

# ADMINISTRATIVE GUIDE

FOR THE 40<sup>TH</sup> ANNUAL GENERAL MEETING (AGM)  
OF PETRONAS DAGANGAN BERHAD (THE COMPANY)

Date : Monday, 25 April 2022  
Time : 10.00 a.m.  
Broadcast Venue : Meeting Rooms 406 - 407 (Virtual Studio),  
Level 4, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre,  
50088 Kuala Lumpur, Malaysia

## PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (COVID-19)

- The Securities Commission Malaysia had, on 16 July 2021, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers stating various modes of conducting general meetings for areas with movement restriction subject to the requirements under the prevailing and applicable Standard Operating Procedure ("SOPs") (Revised Guidance Note). The Revised Guidance Note further states that listed issuers are encouraged to continue leveraging technology to conduct their general meetings beyond the Movement Control Order in accordance with the recommendation stated under Practice 13.3 of the Malaysian Code on Corporate Governance 2021.
- In line with the Government's directive and Revised Guidance Note, the Company will conduct the 40<sup>th</sup> AGM on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting (RPV) facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.'s (Tricor) TIH Online website at <https://tiah.online>.
- The Broadcast Venue of the 40<sup>th</sup> AGM 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 meeting. No shareholders/proxy(ies) from the public will be physically present at the Broadcast Venue on the day of the meeting.
- Shareholders are to attend, participate, speak (by posing questions to the Board via real time submission of typed texts) and vote (collectively referred to as "participate") remotely at this 40<sup>th</sup> AGM via the RPV facilities provided by Tricor via its TIH Online website at <https://tiah.online>. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 40<sup>th</sup> AGM.
- In view of the uncertainties and the surge in COVID-19 infections, the Company will have to observe the guidelines or new procedures as may be issued by the Government from time to time, which may affect the administration of the 40<sup>th</sup> AGM as set out in this Administrative Guide. If there is any material change required to the proceeding of the meeting, the Company will issue announcement, and please check the Company's corporate website for the latest updates on the status of the 40<sup>th</sup> AGM.

## REMOTE PARTICIPATION AND VOTING

- The RPV facilities are available on Tricor's **TIH Online** website at <https://tiah.online>.
- Shareholders are to participate remotely at the 40<sup>th</sup> AGM using RPV facilities from Tricor.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 40<sup>th</sup> AGM using the RPV facilities:

Procedure	Action
<b>BEFORE THE 40<sup>TH</sup> AGM DAY</b>	
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" select <b>"Create Account by Individual Holder"</b>. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
ii. Submit your request to attend 40 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. on Friday, 25 March 2022 until the day of 40<sup>th</sup> AGM on Monday, 25 April 2022.</b> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 40<sup>th</sup> AGM to ascertain their eligibility to participate the 40<sup>th</sup> AGM using the RPV.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>"(REGISTRATION) PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM"</b></li> <li>Read and agree to the Terms &amp; 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 Record of Depositors as at 18 April 2022, the system will send you an e-mail after 23 April 2022 to approve or reject your registration for remote participation.</li> </ul> <p><b><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV)</i></b></p>
<b>ON THE 40<sup>TH</sup> AGM DAY</b>	
i. Login to TIIH Online	Login with your user ID and password for remote participation at the 40 <sup>th</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of meeting at <b>10.00 a.m. on Monday, 25 April 2022.</b>
ii. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Live Stream Meeting) PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM</b> to engage in the proceedings of the 40<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 try to respond to questions submitted by remote participants during the 40<sup>th</sup> AGM. If there is time constraint, the responses will be published within three working days in the Company's corporate website at <a href="http://www.mymesra.com.my">www.mymesra.com.my</a> under Investor Relations page, after the meeting.</li> </ul>
iii. Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>10.00 a.m. on Monday, 25 April 2022</b> until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: <b>(Remote Voting) PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; 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>
iv. End of remote participation	Upon the announcement by the Chairman on the conclusion of the 40 <sup>th</sup> AGM, the Live Streaming will end.

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## Note to users of the RPV facilities:

- i Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- ii. 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.
- iii. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616/011-4080 3168/011-4080 3169/011-4080 3170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

- Only members whose names appear on the Record of Depositors as at 18 April 2022 shall be eligible to participate at the 40<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to participate on his/her behalf.
- In view that the 40<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the proxy form.
- If you wish to participate in the 40<sup>th</sup> AGM yourself, please do not submit any proxy form for the 40<sup>th</sup> AGM. You will not be allowed to participate in the 40<sup>th</sup> AGM together with a proxy appointed by you.
- By submitting the duly executed proxy form, the member and his/her proxy(ies) consent to the Company (and/or its agents/service providers) collecting, using and disclosing the personal data therein in accordance with the Personal Data Protection Act 2010 for the purpose of the 40<sup>th</sup> AGM and any adjournment thereof.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 40<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted with Tricor in the following manner not later than **Saturday, 23 April 2022 at 10.00 a.m.**:
  - i In hard copy form:
    - a. In the case of an appointment made in hard copy form, the proxy form must be deposited with:

Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; or
    - b. By fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

ii By electronic form:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>STEPS FOR INDIVIDUAL SHAREHOLDERS</b>	
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 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>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM – "SUBMISSION OF PROXY FORM"</b>.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the proxy form for your record.</li> </ul>
<b>STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: <b>"PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM: SUBMISSION OF PROXY FORM"</b></li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for <b>"Submission of Proxy Form"</b> in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate exercise name: <b>"PETRONAS DAGANGAN BERHAD 40<sup>TH</sup> AGM: SUBMISSION OF PROXY FORM"</b></li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

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## VOTING AT MEETING

- The voting at the 40<sup>th</sup> AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (Bursa Malaysia). The Company has appointed Tricor to conduct the poll voting electronically (e-voting) via Tricor e-Vote application (Tricor e-Vote App) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 40<sup>th</sup> AGM at 10.00 a.m. Kindly refer to “Procedures to Remote Participation and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIIH Online.

## RESULTS OF THE VOTING

- The resolutions proposed at the 40<sup>th</sup> AGM and the results of the voting will be announced at the 40<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

- The Board recognises that the 40<sup>th</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 40<sup>th</sup> AGM, shareholders may in advance, before the 40<sup>th</sup> AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **Saturday, 23 April 2022 at 10.00 a.m.** The Board of Directors will endeavour to address the questions received at the 40<sup>th</sup> AGM.
- Alternatively, you may also send your questions for the 40<sup>th</sup> AGM to the following email address: Investor Relations: [petdagIR@petronas.com](mailto:petdagIR@petronas.com)

## INTEGRATED REPORT 2021

- The Integrated Report 2021 is available on the Company’s corporate website at [www.mymesra.com.my](http://www.mymesra.com.my) and Bursa Malaysia’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company’s announcements.
- You may request for a printed copy of the Integrated Report 2021 at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Integrated Report 2021. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

## ENQUIRY

- If you have any enquiry prior to the meeting, please call Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).