



BUMIARMADA

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

ADMINISTRATIVE GUIDE

24th Annual General Meeting (“24th AGM”)

Day/Date : Tuesday, 9 June 2020
Time : 2.00 p.m.
Broadcast Venue** : Kuala Lumpur room, Level 21, Menara Perak, 24 Jalan Perak, 50450 Kuala Lumpur, Malaysia

24TH AGM

1. The Company’s 24th AGM is scheduled at the date and time and at the broadcast venue stated above.

VIRTUAL AGM

2. The Company will conduct its 24th AGM entirely via remote participation and electronic voting (“**online AGM**”) to limit the spread of the coronavirus disease, and in line with the Government of Malaysia’s official guidance for practising social distancing, the Securities Commission Malaysia’s Guidance and FAQs on the Conduct of General Meetings for Listed Issuers as well as the Company’ Constitution.

The venue stated above is mainly to inform shareholders where the online 24th AGM broadcast/ streaming will be conducted from. **No Shareholders shall be physically present at the broadcast venue on the meeting date or adjourned meeting.

NO DOOR GIFTS/ VOUCHERS




3. No door gifts/ vouchers will be issued to shareholders/ proxies who participate at the 24th AGM in view of the online AGM.

VOTING PROCEDURE

4. 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 Boardroom Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.



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5. 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 
6. There are 3 methods for members and proxies who wish to use their personal voting device to vote. The methods are:-
 - Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the meeting; **OR**
 - Use QR Scanner Code given in the email to you; **OR**
 - Go to the website URL <https://web.lumiagm.com/>.
7. 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.
8. The Scrutineers will verify the poll result reports 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.

REMOTE PARTICIPATION AND ELECTRONIC VOTING

9. Please note that this option is available to **(i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**
10. By participating in the online AGM, you will be able to view a live webcast of the meeting, ask the Board of Directors questions and submit your votes in real time whilst the meeting is in progress.
11. Kindly follow the steps below on how to request for remote participation user 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.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.



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

[Note: The registration for remote access will be opened on 18 May 2020.]

Individual Members

- Login to <https://boardroomlimited.my> using your login credentials created with Boardroom Smart Investor Portal in Step 1.
- Select “Hybrid / Virtual Meeting” from main menu and select the correct Corporate Event “BAB 24th Virtual AGM”.
- Enter your CDS Account Number.
- Read and agree to the terms & conditions and thereafter submit your request.

Corporate Shareholders

- Write in to 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 Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of member, CDS Account Number accompanied with the Form of Proxy to submit the request.
 - Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport 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 Company’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 participation 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 no later than 2.00 p.m. on 8 June 2020 (24 hours before the 24th AGM).**

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 an hour (1 hour) before the commencement of 24th AGM at 2.00 p.m. on 9 June 2020.
- b. Follow the steps given to you in the email along with your remote participation user ID and password to login to the Virtual Meeting Portal (Refer to Step 2 above).
- c. The steps will also guide you how to view live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the 24th AGM.
- e. You can now logout from Virtual Meeting Portal.



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Revocation of Proxy

12. 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 to revoke the earlier appointed proxy no later than 2.00 p.m. on 8 June 2020 (24 hours before the 24th AGM).

Participation through Live Webcast, Question and Voting at the online AGM

13. The Chairman and the Board of Directors will on best effort basis respond to the questions submitted by shareholders which are related to the proposed resolutions to be tabled at the 24th AGM, as well as financial performance/prospect of the Company.
14. Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 24th AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.
15. Shareholders who participate in the online AGM are able to view the Company's presentation or slides via the live streaming.

Procedure of the online AGM

16. The Login User Guide for participation, posing questions and voting at the 24th AGM will be emailed to you together with your remote participation user ID and password once your registration has been approved.
17. No recording or photography of the 24th AGM proceedings is allowed without the prior written permission of the Company.
18. 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.

GENERAL MEETING RECORD OF DEPOSITORS

19. For the purpose of determining a member who shall be entitled to attend the 24th AGM, only the Company's members whose names appear in the Record of Depositors of the Company maintained by Bursa Malaysia Depository Sdn Bhd on **29 May 2020** shall be entitled to attend the said meeting or appoint proxies to attend on their behalf.



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20. Members intending to appoint a proxy or proxies to attend the 24th AGM shall lodge their Form of Proxy not later than 2.00 p.m. on 8 June 2020 (24 hours before the 24th AGM).

ANNUAL REPORT 2019

21. The full version of the Annual Report 2019 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 2019, you may email your request to enquiry@bumiarmada.com or alternatively, you may also make your request by contacting Boardroom at the numbers or e-mail addresses given in Item 22 below.

ENQUIRY

22. If you have an enquiry prior to the 24th AGM, please contact following persons during office hours (Mondays to Fridays from 9.00 a.m. to 6.00 p.m.):

Bumi Armada Berhad

Tel: +603 2171 5799
+603 2171 9013 (Ms Noreen Melini binti Muzamli)
+603 2171 5618 (Ms Noor Hamiza binti Abd Hamid)

Email: enquiry@bumiarmada.com

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: mohamed.sophiee@boardroomlimited.com
yusliana.yusof@boardroomlimited.com

Please provide any question relating to the Annual Report 2019 or questions that you would like to be answered at the 24th AGM to enquiry@bumiaramada.com.