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Online



Go to www.envisionreports.com/BFST or scan the QR code – login details are located in the shaded bar below.

Shareholder Meeting Notice

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Important Notice Regarding the Availability of Proxy Materials for the Business First Bancshares, Inc. Shareholder Meeting to be Held on May 27, 2021

Under Securities and Exchange Commission rules, you are receiving this notice that the proxy materials for the annual shareholders' meeting are available on the Internet. Follow the instructions below to view the materials and vote online or request a copy. The items to be voted on and location of the annual meeting are on the reverse side. Your vote is important!

This communication presents only an overview of the more complete proxy materials that are available to you on the Internet. We encourage you to access and review all of the important information contained in the proxy materials before voting. The 2021 proxy statement and annual report to shareholders are available at:

www.envisionreports.com/BFST

Easy Online Access – View your proxy materials and vote.



- Step 1:** Go to www.envisionreports.com/BFST.
- Step 2:** Click on **Cast Your Vote** or **Request Materials**.
- Step 3:** Follow the instructions on the screen to log in.
- Step 4:** Make your selections as instructed on each screen for your delivery preferences.
- Step 5:** Vote your shares.

When you go online, you can also help the environment by consenting to receive electronic delivery of future materials.



Obtaining a Copy of the Proxy Materials - If you want to receive a copy of the proxy materials, you must request one. There is no charge to you for requesting a copy. Please make your request as instructed on the reverse side on or before May 14, 2021 to facilitate timely delivery.



2 N O T

C O Y



Shareholder Meeting Notice

Business First Bancshares, Inc.'s Annual Meeting of Shareholders will be held virtually via the Internet at www.meetingcenter.io/276902260 on Thursday, May 27, 2021 at 8:00 a.m. Central time. To access the virtual meeting, you must have the information that is printed in the shaded bar located on the reverse side of this form. The password for this meeting is – BFST2021.

Proposals to be voted on at the meeting are listed below along with the Board of Directors' recommendations.

The Board of Directors recommend a vote FOR all the nominees listed, FOR Proposals 2, 4 and for every 1 YEAR on Proposal 3.

1. Election of Directors:
 - 01 - Drew C. Brees
 - 02 - James J. Buquet, III
 - 03 - Carol M. Calkins
 - 04 - Ricky D. Day
 - 05 - John P. Ducrest
 - 06 - Mark P. Folse
 - 07 - Robert S. Greer, Jr.
 - 08 - J. Vernon Johnson
 - 09 - Rolfe H. McCollister, Jr.
 - 10 - Andrew D. McLindon
 - 11 - David R. Melville, III
 - 12 - Patrick E. Mockler
 - 13 - David A. Montgomery, Jr.
 - 14 - Arthur J. Price
 - 15 - Kenneth Wm. Smith
 - 16 - Keith A. Tillage
 - 17 - Steven G. White
2. To approve, in a non-binding vote, the compensation of our named executive officers.
3. Vote, on an advisory basis, on the frequency of executive compensation advisory votes.
4. To ratify the appointment of Dixon Hughes Goodman, LLP as auditor for the Company for the year ending December 31, 2021.

PLEASE NOTE – YOU CANNOT VOTE BY RETURNING THIS NOTICE. To vote your shares you must go online or request a paper copy of the proxy materials to receive a proxy card.



Here's how to order a copy of the proxy materials and select delivery preferences:

Current and future delivery requests can be submitted using the options below.

If you request an email copy, you will receive an email with a link to the current meeting materials.

PLEASE NOTE: You must use the number in the shaded bar on the reverse side when requesting a copy of the proxy materials.

- **Internet** – Go to www.envisionreports.com/BFST. Click Cast Your Vote or Request Materials.
- **Phone** – Call us free of charge at 1-866-641-4276.
- **Email** – Send an email to investorvote@computershare.com with "Proxy Materials Business First Bancshares, Inc." in the subject line. Include your full name and address, plus the number located in the shaded bar on the reverse side, and state that you want a paper copy of the meeting materials.

To facilitate timely delivery, all requests for a paper copy of proxy materials must be received by May 14, 2021.