



## **ADMINISTRATIVE DETAILS OF THE FULLY VIRTUAL 38<sup>TH</sup> ANNUAL GENERAL MEETING ("38<sup>TH</sup> AGM") OF PETRONAS DAGANGAN BERHAD ("THE COMPANY")**

Date : Wednesday, 10 June 2020  
Time : 10.00 a.m.  
Broadcast Venue : PETRONAS Dagangan Berhad  
Meeting Room 4003, Level 40  
Tower 1, PETRONAS Twin Towers  
Kuala Lumpur City Centre  
50088 Kuala Lumpur

Shareholders are advised that certain Administrative Details for the 38<sup>th</sup> AGM of the Company (as provided in the Administrative Details issued on 31 March 2020) may not be applicable to the 38<sup>th</sup> AGM to be held on 10 June 2020. The changes in the Administrative Details are necessary to introduce safety measures and control for the well-being of our shareholders as well as to enable the Company to comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time. Hence, kindly refer to these Administrative Details instead to participate in the 38<sup>th</sup> AGM.

### **MODE OF MEETING**

In view of the COVID-19 outbreak and as part of the safety measures, the 38<sup>th</sup> AGM of the Company will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, **including any amendment that may be made from time to time.**

The Broadcast Venue 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 of the 38<sup>th</sup> AGM. Shareholders **WILL NOT BE ALLOWED** to attend the 38<sup>th</sup> AGM in person at the Broadcast Venue on the day of the 38<sup>th</sup> AGM.

### **REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")**

Shareholders of the Company are to attend, speak (in the form of real time submission of typed texts) and vote remotely (collectively, "participate") at the 38<sup>th</sup> AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") via its TIH Online website at <https://tiah.online>. Pursuant to SC Guidance, the right to speak is not limited to verbal communication only but includes other modes of expression such as real time submission of typed texts.

Shareholders who appoint proxies to participate via RPV in the 38<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Monday, 8 June 2020 at 10.00 a.m.**

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Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Monday, 8 June 2020 at 10.00 a.m.** to participate via RPV in the 38<sup>th</sup> AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 8 June 2020 at 10.00 a.m.** to participate via RPV in the 38<sup>th</sup> AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at the 38<sup>th</sup> AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://tiih.online>.

As the 38<sup>th</sup> AGM of the Company is a fully virtual AGM, shareholders who are unable to participate in the 38<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

**PROCEDURES FOR RPV**

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 38<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your request	<ul style="list-style-type: none"><li><b>Registration is open from 10.00 a.m. on Tuesday, 31 March 2020 up to 10.00 a.m. on Monday, 8 June 2020.</b></li><li>Login with your user ID and password and select the corporate event: <b>"(REGISTRATION) PETRONAS DAGANGAN 38TH AGM"</b></li><li>Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>Select "Register for Remote Participation and Voting".</li><li>Review your registration and proceed to register.</li><li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li><li>After verification of your registration against the General Meeting Record of Depositors as at 3 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.</li></ul>
<b>ON THE AGM DAY (10 JUNE 2020)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"><li>Login with your user ID and password for remote participation at the 38<sup>th</sup> AGM at any time from <b>9.40 a.m.</b> i.e. 20 minutes before the commencement of meeting at <b>10.00 a.m. on Wednesday, 10 June 2020.</b></li></ul>

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(d)	Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: <b>"(LIVE STREAM MEETING) PETRONAS DAGANGAN 38TH AGM"</b> to engage in the proceedings of the 38<sup>th</sup> AGM remotely.</li><li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to relevant questions submitted by remote participants during the 38<sup>th</sup> AGM. If there is time constraint, the responses will be published in the Company's corporate website at <a href="http://www.mymesra.com.my">www.mymesra.com.my</a> under Investor Relation's page, after the meeting.</li></ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences <b>from 10.00 a.m. on Wednesday, 10 June 2020</b> until a time when the Chairman announces the completion of the voting session at the 38<sup>th</sup> AGM venue.</li><li>• Select the corporate event: <b>"(REMOTE VOTING) PETRONAS DAGANGAN 38TH AGM"</b>.</li><li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
(f)	End of remote participation	Upon the announcement by the Chairman on the closure of the 38 <sup>th</sup> AGM, the Live Streaming will end.

**Note to users of the RPV:**

1. Should your application to join the 38<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed meetings and to vote remotely. Your login to TIIH Online on the day of the 38<sup>th</sup> AGM will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at +6011-40805616 /+6011-40803168 /+6011-40803169 / +6011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**GENERAL MEETING RECORD OF DEPOSITORS ("ROD")**

Only a depositor whose name appears on the ROD as at 3 June 2020 shall be entitled to participate or appoint proxies to participate via RPV on his/her behalf, at the 38<sup>th</sup> AGM.

**PROXY**

1. The 38<sup>th</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meetings via RPV on 10 June 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
2. You may submit your Proxy Form to the Poll Administrator, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof,

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otherwise the Proxy Form shall not be treated as valid.

3. You may also submit the Proxy Form electronically at <https://tiih.online> no later than Monday, 8 June 2020 at 10.00 a.m. Please do read and follow the procedures to submit Proxy Form electronically below.

**ELECTRONIC LODGMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

	<b>Procedure</b>	<b>Action</b>
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li><li>• Select the corporate event: "Submission of Proxy Form".</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print proxy form for your record.</li></ul>

**POLL VOTING**

1. The voting at the 38<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of online remote voting and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. Shareholders can proceed to vote on the resolutions at any time from the commencement of the 38<sup>th</sup> AGM at **10.00 a.m. on 10 June 2020** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely at <https://tiih.online>.
3. Upon completion of the voting session for the 38<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

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**INTEGRATED REPORT 2019**

- The Company's Integrated Report 2019 is available at the Company's website at <https://www.mymesra.com.my/investor-relations/integrated-reportannual-report-and-financial-performances/integrated-report-annual-report>.
- You may request for a printed copy of the Integrated Report 2019 at <https://tiih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services". Nevertheless, we hope you would consider the environment before you decide to request for the printed copy.

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may also submit questions for the Board in advance of the 38<sup>th</sup> AGM at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 8 June 2020 at 10.00 a.m.**

Alternatively, you may also send your questions for the 38<sup>th</sup> AGM to the following email address:

Investor Relations: [nurasyirin@petronas.com.my](mailto:nurasyirin@petronas.com.my)

**RECORDING OR PHOTOGRAPHY**

**Strictly no unauthorized recording or photography of the proceedings of the 38<sup>th</sup> AGM are allowed.**

**ENQUIRY**

If you have any enquiry on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur Malaysia	Telephone Number	
	General Line	+603-2783 9299
	Email	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
	• Ros Sakila Bahari	+603-2783 9277 <a href="mailto:Sakila@my.tricorglobal.com">Sakila@my.tricorglobal.com</a>
	• Muhammad Ashraff Mohd Khaizan	+603-2783 9276 <a href="mailto:Muhammad.Ashraff@my.tricorglobal.com">Muhammad.Ashraff@my.tricorglobal.com</a>
	Fax Number	+603-2783 9222

Despite the unforeseen circumstances, we look forward to connecting with you via the RPV facilities on the day of the 38<sup>th</sup> AGM.