

## **ADMINISTRATIVE DETAILS OF THE FULLY VIRTUAL 31<sup>st</sup> ANNUAL GENERAL MEETING (“AGM”)**

<b>Meeting Platform</b>	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
<b>Day and Date</b>	: <b>Monday, 10 May 2021</b>
<b>Time</b>	: <b>10.00 a.m.</b>
<b>Broadcast Venue</b>	: Dewan Seminar, Kompleks Balai Islam An-Nur Ibu Pejabat Tenaga Nasional Berhad No. 129, Jalan Bangsar, 59200 Kuala Lumpur Malaysia
<b>Mode of Communication</b>	: 1. Shareholders may pose questions during the 31 <sup>st</sup> AGM live streaming at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> 2. Shareholders may submit questions in advance on the resolutions to be tabled at the 31 <sup>st</sup> AGM and Integrated Annual Report 2020 commencing from Friday, 9 April 2021 and in any event no later than Wednesday, 5 May 2021 at 10.00 a.m. via Boardroom’s website at <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using the same user ID and password provided in Step 2 below, and select “SUBMIT QUESTION” to pose questions (“Pre-AGM Meeting Questions”).

### **DEAR SHAREHOLDERS,**

As a precautionary measure amid the COVID-19 pandemic in support of the Government’s directive on social distancing and restriction on mass gathering, the Company’s AGM will be conducted virtually via the above Meeting Platform, as the safety of our members, Directors, staff and other stakeholders is of paramount importance to us.

In line with Practice 12.3 of the Malaysian Code on Corporate Governance 2017, by conducting a virtual meeting, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation.

With the Remote Participation and Electronic Voting (“RPV”) facilities, you may exercise your right as a member of the Company to participate remotely (including pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the fully virtual AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the fully virtual AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our fully virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. The quality of the live webcast is dependent on the bandwidth and stability of the internet connection at respective locations of the participants.

### **BROADCAST VENUE**

The venue of the Meeting is strictly for the purpose 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.

Shareholders/proxies/corporate representatives **SHALL NOT BE ALLOWED to be physically present** nor admitted at the Broadcast Venue on the day of AGM.

### **NO VOUCHERS OR SOUVENIRS**

There will be NO vouchers nor souvenirs for shareholders/proxies/corporate representatives who participate at the fully virtual AGM.

### **ENTITLEMENT TO PARTICIPATE IN THE FULLY VIRTUAL AGM**

In respect of deposited securities, only members whose names appear on the **General Meeting Record of Depositors as at 3 May 2021** shall be eligible to participate and vote at the fully virtual AGM or appoint proxy(ies)/corporate representatives to participate and vote on his/her/their behalf.

## LODGEMENT OF PROXY FORM

1. Shareholders are encouraged to go online, participate, and vote at the AGM using RPV facilities. Shareholders who are unable to join the fully virtual AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.
2. If you wish to participate in the fully virtual AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the fully virtual AGM together with a proxy appointed by you.
3. The Proxy Form can be deposited with the Company's Share Registrars, 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, Malaysia or by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal, not later than 48 hours before the AGM (i.e. latest by Saturday, 8 May 2021 at 10.00 a.m.) which is free and available to all individual shareholders. For further information, kindly refer to the "e-Proxy Lodgement" below:

### **Step 1 Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)**

**(Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.)**

- (a) Access website <https://boardroomlimited.my>.
- (b) Click <<**Login**>> and click <<**Register**>> to sign up as a user.
- (c) Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.
- (d) Please enter a valid email address and wait for Boardroom's email verification.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### **Step 2 e-Proxy Lodgement**


- (a) Access website <https://boardroomlimited.my>.
- (b) Login with your User ID and Password given above.
- (c) Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**TNB 31<sup>ST</sup> FULLY VIRTUAL AGM**" and click "**APPLY**".
- (d) Read the terms & conditions and confirm the Declaration.
- (e) Enter your CDS Account Number and indicate the number of securities.
- (f) Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- (g) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- (h) Review and confirm your proxy(ies) appointment.
- (i) Click submit

## **Revocation of Proxy**

If you have submitted your Proxy Form prior to the fully virtual AGM and subsequently decide to appoint another person or wish to participate in the fully virtual AGM by yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least 48 hours before the fully virtual AGM. Upon revocation, your proxy(ies) will not be allowed to participate in the fully virtual AGM. In such an event, you should advise your proxy(ies) accordingly.

## **Poll Voting (For Fully Virtual AGM)**

1. The voting will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. 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.
2. During the fully virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the fully virtual AGM, the RPV will be carried out via the following voting devices:
  - (a) Personal smart mobile phones;
  - (b) Tablets; or
  - (c) Laptops.
4. There are three (3) methods for members and proxies who wish to use their personal voting device to vote as follows:
  - (a) Launch Lumi Apps by scanning the QR Code provided in the email notification; or
  - (b) Using website URL <https://web.lumiagm.com>.
5. Members and proxy(ies) can login immediately after registering their attendance. The polling will only commence after the announcement on the opening of poll voting session by the Chairman and until such time when the Chairman announces the closure of the poll.

6. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
  - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
  - To change your vote, simply select another voting direction.
  - If you wish to cancel your vote, please press “Cancel!”
7. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. Scrutineers will pass the poll results to the Chairman and thereafter the Chairman will declare whether the resolution put to vote was successfully carried or not.

## REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Please note that the RPV facilities are available to:
  - (a) Individual members;
  - (b) Corporate shareholders;
  - (c) Authorised Nominee; and
  - (d) Exempt Authorised Nominee
2. If you choose to participate in the fully virtual AGM, you will be able to view a live webcast of the AGM proceedings, pose questions to the Board, and submit your votes in real-time whilst the Meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password:

**Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)**  
**(Note: If you have already signed up with Boardroom Smart Investor Online 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 in JPEG or PNG format.
- (d) Please enter a valid email address and wait for Boardroom’s email verification.
- (e) Your registration will be verified and approved within one (1) business day and an email notification will be provided.

**Step 2 – Submit Request for Remote Participation User ID and Password**  
**(Note: The registration for remote access will be opened on 9 April 2021)**

### Individual Members

- (a) Login to <https://boardroomlimited.my> using your user ID and password above.
- (b) Select “**FULLY VIRTUAL MEETING**” from the main menu and select the correct Corporate Event “**TNB 31<sup>ST</sup> FULLY VIRTUAL AGM**”.
- (c) Read and agree to the terms & conditions.
- (d) Enter your CDS Account and thereafter submit your request.

### Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- (a) Write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- (b) Please provide a copy of the Corporate Representative’s MyKad (front and back) or Passport in JPEG or PNG format as well as his/her email address.
- (c) You will receive a notification from the Boardroom that your request has been received and is being verified.
- (d) Upon system verification against the **General Meeting Record of Depositors as at 3 May 2021** you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (e) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- (f) Please note that the closing time to submit your request is by **Saturday, 8 May 2021 at 10.00 a.m.** (48 hours before the AGM).

### Step 3 – Login to Fully Virtual Meeting Portal

**(Please note that the quality of the connectivity to Fully 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 Fully Virtual Meeting Portal will be open for login for an hour (1 hour) before the commencement of the AGM at **9.00 a.m. on 10 May 2021**.
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the Fully Virtual Meeting portal. (Refer to Step 2(c) above).
- (c) The steps will also guide you on how to view the live webcast, post questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled upon announcement by the Chairman on the closure of fully virtual AGM.

## **LIVE WEBCAST, QUESTION AND VOTING AT THE FULLY VIRTUAL AGM**

The Login User Guide for participation, posting questions and voting at the fully virtual AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the fully virtual AGM and the Company's performance.

- (i) If you wish to view the live webcast, select the broadcast icon.
- (ii) If you wish to ask a question during the AGM, select the messaging icon.
- (iii) Type your message within the chatbox, once completed click the send button.

Shareholders may proceed to cast votes on the proposed resolutions to be tabled at the 31<sup>st</sup> fully virtual AGM, after the Chairman has opened the poll voting session on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

No recording or photography of the fully virtual AGM proceedings is allowed without prior written consent of the Company.

## **INTEGRATED ANNUAL REPORT 2020**

In line with the on-going Group's commitment to the environment, in promoting sustainable practice as well as to achieve greater cost efficiencies, TNB encourages its shareholders to go paperless and access the digital copy of TNB Integrated Annual Report 2020 for perusal by downloading it from the Company's website at [www.tnb.com.my](http://www.tnb.com.my)

## **ENQUIRY**

For any enquiry pertaining to the RPV, prior to the fully virtual AGM, please email Boardroom Share Registrars Sdn. Bhd. at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or contact the helpdesk number during office hours from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays);

Telephone: +603-7890 4700

Facsimile : +603-7890 4670

## **PERSONAL DATA PRIVACY**

By registering for the RPV meeting and/or submitting the instrument appointing a proxy(ies), and/or representative(s), the shareholder of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.