



**BRITISH AMERICAN
TOBACCO
MALAYSIA**

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Fifty-Ninth Annual General Meeting (“AGM”) of British American Tobacco (Malaysia) Berhad (the “Company”) will be held at Connexion Conference & Event Centre, Nexus 2 & 3, Level 3A, Nexus, Bangsar South City, No. 7, Jalan Kerinchi, 59200 Kuala Lumpur (the “Hall”) on Tuesday, 21 April 2020 at 9.30 a.m. for the following purposes:

AGENDA

AS ORDINARY BUSINESS

1. To receive the Audited Financial Statements for the financial year ended 31 December 2019 and the Reports of the Directors and Auditors thereon.

Please refer to Explanatory Note 10 (Note A)

2. To re-elect the following Directors, each of whom retires pursuant to Clauses 109.1 and 109.2 of the Constitution of the Company:

i. Tan Sri Dato’ Seri (Dr.) Aseh bin Haji Che Mat

ii. Datuk Christine Lee Oi Kuan

Please refer to Explanatory Note 10

3. To re-elect the following Directors, each of whom retires pursuant to Clause 115 of the Constitution of the Company:

i. Mr Jonathan Darlow Reed

ii. Mr Ignacio Ballester

Please refer to Explanatory Note 10

4. To approve the payment of Directors’ fees and benefits to the Non-Executive Directors up to an amount of RM1,000,000.00 with effect from 21 April 2020 until the Company’s next AGM of the Company.

Please refer to Explanatory Note 10

5. To re-appoint KPMG PLT as the Auditors of the Company for the financial year ending 31 December 2020 and to authorise the Directors to fix their remuneration.

AS SPECIAL BUSINESS

To consider and if thought fit, to pass the following Ordinary Resolutions:

6. **Proposed Renewal of Shareholders’ Mandate for the Company and its Subsidiaries to enter into the Recurrent Related Party Transactions of a Revenue or Trading Nature with Related Parties (“Proposed Renewal of the Recurrent Related Party Transactions Mandate”)**

“THAT, the Recurrent RPT Mandate (as defined in the Circular to Shareholders dated 23 March 2020) granted by the shareholders of the Company authorising the Company and/or its Subsidiaries (“British American Tobacco Malaysia Group”) to enter into recurrent related party transactions of a revenue or trading nature (“Recurrent RPTs”) with Related Parties (as defined in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad) as set out in Paragraph 2.2 and Appendix II of the Circular to Shareholders dated 23 March 2020 which are necessary for the British American Tobacco Malaysia Group’s day-to-day operations, be and is hereby renewed and approved, provided that:

i. the transactions are in the ordinary course of business and are on normal commercial terms which are not more favourable to the Related Parties than those generally available to the public and are not to the detriment of the minority shareholders to the Company; and

ii. disclosure of the aggregate value of the transactions conducted during a financial year will be made in the annual report for the said financial year,

AND THAT the authority conferred by such renewed mandate shall continue to be in force until:

i. the conclusion of the next AGM of the Company following the AGM at which the Proposed Renewal of the Recurrent Related Party Transactions Mandate is approved, at which time it will lapse, unless by a resolution passed at the next AGM the mandate is again renewed;

ii. the expiration of the period within which the next AGM of the Company after the forthcoming AGM is required to be held pursuant to Section 340(2) of the Companies Act, 2016 (but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act, 2016); or

iii. revoked or varied by resolution passed by the shareholders in general meeting, whichever is earlier;

AND THAT the Directors of the Company be and are hereby authorised to complete and do all such acts and things as they may consider expedient or necessary in the best interest of the Company (including executing all such documents as may be required) to give effect to the Proposed Renewal of the Recurrent Related Party Transactions Mandate.

AND FURTHER THAT, as the estimated values of the Recurrent Related Party Transactions given in Appendix II of the Circular to Shareholders dated 23 March 2020 are provisional in nature, the Directors of the Company or any of them be and are hereby authorised to agree to the actual amount or amounts thereof, provided that such amount or amounts comply with the review procedures set out in Paragraph 2.3 of the Circular to Shareholders dated 23 March 2020.”

Please refer to Explanatory Note 11

7. **Proposed Shareholders’ Mandate for the Company and its Subsidiaries to enter into the new Recurrent Related Party Transactions of a Revenue or Trading Nature with Related Parties (“Proposed New Recurrent Related Party Transactions Mandate”)**

“THAT, the Proposed New Recurrent Related Party Transactions Mandate (as defined in the Circular to Shareholders dated 23 March 2020) authorising the Company and/or its Subsidiaries (British American Tobacco Malaysia Group) to enter into new recurrent related party transactions of a revenue or trading nature (“Recurrent RPTs”) with Related Parties (as defined in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad) as set out in Paragraph 2.2 and Appendix II of the Circular to Shareholders dated 23 March 2020 which are necessary for the British American Tobacco Malaysia Group’s day-to-day operations, be and is hereby approved, provided that:

i. the transaction is in the ordinary course of business and are on normal commercial terms which are not more favourable to the Related Parties than those generally available to the public and are not to the detriment of the minority shareholders to the Company; and

ii. disclosure of the aggregate value of the transaction conducted during a financial year will be made in the annual report for the said financial year,

AND THAT the authority conferred by this mandate shall continue to be in force until:

i. the conclusion of the next AGM of the Company following the AGM at which the Proposed New Recurrent Related Party Transactions Mandate is approved, at which time it will lapse, unless by a resolution passed at the next AGM the mandate is again renewed;

ii. the expiration of the period within which the next AGM of the Company after the forthcoming AGM is required to be held pursuant to Section 340(2) of the Companies Act, 2016 (but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act, 2016); or

iii. revoked or varied by resolution passed by the shareholders in general meeting, whichever is earlier;

AND THAT the Directors of the Company be and are hereby authorised to complete and do all such acts and things as they may consider expedient or necessary in the best interest of the Company (including executing all such documents as may be required) to give effect to the Proposed New Recurrent Related Party Transactions Mandate.

AND FURTHER THAT, as the estimated values of the Recurrent RPTs given in Appendix II of the Circular to Shareholders dated 23 March 2020 are provisional in nature, the Directors of the Company or any of them be and are hereby authorised to agree to the actual amount or amounts thereof, provided that such amount or amounts comply with the review procedures set out in Paragraph 2.3 of the Circular to Shareholders dated 23 March 2020.”

Please refer to Explanatory Note 11

8. To transact any other business of which due notice shall have been given.

By Order of the Board

SHARIFAH THAHERAH SYED TAHA
MACS01735
Company Secretary

Kuala Lumpur
23 March 2020

Notes:

1. A Member entitled to attend and vote at the Meeting is entitled to appoint not more than two (2) proxies to attend and vote on his/her behalf. Where a Member appoints two (2) proxies, the appointment shall be invalid unless the percentage of the shareholding to be represented by each proxy is specified. A proxy need not be a member of the Company.

2. Where a Member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (Omnibus Account), there is no limit to the number of proxies which the exempt authorised nominees may appoint in respect of each Omnibus Account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of subsection 25A(1) of the Central Depositories Act.

3. The instrument appointing a proxy(ies) must be under the hand of the appointer or of his/her attorney duly authorised in writing. Where the instrument appointing a proxy(ies) is executed by a corporation, it must be executed either under its seal or under the hand of any officer or attorney duly authorised.

4. If there is no indication as to how a Member wishes his/her vote to be cast, the proxy will vote or abstain from voting at his/her discretion. In the event a Member duly executes the Proxy Form but does not name any proxy, such Member shall be deemed to have appointed the Chairman of the Meeting as his/her proxy.

5. The original Proxy Form must be duly executed and deposited at the Registrar of the Company at Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than twenty-four (24) hours before the time appointed for the taking of poll or **no later than 20 April 2020 at 12.00 p.m.**

6. Only Members whose names appear in the Record of Depositors as at 15 April 2020 (General Meeting Record of Depositors) shall be eligible to attend the Meeting or appoint proxy(ies) to attend and vote on his/her behalf.

7. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all the Resolutions set out in this Notice will be put to vote by poll.

8. In light of the current COVID-19 outbreak, all Members/Proxies including attendees to kindly take all necessary precautions and preventive measures as issued or directed by Ministry of Health before attending the AGM.

9. Registration of Members/Proxies

Registration of Members/Proxies will start at 7.00 a.m. on the day of the AGM and the AGM will start at 9.30 a.m. sharp. The Members/Proxies are required to produce identification documents for registration.

10. Explanatory Notes on Ordinary Business

Note A

The Audited Financial Statements for the financial year ended 31 December 2019 under Agenda 1 are meant for discussion only in accordance with the provision of Section 340(1)(a) of the Companies Act, 2016, and it does not require a formal approval of the shareholders. Hence, this agenda will not be put forward for voting.

Ordinary Resolutions 1 and 2 - To re-elect Tan Sri Dato’ Seri (Dr.) Aseh bin Haji Che Mat and Datuk Christine Lee Oi Kuan as Directors.

Clause 109.1 of the Constitution states that one-third (1/3) of the Directors shall retire from office and be eligible for re-election. Clause 109.2 further states that the Directors to retire in every year shall be those who have been longest in office since their last election.

Tan Sri Dato’ Seri (Dr.) Aseh bin Haji Che Mat and Datuk Christine Lee Oi Kuan being eligible, have offered themselves for re-election at the 59th AGM.

The Nomination and Remuneration Committee had assessed the performance of the retiring Directors and recommended them for re-election as Directors due to their vast experience and contribution to the Company. Their profiles are stated in the Company’s 2019 Annual Report. The Board has endorsed the Nomination and Remuneration Committee’s recommendation subject to the shareholders’ approval at this AGM.

Ordinary Resolutions 3 and 4 - Re-election of Mr Jonathan Darlow Reed and Mr Ignacio Ballester as Directors.

Clause 115 states that the Directors shall have power to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors and Director so appointed shall hold office only until the next following annual general meeting, and shall then be eligible for re-election.

Mr Jonathan Darlow Reed and Mr Ignacio Ballester being eligible, has offered themselves for re-election as Directors at the 59th AGM. Their profiles are provided in the Company’s 2019 Annual Report. The Board has endorsed the Nomination and Remuneration Committee’s recommendation for re-election of Mr Jonathan Darlow Reed and Mr Ignacio Ballester subject to the shareholders’ approval at this AGM.

Ordinary Resolution 5 – Payment of Directors’ fees and benefits to the Non-Executive Directors

The Company is seeking shareholders’ approval for the payment of Non-Executive Directors’ fees and benefits up to RM1,000,000.00 with effect from 21 April 2020 until the conclusion of the next AGM of the Company in 2021 pursuant to Section 230(1) of the Companies Act, 2016.

The details of the Non-Executive Directors remuneration structure adopted by the Company are as follows:

Structure	Chairman		Member	
	Fee (RM per annum)	Allowance (RM per annum)	Fee (RM per annum)	Meeting Allowance (RM per meeting)
Board of Directors	345,000	154,092	100,000	-
Audit Committee	20,000	-	-	1,000
Nomination Committee and Remuneration Committee	-	-	-	1,000
Risk Management Committee	-	-	-	1,000

The Non-Executive Directors who are shareholders of the Company will abstain from voting on Resolution 5.

11. Explanatory Notes on Special Business

Ordinary Resolutions 7 and 8 – Proposed Recurrent Related Party Transactions Mandate

The proposed resolutions, if passed, will enable British American Tobacco Malaysia Group to enter into any of the recurrent related party transactions of a revenue or trading nature which are necessary for the British American Tobacco Malaysia Group’s day-to-day operations, subject to the transactions being in the ordinary course of business and on normal commercial terms which are not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company.

Further information on the Proposed Renewal and New Recurrent Related Party Transactions Mandate is set out in the Circular to Shareholders dated 23 March 2020, which is available at the Company’s corporate website at www.batmalaysia.com.

12. Personal Data Privacy

By lodging of a completed Proxy Form to the Company and the Share Registrar (as the case maybe) for appointing a proxy(ies) and/or representative(s) to attend and/or in person at the 59th AGM and any adjournment therefore, a shareholder of the Company and the Share Registrar is hereby:

i. consenting to the collection, use and disclosure of the member’s personal data by the Company and to Share Registrar (as the case maybe) for the purpose of the processing and administration by the Company and the Share Registrar (as the case maybe) of proxy(ies) and representative(s) appointed for the 59th AGM (including any adjournment thereof), and in order for the Company and the Share Registrar (as the case maybe) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively the “**Purpose**”);

ii. warranting that where the member discloses the personal data of shareholder’s proxy(ies) and/or representative(s) to the Company and the Share Registrar (as the case maybe), the shareholder has obtained prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company and the Share Registrar (as the case maybe) of the personal data of such proxy(ies) and/or representative(s) for the purpose (“**Warranty**”); and

iii. agreeing that the member will indemnify the Company and the Share Registrar (as the case maybe) in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the Shareholder’s breach of Warranty.

For the purpose of the paragraph, “personal data” shall have the same meaning given in section 4 of Personal Data Protection Act 2010.

Statement Accompanying Notice of AGM

(pursuant to Paragraph 8.27(2) of the Main Market Listing Requirement of Bursa Malaysia Securities Berhad)

The profiles of the Directors who are standing for re-election as per the Notice of 59th AGM are stated in the Annual Report 2019.

The details of the Directors’ interest in the securities of the Company as at 28 February 2020 are stated in the Annual Report 2019.



AMENDMENTS TO THE ADMINISTRATIVE DETAILS FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD

59th Annual General Meeting (“AGM”)

Dear Members,

Your safety remains our utmost priority. Therefore, we wish to advise that in view of the recent directive and statement by the Prime Minister of Malaysia on the COVID-19 outbreak, a Remote Participation and Voting (“RPV”) facilities will be made available at the AGM. Due to the current situation, we **strongly encourage** you to take advantage of the RPV facilities.

In view of your safety and health concern, we wish to amend the following:

A. Section 1 of the Administrative Details would be amended as follows:

1. Public Health Preventive Measures

In light of the recent COVID-19 outbreak, we would appreciate if all Members/Proxies including the attendees were to kindly take all necessary precautions and preventive measures as issued or directed by the Ministry of Health whilst attending the AGM.

If you have travelled overseas to China, Italy, Iran, Korea, Japan and other affected countries in the past fourteen (14) days or if you are unwell with sore throat/flu/fever/cough/shortness of breath, please do quarantine yourself at home. Under such circumstances, you are advised to attend the AGM remotely using the RPV facilities.

Before the AGM,

- We will be conducting a compulsory body temperature screening at the entrance before Members/Proxies can proceed to the registration counter.

Note:

You may not be allowed to enter the Hall if your body temperature is above 37.4°C (as per the guidelines issued by the Ministry of Health). Our medical officer will assist with further medical checks (if need be).

- Wearing a face mask in advance is highly encouraged. Face masks and hand sanitisers will be provided.
- We strongly advise you to frequently wash your hands, use the sanitiser and wear the face mask throughout the AGM.

B. Sections 8 and Section 9 of the Administrative Details would be removed in its entirety.

In accordance to the direction as issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be **no distribution** of Breakfast Voucher and Door Gift for Members/Proxies who attend and/or participate in the AGM physically or remotely. With that effect, reference to Section 8 and Section 9 of the Administrative Details is removed in its entirety.

C. A new Section 16 to the Administrative Details would be included as follows:

16. Remote Participation and Voting (“RPV”)

Members (individual only) who are unable or do not wish to be physically present at the Hall will have the option to participate and vote remotely at the 59th AGM via the RPV facilities which are available on Tricor’s **TIH Online** website at <http://tiih.online>.

As we **strongly** encourage you to attend via remote participation through live streaming and online remote voting at the AGM using the RPV facilities, please do read and follow the procedures below:

	Procedure	Action
BEFORE THE AGM DAY		
a.	Register as a User with TIH Online	<ul style="list-style-type: none"> • Using your computer or mobile phone or tablet, please access the website at http://tiih.online. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIH Online.

AMENDMENTS TO THE ADMINISTRATIVE DETAILS FOR
BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD
59TH ANNUAL GENERAL MEETING (“AGM”)



	Procedure	Action
BEFORE THE AGM DAY		
b.	Submit Your Request	<ul style="list-style-type: none"> Registration is open from 9.30 a.m. Monday, 23 March 2020 up to 9.30 a.m. Tuesday, 21 April 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) BATM 59TH AGM REMOTE PARTICIPATION”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your remote participation. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting ROD as at 15 April 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE AGM DAY		
c.	Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM from 9.10 a.m. (i.e. 20 minutes) before the commencement of Meeting at 9.30 a.m. on Tuesday, 21 April 2020.
d.	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) BATM 59TH AGM” to engage in the proceedings of the AGM remotely. If you have any questions for the Chairman/Board, you may use the query box to submit your question. The Chairman/Board will try to respond to the questions submitted by remote participants during the AGM. If there is time constraint, the responses will then be e-mailed to you at the earliest possible, after the Meeting. Take 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.
e.	Online Remote Voting	<ul style="list-style-type: none"> Select the corporate event: “(REMOTE VOTING) BATM 59TH AGM”. Read and agree to the Terms and Conditions and confirm Declaration. Voting session commences from 9.30 a.m. Tuesday, 21 April 2020 until a time where the Chairman announces the completion of the voting session at the Hall. Select the CDS account that represents your shareholdings. Indicate your votes for the resolution that are tabled for voting. Confirm and submit your votes.
f.	End of Remote Participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the AGM, the Live Streaming will end.

ADMINISTRATIVE DETAILS FOR BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD 59th Annual General Meeting

Date : Tuesday, 21 April 2020
Time : 9.30 a.m.
Place : Connexion Conference & Event Centre, Nexus 2 & 3,
Level 3A, Nexus, Bangsar South City, No. 7, Jalan Kerinchi,
59200 Kuala Lumpur (the "Hall").

1. Public Health Preventive Measure

In light of the recent COVID-19 outbreak, we would appreciate if all Members/Proxies including attendees were to kindly take all necessary precautions and preventive measures as issued or directed by the Ministry of Health before attending the AGM.

Before the AGM,

- We will be conducting a compulsory body temperature screening at the entrance before attendees proceed to the registration counter.

Note:

You may not be allowed to enter the Hall if your body temperature is above 37.4°C (as per the guidelines issued by the Ministry of Health). Our medical officer will assist with further medical checks (if need be). Nonetheless, you will be registered and you will be receiving one (1) Door Gift and one (1) Packed Breakfast accordingly.

- Wearing a face mask in advance is highly appreciated. Face masks and hand sanitiser will be provided.
- We strongly advise you to frequently wash your hands, use the sanitiser, and wear the given face mask throughout the AGM.

2. Registration

- Registration will start at 7.00 a.m. at **Connexion Conference & Event Centre, Nexus 1, Level 3A, Nexus, Bangsar South City** and the AGM will start at 9.30 a.m. sharp. We strongly encourage you to come early to facilitate and ensure smooth registration.
- Please do read the signage to ascertain where you should register yourself for the AGM and join the queue accordingly.
- Please do produce your original National Registration Identification Card ("NRIC") or valid Passport (collectively referred as "Identification") at the registration counter for verification purposes. Kindly ensure you collect your Identification upon completion. No person will be allowed to register on behalf of another person even with the original Identification of that other person. Upon registration, you will be given an identification wristband.

- You must wear the identification wristband throughout the AGM. No person will be allowed to enter the Hall without the identification wristband. There won't be any replacement in the event that the identification wristband is lost, stolen and/or misplaced.

3. Entitlement to Attend and Vote

- Only Members whose name appears in the Record of Depositors as at **5.00 p.m. on 15 April 2020 ("General Meeting Record of Depositors")** shall be entitled to attend and vote at the AGM in respect of the number of shares registered in their name at that time.
- If you wish to attend the AGM in person, please **do not** submit any Proxy Form.

4. Proxy

- If you are a Member of the Company as at 5.00 p.m. on 15 April 2020, you are entitled to appoint not more than two (2) proxies to exercise all or any of your rights to attend, speak and vote at the AGM.
- Where a Member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("**Omnibus Account**"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each Omnibus Account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of subsection 25A(1) of the Central Depositories Act.
- To appoint a proxy(ies), the original Proxy Form which is attached together with the Company's Abridged Annual Report 2019 must be completed and signed, sent and delivered to the Company's Registrar, Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than twenty-four (24) hours before the time appointed for the taking of poll or **no later than 20 April 2020 at 12.00 p.m.**
- In the case of a member which is a company, the Proxy Form must be executed either under its seal or under the hand of any officer or attorney duly authorised.

ADMINISTRATIVE DETAILS FOR
BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD
59TH ANNUAL GENERAL MEETING

5. Corporate Member

- Any corporate member who wishes to appoint a representative instead of a proxy to attend this AGM shall lodge the certificate of appointment under the seal of the corporation, at the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than twenty-four (24) hours before the time appointed for the taking of poll or **no later than 20 April 2020 at 12.00 p.m.**

6. Revocation of Proxy

- If you wish to appoint a proxy, please note that the proxy may be revoked by:
 - attendance of the appointer at the AGM and exercising his/her voting rights at the AGM personally will automatically revoke the proxy;
 - notice of revocation of the Proxy Form or the authority served by 20 April 2020 at 12.00 p.m.;
 - appointing new proxy by depositing a new Proxy Form in favour of another person by 20 April 2020 at 12.00 p.m.; or
 - transfer of shares by the appointer.
- If you have submitted your Proxy Form prior to the AGM and subsequently decide to attend the AGM in person, please proceed to the Help Desk counter.

7. Help Desk

- Please proceed to the Help Desk counter for the following matters:
 - Any enquiry or clarification;
 - To revoke the appointment of your proxy/proxies. Upon your revocation of appointment, your proxy/proxies will not be allowed to attend the AGM; or
 - If you require any First Aid assistance once you have entered the Hall.

8. Refreshment

- The Packed Breakfast will be given to all shareholders by way of redemption Breakfast vouchers given during registration. The Packed Breakfast including tea or coffee will be made available from 7.00 a.m. to 9.30 a.m.
- There will be no food served after the AGM.

9. Door Gift

- Upon successful registration, a shareholder/proxy will be given one (1) Door gift and one (1) Breakfast voucher. The collection of the Door Gift and Breakfast voucher will be in accordance to the followings:
 - Each individual present as shareholder or proxy(ies) or corporate representative; or representing more than one (1) shareholder is entitled to one (1) Door Gift and one (1) Breakfast voucher only.
 - Additionally, if two (2) proxies represent one (1) shareholder, they will jointly be entitled to one (1) Door Gift and one (1) Breakfast voucher only.
 - If the proxy has obtained a Door Gift and a Breakfast voucher, a shareholder who subsequently decided to attend the AGM in person will not be given any Door Gift or Breakfast voucher.
 - If you lose or misplace your Door Gift or Breakfast voucher, you will not be entitled for a replacement.

10. Voting Procedure

- Voting at the 59th AGM will be conducted on polling basis. The Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd., is appointed as the Poll Administrator to conduct the polling process. An Independent Scrutineer is appointed to verify and validate the results of the poll.

11. Annual Report 2019

- The Annual Report 2019 is available on Bursa Malaysia's website at www.bursamalaysia.com under the Company Announcements and also at the British American Tobacco Malaysia's website at www.batmalaysia.com.

12. No Smoking Policy

- A no smoking policy is maintained inside the Connexion Conference & Event Centre building. Your co-operation is much appreciated.

13. Other Meeting Details

- Free WIFI is available at the Connexion Conference & Event Centre for the convenience of shareholders/proxies.
- Indoor parking is available at the Connexion Conference & Event Centre (subject to availability). Please validate or exchange the parking card at the booth situated in the foyer.

14. Personal Belongings

- Please take care of your personal belongings. The organiser will not be held responsible for any lost item.

ADMINISTRATIVE DETAILS FOR
BRITISH AMERICAN TOBACCO (MALAYSIA) BERHAD
59TH ANNUAL GENERAL MEETING

15. Enquiry

- If you have general queries prior to the AGM, please contact the following person during office hours:

Name : Ms. Lim Lay Kiow / Ms. Siti Zalina
Share Registrar : Tricor Investor & Issuing House Services Sdn Bhd
Telephone number : +60(3) 2783 9299

Location map to Connexion Conference & Event Centre

Connexion Conference & Event Centre
Nexus 2 & 3, Level 3A, Nexus, Bangsar South City, No. 7, Jalan Kerinchi, 59200 Kuala Lumpur.

