of your MyKad or passport and a valid e-mail address are required.

STEP 3 - Verification and e-mail notification

- a. An e-mail notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification
- b. Upon verification against the General Meeting Record of Depositors, you will receive an e-mail from Boardroom on the day prior to the 33rd AGM, i.e. Sunday, 28 May 2023 either approving or rejecting your request for remote participation
- c. If your registration is approved, the said e-mail will provide the Meeting ID, User Name and Password for the virtual AGM

I Did Not Get Any Notifications from The Share Registrars

If you did not get the notification via e-mail, please contact the following:

Helpdesk Telephone: +603 7890 4700; or

E-mail: BSR.Helpdesk@boardroomlimited.com



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On the day of the AGM


STEP 4 - Log in

- a. The RPEV facilities will be open for log in on Monday, 29 May 2023 at 9.30 a.m., i.e. one hour before the commencement of the 33rd AGM
- b. Click the link provided in the e-mail in Step 3(c) to join the virtual AGM; insert the Meeting ID and sign in with the User Name and Password provided to you via the same e-mail

STEP 5 - Participate

- a. Please follow the user guides in the e-mail to view the live webcast, submit questions and vote
- b. To view the live webcast, select the broadcast icon 
- c. To ask a question during the 33rd AGM, select the messaging icon ; type your question in the chat box and click the send button to submit

STEP 6 - Vote

- a. Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session
- b. To vote, select your voting preference from the options provided; a confirmation message will appear to indicate that your vote has been received
- c. To change your vote, re-select your voting preference
- d. If you wish to cancel your vote, please press “**Cancel**”

STEP 7 - End

Upon declaration by the Chairman on the closure of the 33rd AGM, the live webcast will end.

C. HOW TO ACCESS THE ANNUAL REPORT AND RELATED AGM DOCUMENTS

1. You may obtain copies of the following documents on the Company’s website at <https://www.drb-hicom.com/investors/agm-33/>
 - i. **Annual Report* for Financial Year Ended 31 December 2022**
 - ii. **Notice of the 33rd AGM**
 - iii. **Form of Proxy**
 - iv. **Corporate Governance Report 2022**
 - v. **Circular to Shareholders in relation to the Proposed Renewal of Shareholders’ Mandate for existing Recurrent Related Party Transactions (“RRPT”) of a revenue or trading nature**

* The Annual Report 2022 incorporates the Sustainability Report 2022

2. If you need a printed copy of DRB-HICOM Annual Report for Financial Year Ended 31 December 2022, you may request for this through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting “**Request for Annual Report**” under the “**Investor Services**” menu.

Alternatively, you may also make your request to our share registrars via e-mail: bsr.helpdesk@boardroomlimited.com or telephone: +603 7890 4700.

We look forward to hosting the AGM on-line. If you have any enquiries prior to the 33rd AGM, please contact the following during office hours:

- i. Boardroom Share Registrars Sdn. Bhd.
Tel: **+603 7890 4700** / e-mail : **BSR.Helpdesk@boardroomlimited.com**
- ii. DRB-HICOM Corporate Secretarial Department
Tel: **+603 2052 8935** / e-mail : **secretarial@drb-hicom.com**