

ADMINISTRATIVE GUIDE

23rd Annual General Meeting ("23rd AGM") of Bumi Armada Berhad (370398-X)

Date : 28 May 2019 (Tuesday)

Time : 2.00 p.m.

Venue : Manhattan Ballroom, Level 14, Berjaya Times Square Hotel, 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia

23RD AGM

1. The Company's 23rd AGM is scheduled at the date and time and at the venue stated above.

PARKING

2. There is adequate parking at the venue stated above. The venue is also accessible by public transportation such as buses and monorail (Imbi Station).

REGISTRATION

3. Registration for the 23rd AGM will start at 12.00 p.m. at Manhattan Ballroom, Level 14, Berjaya Times Square Hotel, and will end at a time as directed by the Chairman of the meeting.
4. Please read the signages to ascertain where you should register yourself for the meeting.
5. Please produce your original National Registration Identity Card ("IC") or Passport (for Non-Malaysian shareholders) at the registration counters for verification. Please make sure you collect your IC or Passport thereafter.
6. After the verification, you are required to write your name and sign on the Attendance List placed on the registration counters.
7. You will also be given an identification tag. No person will be allowed to enter the meeting room (Manhattan Ballroom) without the identification tag. There will be no replacement in the event you lose or misplace the identification tag.
8. Once you have collected your identification tag and signed the Attendance List, please proceed to the foyer of Manhattan Ballroom by 1.45 p.m. The meeting will be held at Manhattan Ballroom.
9. The registration counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the Helpdesk which is located next to the registration counters at Manhattan Ballroom.

REFRESHMENTS

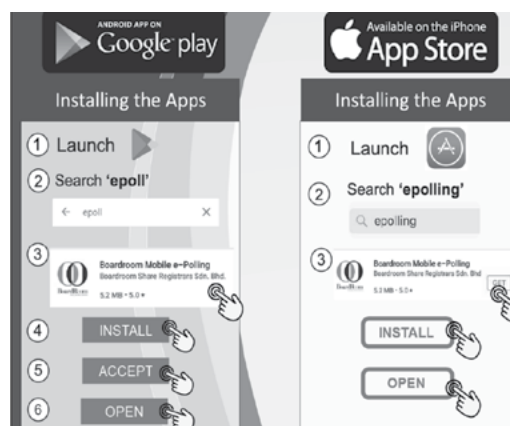
10. Refreshments will be served before the commencement of the 23rd AGM, at the foyer of Manhattan Ballroom. No food is allowed into the Meeting Hall.

VOTING PROCEDURE

11. Boardroom Share Registrars Sdn Bhd ("Boardroom") is appointed as the Poll Administrator to conduct the poll by way of electronic polling ("e-Polling").

12. Shareholder/proxy may cast his/her vote in any one of the following manners:

- (A) voting via e-Polling kiosk
 - The voting for the 23rd AGM via e-Polling kiosk will be conducted in the meeting room.
- (B) voting via e-Polling mobile application
 - The voting for the 23rd AGM via e-Polling mobile application can be done in the meeting room.
 - Shareholders and/or proxies are advised to download the Boardroom's Mobile e-Polling application from Google Play Store or Apple Apps Store onto their smartphone devices before the 23rd AGM.
 - Steps to download the Boardroom's Mobile e-Polling application:



- If you require assistance on how to download the Boardroom's Mobile e-Polling Apps, please do not hesitate to contact Boardroom's Helpdesk details as follows:

Tel : +603 7849 0777

Email : BSR.Helpdesk@boardroomlimited.com

Accessing the Boardroom's Mobile e-Polling Apps

- To access Boardroom's Mobile e-Polling Apps, Shareholders/Proxies are required to connect to the WiFi network provided by Boardroom during the e-Polling session:

WiFi Name : Boardroom_IT

Password will be provided at the 23rd AGM

- Tap on Boardroom's Mobile e-Polling Apps icon in your smartphone.
- Tap 'Scan' and use the camera function to capture the passcode on your QR coded wristband to access Boardroom's Mobile e-Polling Apps.

GENERAL MEETING RECORD OF DEPOSITORS

13. For the purpose of determining a member who shall be entitled to attend the 23rd 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 17 May 2019 shall be entitled to attend the said meeting or appoint proxies to attend on their behalf.
14. Members intending to appoint a proxy or proxies to attend the 23rd AGM shall lodge their Proxy Forms not later than 24 hours before the time appointed for the 23rd AGM.

ANNUAL REPORT 2018

15. The full version of the Annual Report 2018 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 copy of the full version of the Annual Report 2018, you may do so in accordance with the instructions in the Request Form enclosed in the Notes to Shareholders you would have received.

ENQUIRY

16. If you have an enquiry prior to the 23rd AGM, please contact the 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

(General line)

+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 7849 0777

(Helpdesk)

+603 7841 8283

(Mr Mohamed Sophiee bin Ahmad Nawawi)

+603 7841 8063

(Ms Yusliana binti Md Yusof)

Fax : +603 7841 8151/8152/8100

Email : mohamed.sophiee@boardroomlimited.com

yusliana.yusof@boardroomlimited.com

Please email any questions relating to the Annual Report 2018 or questions that you would like answered at the 23rd AGM to enquiry@bumiaramada.com.