



## BUMI ARMADA

**BUMI ARMADA BERHAD**  
**199501041194 (370398-X)**  
**(Incorporated in Malaysia)**

### ADMINISTRATIVE GUIDE

#### 27<sup>th</sup> Annual General Meeting ("27<sup>th</sup> AGM")

**Day/Date** : Thursday, 25 May 2023  
**Time** : 3.30 p.m.  
**Broadcast Venue** : Angola Room, Level 7, Menara Perak, 24 Jalan Perak, 50450 Kuala Lumpur, Malaysia  
**Meeting Platform** : <https://meeting.boardroomlimited.my>

#### 1. CONDUCT OF MEETING

The Company will conduct its 27<sup>th</sup> AGM on a virtual basis through live-streaming from the abovementioned Broadcast Venue and online remote voting via Remote Participation and Electronic Voting ("RPEV") Facilities.

The Broadcast Venue of the 27<sup>th</sup> AGM stated above is mainly for the purposes of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be present at the main venue (Broadcast Venue) of the meeting. The shareholder(s), proxy(ies) or Corporate Representative(s) will **NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the meeting.

#### 2. ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only shareholders whose names appear in the Record of Depositors as at 17 May 2023 (General Meeting Record of Depositors) shall be entitled to participate and vote at the 27<sup>th</sup> AGM or appoint a proxy to participate and vote on his/her behalf.

#### 3. NO DOOR GIFTS/ VOUCHERS

No door gifts/vouchers will be issued to shareholders/proxies who participate in the 27<sup>th</sup> AGM .

#### 4. VOTING PROCEDURE

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's 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 SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

For the purposes of online AGM, e-Voting will be carried out via the following voting devices:-  
Personal smart mobile phones, tablets or computers/laptops.

There are 2 methods for members and proxies who wish to use their personal voting device to vote. The methods are:-

- Use QR Scanner Code provided in the email to you; OR
- Go to the website URL <https://meeting.boardroomlimited.my>

The polling will only commence after the announcement of the poll being opened by the Chairman and until such time when the Chairman announces the closure of the poll.

The Scrutineers will verify the poll results upon closing of the poll session by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.

## 5. PROCEDURES FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV) FACILITIES

Please note that this option is available to:-

- (i) Individual members;
- (ii) Corporate shareholders;
- (iii) Authorised Nominees; and
- (iv) Exempt Authorised Nominees

who shall use the RPEV facilities to participate and vote remotely at the AGM.




By participating in the online AGM, you will be able to view a live webcast of the meeting, submit questions to the Board of Directors and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for remote participation user ID and password.

Procedures	Steps
Before the day of the AGM	
<p>1. <b>Step 1 – Register Online with Boardroom Smart Investor Portal (“BSIP”) (for first time registration only)</b>  <i>[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.]</i></p>	<p>a. Access website  <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>b. Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</p> <p>c. Please select the correct account type i.e. sign up as “<b>Shareholder</b>” or “<b>Corporate Holder</b>”.</p> <p>d. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG, PNG or PDF format.</p> <p>e. For Corporate Holder, kindly upload the authorization letter as well. Click “<b>Sign Up</b>”.</p> <p>f. You will receive an email from Boardroom for email address verification. Click “<b>Verify Email Address</b>” from the email received to continue with the registration.</p> <p>g. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “<b>Enter</b>” to complete the process.</p> <p>h. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.</p>

2.	Step 2 – Submit Request for Remote Participation User ID and Password	<p>The registration for remote access will be opened on 26 April 2023. (Please note that the closing time to submit your request is not less than twenty-four (24) hours before the time of holding the 27<sup>th</sup> AGM, i.e. latest by Wednesday, 24 May 2023 at 3:30 p.m.)</p> <p><b>Individual Shareholder</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Select “<b>BUMI ARMADA BERHAD (27<sup>th</sup>) ANNUAL GENERAL MEETING</b>” from the list of Meeting Event(s) and click “<b>Enter</b>”.</li> <li>Click on “<b>Register for RPEV</b>”</li> <li>Enter your CDS Account Number and thereafter submit your request</li> <li>Read and agree to the terms &amp; conditions and click “<b>Register</b>”.</li> </ol> <p><b>Appointment of Proxy</b></p> <ol style="list-style-type: none"> <li>Select “<b>BUMI ARMADA BERHAD (27<sup>th</sup>) ANNUAL GENERAL MEETING</b>” from the list of Meeting Event(s) and click “<b>Enter</b>”.</li> <li>Click on “<b>Submit eProxy Form</b>”.</li> <li>Enter your CDS Account Number and number of securities held.</li> <li>Select your proxy – either the Chairman of the meeting or individual named proxy(ies).</li> <li>Read and accept the General Terms and Conditions by clicking “<b>Next</b>”.</li> <li>Enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions – “<b>FOR</b>” or “<b>AGAINST</b>”, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment and click “<b>Apply</b>”.</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol>
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		<p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <p><b>Via email</b></p> <ol style="list-style-type: none"> <li>Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees need to deposit the original hardcopy to BSR and write in to BSR at <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representatives or the Form of Proxy (as the case may be) to submit the request.</li> <li>Please provide a copy of Corporate Representative's or Proxy's MyKad/Identification Card (front and back) or Passport and a valid email address.</li> </ol> <p><b>Via BSIP</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your ID and password from Step 1 above.</li> <li>Select "<b>BUMI ARMADA BERHAD (27<sup>th</sup>) ANNUAL GENERAL MEETING</b>" from the list of Meeting Event(s) and click "<b>Enter</b>".</li> <li>Click on "<b>Submit eProxy Form</b>".</li> <li>Proceed to download the file format for "<b>Submission of Proxy Form</b>" from BSIP.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Review and confirm your proxy appointment and click "<b>Submit</b>".</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select "<b>Edit Profile</b>" in order to add more company.</i></p>
3.	Email notification	<ol style="list-style-type: none"> <li>You will receive a notification from Boardroom that your request(s) has been received and is being verified.</li> <li>Upon system verification against the General Meeting Record of Depositories of the AGM as at 17 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>You will also receive your remote participation user ID and password along with the email from Boardroom after the closing time if your registration is approved.</li> </ol>

		d. Please note that the closing time to submit your request is at 3.30 p.m. on 24 May 2023 (24 hours before the 27 <sup>th</sup> AGM).
<b>On the day of the AGM</b>		
4.	<p>Step 3 - Login to Virtual Meeting Portal</p> <p><i>[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.]</i></p>	<p>a. The Virtual Meeting Portal will be opened for login an hour (1 hour) before the commencement of 27<sup>th</sup> AGM at 2.30 p.m. on 25 May 2023.</p> <p>which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> <li>• Launch LUMI Online Platform by scanning the QR Code provided in the email notification;</li> <li>• Access to LUMI Online Platform via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> <p>b. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in item 3 above.</p>
	Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chair of meeting to avoid repetition.)</p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the AGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
	Online Remote Voting	<p>a. Once the AGM is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please press “Cancel”.</p>
	End of remote participation	<p>a. Upon the announcement by the Chair of the meeting on the closure of the AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the Meeting Platform.</p>

## 6. APPOINTMENT OF PROXY

In view that the 27<sup>th</sup> AGM will be conducted via online, the shareholders who are entitled to participate and vote at the meeting may appoint the Chairman of the AGM as his/her proxy and indicate the voting instruction in the Form of Proxy.

The appointment of proxy may be made in the following manner and must be received by the Company via its Share Registrar, not less than 24 hours before the 27<sup>th</sup> AGM:-

### 1. By electronic means

The Form of Proxy can be electronically lodged to BSR via <https://investor.boardroomlimited.com>. Kindly refer to the Procedure for RPEV facilities above for guidance.

### 2. By a hardcopy form

The Form of Proxy must be deposited at the office of the Share Registrar, Boardroom Share Registrars Sdn Bhd at **11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** no later than 3.30 p.m. on 24 May 2023 (24 hours before the 27<sup>th</sup> AGM). Any alteration to the Form of Proxy must be initialled.

If you wish to participate in the AGM yourself, please do not submit any Form of Proxy for the AGM. You will **NOT BE ALLOWED** to participate in the AGM together with a proxy appointed by you.

## 7. REVOCATION OF PROXY

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our online AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy no later than 3.30 p.m. on 24 May 2023 (24 hours before the 27<sup>th</sup> AGM). On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

## 8. PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE ONLINE AGM

The Chairman and the Board of Directors will make every effort to respond to the questions submitted by shareholders which are related to the proposed resolutions to be tabled at the 27<sup>th</sup> AGM, as well as financial performance/prospect of the Company.

The Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 27<sup>th</sup> AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

## 9. PRESENTATION AT THE VIRTUAL 27<sup>TH</sup> AGM

Shareholders who participate in the online AGM are able to view the Company's presentation or slides via the live streaming.

## 10. PROCEDURE OF THE ONLINE AGM

The Login User Guide for participation, posting questions and voting at the 27<sup>th</sup> AGM will be emailed to you together with your remote participation user ID and password once your registration has been approved.

No recording or photography of the 27<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

You must **ensure that you are connected to the internet at all times in order to participate and vote when the online AGM has commenced**. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.

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. If you have weak poor internet connection, it is advisable that you attend the meeting via audio call instead of video call.

## 11. ANNUAL REPORT 2022

The full version of the Annual Report 2022 of Bumi Armada Berhad is available on Bumi Armada's website at **www.bumiarmada.com** under **Investor Relations - Annual Reports**.

If you wish to have a printed copy of the full version of the Annual Report 2022, you may email your request to [enquiry@bumiarmada.com](mailto:enquiry@bumiarmada.com) or alternatively, you may also make your request by contacting Boardroom at the numbers or e-mail addresses given in Item 12 below.

## 12. ENQUIRY

If you have an enquiry prior to the 27<sup>th</sup> AGM, please contact following persons during office hours (Mondays to Fridays from 8:30 a.m. to 5:30 p.m., except on public holidays):

### **Boardroom Share Registrars Sdn Bhd**

Tel: +603-7890 4700  
+603-7890 4716 (Mr Mohamed Sophiee bin Ahmad Nawawi)  
+603-7890 4718 (Ms Yusliana binti Md Yusof)

Fax: +603 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)

### **Bumi Armada Berhad**

Tel: +603 2302 9000  
+603 2302 9013 (Ms Shamsul Shahrina Binti Mohd Hussein)

Email: [enquiry@bumiarmada.com](mailto:enquiry@bumiarmada.com)

Please provide any question relating to the Annual Report 2022 or questions that you would like to be answered at the 27<sup>th</sup> AGM to [enquiry@bumiaramada.com](mailto:enquiry@bumiaramada.com).