



BANK ISLAM BRUNEI DARUSSALAM BERHAD (Company No. RC00006420)

GUIDE FOR BIBD SHAREHOLDERS

HOW TO UPDATE SHAREHOLDER/MEMBERS' PERSONAL DETAILS OR CONTACT INFORMATION?

Members are required to complete Shareholder Information Update Form (Appendix 2 of AGM Notice) and submit together with a copy of member's Identity Card to BIBD's Share Registrar i.e. Tricor (B) Sdn Bhd at the AGM or their office during working hours, or at any nearest BIBD Branch.

WHO TO NOTIFY IF A SHAREHOLDER/MEMBER IS DECEASED?

The family members or administrators or executors of the estate of the deceased BIBD shareholder should contact BIBD's Share Registrar i.e. Tricor (B) Sdn Bhd to report the member's death and obtain essential instructions regarding the ownership.

The following documents are required for the ownership of the deceased's shares in BIBD to be addressed appropriately:

1. Original or certified true copy of the deceased member's Death Certificate
2. Letter of Administrator certified as true copy by a Commission for Oaths or an Advocate and Solicitor
3. Original Identity Card of Administrator
4. Member's original BIBD Share Certificate(s)

BIBD's Share Registrar:

Tricor (B) Sdn Bhd
Room 308B, 3rd Floor, Wisma Jaya, Jalan Pemancha,
BSB, BS8811, Brunei Darussalam

Contact: 2232780 / 1/2 | info@bn.tricorglobal.com

HOW TO PLACE A BUY OR SALES ORDER OF BIBD SHARES?

Kindly call or visit BIBD's Broker i.e. *BIBD Securities Sdn Bhd*.

Members who wish to place a sales order must bring along the following documents :

1. Original Identity Card
2. Original BIBD Share Certificate(s)

BIBD's Broker:

BIBD Securities Sdn Bhd
Level 1, BIBD Kiulap, Setia Kenangan Complex, Kampung Kiulap, Negara Brunei Darussalam

Contact: 2221470 / 2236207 | bibdsretail@bibd.com.bn

WHERE TO GO FOR DIVIDEND INQUIRIES?

Kindly contact or visit the *BIBD Finance Payment Unit*.

Members receiving dividend payments via cheque are encouraged to complete the Dividend Payment Update Form and submit to BIBD's Finance Payment Unit at the AGM or their office during working hours.

BIBD Finance Payment Unit

Level 5, BIBD Headquarters, Jalan Pemancha, Bandar Seri Begawan, BS8711, Brunei Darussalam

Contact: 2269762 / 2269462 / 2269586 / 2269763



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PANDUAN BAGI PEMEGANG SAHAM BIBD

BAGAIMANA CARA MENGEMASKINI BUTIRAN PERIBADI PEMEGANG SAHAM/AHLI?

Ahli dikehendaki untuk melengkapkan Borang Kemaskini Maklumat Pemegang Saham (Lampiran 2 pada Notis AGM) dan menyerahkan bersama salinan Kad Pengenalan ahli kepada Pendaftar Saham BIBD iaitu Tricor (B) Sdn Bhd semasa AGM atau pejabat mereka pada waktu bekerja, atau mana-mana cawangan BIBD yang berhampiran.

SIAPA YANG PERLU DIHUBUNGI JIKA SEORANG PEMEGANG SAHAM/AHLI MENINGGAL DUNIA?

Ahli keluarga atau pentadbir atau pelaksana harta pusaka pemegang saham BIBD yang telah meninggal dunia perlu menghubungi Pendaftar Saham BIBD iaitu Tricor (B) Sdn Bhd untuk melaporkan kematian ahli dan mendapatkan arahan penting mengenai kuasa milik saham.

Dokumen berikut diperlukan untuk hak milik saham ahli BIBD yang telah meninggal dunia ditangani dengan sewajarnya:

1. Salinan asal Sijil Kematian ahli yang telah meninggal dunia atau salinan yang disahkan benar
2. Surat Pentadbir (Letter of Administrator) yang disahkan benar oleh Pesuruhjaya Sumpah atau seorang Peguam
3. Salinan asal Kad Pengenalan Pentadbir
4. Salinan asal Sijil Saham ahli di BIBD

Pendaftar Saham BIBD:

Tricor (B) Sdn Bhd
Bilik 308B, Tingkat 3, Wisma Jaya, Jalan Pemancha,
BSB, BS8811, Negara Brunei Darussalam

Hubungi: 2232780/1/2 | info@bn.tricorglobal.com

BAGAIMANA CARA MEMBUAT PESANAN BELI ATAU JUAL SAHAM BIBD?

Sila hubungi atau kunjungi Broker BIBD iaitu **BIBD Securities Sdn Bhd**.

Ahli yang ingin membuat pesanan jualan mesti membawa dokumen berikut:

1. Kad Pengenalan Asal
2. Sijil Saham BIBD Asal

Broker BIBD:

BIBD Securities Sdn Bhd
Tingkat 1, BIBD Kiulap, Kompleks Setia Kenangan,
Kampung Kiulap, Negara Brunei Darussalam

Hubungi: 2221470 / 2236207 | bibdsretail@bibd.com.bn

DI MANA UNTUK MEMBUAT PERTANYAAN MENGENAI DIVIDEN?

Sila hubungi atau kunjungi **Unit Pembayaran Kewangan BIBD**.

Ahli yang menerima pembayaran dividen melalui cek digalakkan untuk melengkapkan Borang Pengemaskinian Pembayaran Dividen dan menyerahkannya kepada Unit Pembayaran Kewangan BIBD semasa AGM atau di pejabat mereka pada waktu bekerja.

Unit Pembayaran Kewangan BIBD

Tingkat 5, Ibu Pejabat BIBD, Jln Pemancha, Bandar Seri Begawan, BS8711, Brunei Darussalam

Hubungi: 2269762 / 2269462 / 2269586 / 2269763