

Administrative Guide

FOR THE 42ND ANNUAL GENERAL MEETING (AGM) OF PETRONAS DAGANGAN BERHAD (THE COMPANY)

Date : Monday, 29 April 2024
Time : 10.00 a.m.
Broadcast Venue : Broadcast Venue, Virtual Studio
Room 401 – 402, Level 4, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre 50088 Kuala Lumpur

- The Company will conduct the 42ND AGM on a **virtual basis through live streaming and online remote voting** via Remote Participation and Electronic Voting (RPEV) facilities which are available on Boardroom Smart Investor Portal (BSIP) website at <https://investor.boardroomlimited.com>.
- The Broadcast Venue of the 42ND 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 as "participate") remotely at this 42ND AGM via the RPEV facilities provided by Boardroom Share Registrars Sdn. Bhd. (Boardroom) via its BSIP website at <https://investor.boardroomlimited.com>. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 42ND AGM.

REMOTE PARTICIPATION AND VOTING

- The RPEV facilities are available on BSIP website at <https://investor.boardroomlimited.com>.
- Shareholders are to participate remotely at the 42ND AGM using RPEV facilities from Boardroom.
- Kindly refer to Procedures for RPEV as set out below for the requirements and procedures.

PROCEDURES TO REMOTE PARTICIPATION AND ELECTRONIC VOTING VIA RPEV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 42ND AGM using the RPEV facilities:

BEFORE THE 42ND AGM DAY

Step 1:

Register Online with Boardroom Smart Investor Portal (BSIP)

Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.

(Only for first time BSIP users)

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>

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Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none"> Click Register to sign up for a user account and select the correct account type "Sign up as Individual". Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click Sign Up. <p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<ul style="list-style-type: none"> Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder". Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorization letter. Click Sign Up. <p><i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></p>

- (c) You will receive an email from Boardroom for email address verification. Click **"Verify Email Address"** from the email received to continue with the registration process.
- (d) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click **"Request OTP Code"** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click "Enter" to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

BEFORE THE 42ND AGM DAY

Step 2:

Submit Request for RPEV (applicable for individual account only)

The registration for RPEV will open from **Friday, 29 March 2024 until the day of 42ND AGM on Monday, 29 April 2024**.

For Individual account only

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to BSIP website at <https://investor.boardroomlimited.com>
- Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]
- Click **"Meeting Event"** and select **"PETRONAS DAGANGAN BERHAD 42ND ANNUAL GENERAL MEETING"** from the list of companies and click **"Enter"**.
- Go to **"VIRTUAL"** and click on **"Register for RPEV"**.
- Check the box to register for RPEV and enter your 9 digits CDS account number.
- Read and check the box to accept the Terms & Conditions, then click **"Register"**.
- You will receive a notification that your RPEV registration has been received and pending verification.
- Upon system verification against the General Meeting Record of Depositors (General Meeting ROD) as at **22 April 2024**, you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

ON THE 42ND AGM DAY

Step 3:

Login to Boardroom Meeting Portal

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]
- (d) Meeting platform will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the AGM at 10:00 a.m. on 29 April 2024.
- (e) Click into **"Meeting Event"** and go to **"PETRONAS DAGANGAN BERHAD 42ND ANNUAL GENERAL MEETING"** and then click **"Join Live Meeting"** to join the proceedings of the AGM remotely.
If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 9:00 a.m. on 29 April 2024.
- (f) Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- (g) To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- (h) To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

Important Notes:

- (a) The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.
- (b) Recommended requirement for live webcast:
 - (i) *Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.*
 - (ii) *Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.*
 - (iii) *Device with working and good quality speakers.*
- (c) *You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.*

Entitlement to Participate and Vote

- Only shareholders whose names appear on the General Meeting ROD as at 22 April 2024 shall be eligible to participate at the 42ND AGM.
- If a shareholder is unable to participate at the 42ND AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the 42ND AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

APPOINTMENT OF PROXY

- 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 42ND AGM and any adjournment thereof.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 42ND AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Saturday, 27 April 2024 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:

Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor; or
 - b. By fax at 03-7890 4670 or e-mail to bsr.helpdesk@boardroomlimited.com

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ii. By electronic form:

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

For Individual Shareholders, Corporate Shareholders

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]
- (d) Click "**Meeting Event**" and select "**PETRONAS DAGANGAN BERHAD 42ND ANNUAL GENERAL MEETING**" from the list of companies and click "**Enter**".

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none">• Select the Company that you are representing - for Corporate Account user only.• Go to "PROXY" and click on "Submit eProxy Form".• Click on "Submit eProxy Form"• Enter your 9 digits CDS account number and number of securities held.• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.• Read and accept the Terms and Conditions and click "Next".• Enter the required particulars of your proxy/proxies.• Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.• Review and confirm your proxy/proxies appointment and click "Submit".• Download or print the eProxy Form as acknowledgement.	<ul style="list-style-type: none">• Select the Nominees Company that you are representing.• Go to "PROXY" and click on "Submit eProxy Form".• Click on "Download Excel Template" to download.• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.• Proceed to upload the duly completed excel file.• Review and confirm your proxy/proxies appointment and click "Submit".• Download or print the eProxy form as acknowledgement.

Please note that the closing date and time to submit your proxy/proxies form is by **Saturday, 27 April 2024 at 10.00 a.m.**

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REVOCAION OF PROXY

If a shareholder has submitted his/her proxy form prior to the AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least **forty-eight (48) hours** before the AGM. Please find the below step for revocation on eProxy form or physical proxy form:

eProxy Form	Physical Proxy Form
<ul style="list-style-type: none">Go to "Meeting Event" and select "PETRONAS DAGANGAN BERHAD 42ND ANNUAL GENERAL MEETING" from the list of companies and click "Enter".Go to "PROXY" and click on "Submit Another eProxy Form".Go to "Submitted eProxy Form List" and click "View" for the eProxy form.Click "Cancel/Revoke" at the bottom of the eProxy form.Click "Proceed" to confirm.	<ul style="list-style-type: none">Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, shareholders should advise their proxy/proxies accordingly.

VOTING AT MEETING

- The voting at the 42ND 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 Boardroom to conduct the poll voting electronically (e-voting) via BSIP website and Scrutineer Solutions 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 42ND AGM at 10.00 a.m. Kindly refer to "Procedures to Remote Participation and Voting via RPEV Facilities" provided above for guidance on how to vote remotely via BSIP website.

RESULTS OF THE VOTING

The resolutions proposed at the 42ND AGM and the results of the voting will be announced at the 42ND AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

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PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

- The Board recognises that the 42ND AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 42ND AGM, shareholders may in advance, before the 42ND AGM, submit questions to the Board of Directors via BSIP website at <https://investor.boardroomlimited.com>, by clicking **“Submit Question”** after selecting **“PETRONAS DAGANGAN BERHAD 42ND ANNUAL GENERAL MEETING”** from **“Meeting Event”** no later than **Saturday, 27 April 2024 at 10.00 a.m.** The Board of Directors will endeavour to address the questions received at the 42ND AGM.
- Alternatively, you may also send your questions for the 42ND AGM to Investor Relation’s email address, petdagIR@petronas.com

INTEGRATED REPORT 2023

- The Integrated Report 2023 is available on the PDB’s corporate website at www.mymesra.com.my and Bursa Malaysia’s website at www.bursamalaysia.com under Company’s announcements.
- You may request for a printed copy of the Integrated Report 2023 at <https://investor.boardroomlimited.com> by selecting **“Request for Annual Report”** under the **“Investor Services”** after logged into BSIP website.
- Kindly consider the environment before you decide to request for the printed copy of the Integrated Report 2023. 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 enquiries relating to the Boardroom Meeting Portal or proxy appointment prior to the AGM, or encounter any technical issues with participating in the virtual AGM, please contact Boardroom during office hours from Monday to Friday, 8:30 a.m. to 5:30 p.m. (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.

General Line : +603 7890 4700
Fax number : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com