



**GUIDELINES FOR THE VIRTUAL ANNUAL GENERAL MEETING FOR BRITISH AMERICAN TOBACCO (ZAMBIA) PLC**

1. In view of the ongoing Coronavirus (COVID-19) pandemic and attendant public health regulations and directives passed by the Government, British American Tobacco (Zambia) will hold its' fifty ninth Annual General Meeting at Radisson Blu Hotel, Great East Road, Lusaka and through a virtual platform .
2. Any Shareholder wishing to participate in the meeting through the virtual platform should register for the AGM by dialling \*384\*3# on their mobile telephone line and follow the various prompts regarding registration. A shareholder/proxy will require to have the ID/Passport number which was used to purchase shares and/or the CSD Account number. For assistance, shareholders should call the following helpline number: +260 211 374 775-9 /0960 580047 between 9:00 a.m. to 5:00 p.m. Monday to Friday.
3. Registration for the AGM opens on 29<sup>th</sup> March 2021 and will close on 13<sup>th</sup> April 2021 at 5:00 p.m. Shareholders will not be able to register after this time.
4. In accordance with Section 3.19 of the LuSE Listing Rules , the following documents may be viewed on [www.sharetrackzambia.com/british-american-tobacco](http://www.sharetrackzambia.com/british-american-tobacco) i) a copy of this Notice and the proxy form; and (ii) the Company's audited financial statements for the year ended 31 December 2020.
5. Any shareholder who is entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on their behalf. Such proxy need not be a member of the Company.
6. A proxy form is provided with the Annual report. The proxy form can also be obtained from the Company's registered office at Plot 53 and 54, Lusaka South Multi Facility Economic Zone, Off Leopard's Hill, Lusaka..

Shareholders who do not propose to be at the AGM are requested to complete and return the proxy form by email to {insert email address} or alternatively to the Registered Office of the Company to arrive not later than 10:00 a.m. on **13<sup>th</sup> April 2021**.

7. A proxy form must be signed by the appointor or his attorney duly authorised in writing. If the appointer is a body corporate, the instrument appointing the proxy shall be given under the Company's common seal or under the hand of an officer or duly authorized attorney of such body corporate.
8. All questions and/or clarifications must reach the Company on or before **13<sup>th</sup> April 2021** at 4:00 p.m. Shareholders wishing to raise questions may do so by:
  - i. Sending their written questions by email to [zoe\\_chisanga@bat.com](mailto:zoe_chisanga@bat.com) or [chiwego\\_zulu@bat.com](mailto:chiwego_zulu@bat.com) ;
  - ii. Physically delivering or posting their written questions with a return address (physical, postal or email) to the registered office of the Company.

Shareholders must provide their full details (names, ID/Passport Number, CSD Account Number) when submitting their questions and or clarifications.

The Company's Directors will provide written responses to the questions received to the return address (physical, postal or email) provided by the Shareholder, no later than 12 hours before the start of the AGM. A full list of all questions received, and the answers thereto will be published on the Company's website not later than 12 hours before the start of the AGM.

9. The AGM will be streamed live via a link which shall be provided to all shareholders who will have successfully registered to participate in the AGM. Registered shareholders and proxies will receive a short messaging service (SMS/USDD) prompt on their registered mobile numbers 24 hours prior to the AGM as a reminder to the AGM. A second SMS/USDD prompt shall be sent one hour prior to the AGM, as a reminder that the AGM will begin in an hour and provide a link to the live stream. In registering to attend the AGM, a shareholder opts in to receive these messages.
10. Duly registered shareholders and proxies may follow the proceedings of the AGM using the livestream platform and may access the agenda. Duly registered shareholders and proxies may vote (when prompted by the chairman) via the USSD prompts as well as via the VOTE tab on the livestream link. Results of the AGM shall be published on the Company's website [www.sharetrackzambia.com/british-american-tobacco](http://www.sharetrackzambia.com/british-american-tobacco) within 24 hours of concluding the AGM.