

# ADMINISTRATIVE GUIDE

Twenty-First Annual General Meeting ("21<sup>st</sup> AGM") of Bumi Armada Berhad (370398-X)

**Date : Tuesday, 30 May 2017**

**Time : 2.30 p.m.**

**Venue : Ballrooms 1 & 2, 1<sup>st</sup> Floor, Sime Darby Convention Centre, 1A Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia**

## 21<sup>ST</sup> AGM

1. The Company's 21<sup>st</sup> AGM is scheduled at the date and time and at the venue stated above.

## PARKING

2. The parking at the venue stated above is free of charge.

## REGISTRATION

3. Registration for the 21<sup>st</sup> AGM will start at **12.30 p.m.** at the **Ground Floor of the Sime Darby Convention Centre**, 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 (**Ballrooms 1 & 2**) 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 Ballrooms 1, 2 & 3 on 1<sup>st</sup> Floor of the Sime Darby Convention Centre. The meeting will be held at **Ballrooms 1 & 2**.
9. The registration counter will handle only verification of identity and registration. If you have any enquiry, please proceed to the **Help Desk** which is located next to the registration counters at the Ground Floor.

## BEVERAGE

10. Refreshments will be served before the commencement of the 21<sup>st</sup> AGM, at the foyer of **Ballrooms 1, 2 & 3** on the 1<sup>st</sup> Floor of the Sime Darby Convention Centre. No food is allowed into the Meeting Hall.

## GENERAL MEETING RECORD OF DEPOSITORS

11. For the purpose of determining a member who shall be entitled to attend the 21<sup>st</sup> AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 59 of the Company's Articles of Association and Section 34(1) of the Securities Industry (Central Depositories) Act, 1991 to issue a General Meeting Record of Depositors as at 23 May 2017. **Only a Depositor whose name appears on the Record of Depositors as at 23 May 2017 shall be entitled to attend the 21<sup>st</sup> AGM of the Company or appoint proxies to attend and/or vote on his/her behalf.** Members intending to appoint a proxy or proxies to attend the 21<sup>st</sup> AGM shall lodge their proxy forms in accordance with the instructions in the Notice of the 21<sup>st</sup> AGM and the Proxy Form in relation to the said AGM not later than 24 hours before the time appointed for the meeting.

## ANNUAL REPORT 2016 ("AR 2016")

12. The full version of the AR 2016 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 AR 2016, you may do so in accordance with the instructions in the Request Form enclosed in the Abridged Version Booklet of the AR 2016 you would have received.

## ENQUIRY

13. If you have an enquiry prior to the 21<sup>st</sup> AGM, please contact the following persons during office hours (Mondays to Fridays from 9.00 a.m. to 6.00 p.m.):
  - (a) Bumi Armada Berhad (370398-X)  
Telephone Number: +603-2171 5799  
(1) Ms Noreen Melini binti Muzamli (ext. 9013)  
(2) Ms Noor Hamiza binti Abd Hamid (ext. 5618)
  - (b) Symphony Share Registrars Sdn Bhd (378993-D)  
Telephone Number: +603-7849 0777  
(1) Mr Mohamed Sophiee bin Ahmad Nawawi:  
+603-7841 8283  
(2) Ms Yusliana binti Md Yusof: +603-7841 8063