

# ADMINISTRATIVE GUIDE FOR THE 42<sup>ND</sup> ANNUAL GENERAL MEETING (42<sup>ND</sup> AGM) OF PETRONAS GAS BERHAD

<b>Date</b>	: Wednesday, 23 April 2025
<b>Time</b>	: 10.00 a.m.
<b>Venue</b>	: Taming Sari Grand Ballroom, Royale Chulan Kuala Lumpur, 5 Jalan Conlay, Kuala Lumpur City Centre, 50450 Kuala Lumpur, Malaysia

## REGISTRATION

- 1) Registration will start at 8.00 a.m. on 23 April 2025 at the Taming Sari Grand Ballroom, Royale Chulan Kuala Lumpur, 5 Jalan Conlay, Kuala Lumpur City Centre, 50450 Kuala Lumpur, Malaysia.
- 2) Please produce your original MyKad/passport (for foreigners) to the registration staff for verification. Please ensure to collect your MyKad/passport thereafter.
- 3) You will be given
  - i) A special QR code will be generated for you to scan and access to the e-polling system using own smartphone/tablet;
  - ii) Attendance will be recorded and identification wristband will be provided at the registration counter; and
  - iii) A food redemption coupon.

You are only allowed to enter the meeting hall if you are wearing the identification wristband. There will be no replacement in the event you lose or misplace any one of the aforesaid items ii) and iii).

- 4) No person will be allowed to register on behalf of another person, even with the original MyKad/passport of that person.
- 5) The registration counter will handle only the verification of identity and registration. After registration, please vacate the registration area immediately.

## ENTITLEMENTS TO ATTEND, SPEAK AND VOTE

Only a Depositor registered in the Register of Members/Record of Depositors and whose name appears in the Register of Members/Record of Depositors as at 16 April 2025 shall be entitled to attend, speak and vote at the AGM or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

## PROXY

- 1) If you are a member of the Company, you may appoint not more than two proxies to exercise all or any of your rights to attend and vote at the AGM. If you are unable to attend the AGM and wish to appoint a proxy to attend and vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- 2) The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing or if the appointer is a corporation either under seal or under the hand of an officer or attorney duly authorised. The appointment of a proxy may be made in hard copy form or by electronic form. If the appointment is made in hard copy form, the Proxy Form must be deposited with Boardroom Share Registrars Sdn. Bhd. 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor or alternatively to submit your electronic Proxy Form through Boardroom Smart Investor Portal (BSIP) at <https://investor.boardroomlimited.com> not less than 48 hours before the time fixed for holding the meeting. For further information on the electronic lodgement of Proxy Form, kindly refer to the Annexure.

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3) By electronic means. Please refer to the procedures for electronic lodgement of Proxy Form as follows:

## For Individual/Corporate Shareholders

- i) Log in to BSIP at <https://investor.boardroomlimited.com>
- ii) Select **PETRONAS GAS BERHAD 42<sup>ND</sup> ANNUAL GENERAL MEETING** from the list of Meeting Event(s) and click **"Enter"**
- iii) Click **"Submit eProxy Form"**

## For Corporate Shareholders, select the company you would like to represent (if more than one)

*(Boardroom Smart Investor Portal now facilitates the registration of Corporate Shareholders).*

- i) Enter your CDS account no. and number of shares held. Read and accept the General Terms and Conditions by clicking **"Next"**.
- ii) Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate **"Discretionary"**.
- iii) Review and confirm your proxy/proxies appointment and click **"Next"**.
- iv) Download or print the eProxy form as acknowledgement.

## For Authorised Nominees and Exempt Authorised Nominees

- i) Log in to BSIP at <https://investor.boardroomlimited.com>
- ii) Select **PETRONAS GAS BERHAD 42<sup>ND</sup> ANNUAL GENERAL MEETING** from the list of Meeting Event(s) and click **"Enter"**
- iii) Click **"Submit eProxy Form"**
- iv) Select the company you would like to represent (if more than one)
- v) Proceed to download the file format for **"Submission of Proxy Form"**
- vi) Prepare the file for the appointment of proxy(ies) by inserting the required data
- vii) Proceed to upload the duly completed Proxy Appointment file
- viii) Review and confirm your proxy(ies) appointment(s) and click **"Submit"**
- ix) Download or print the eProxy form as acknowledgement

eProxy Form to be lodged not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Monday, 21 April 2025 at 10.00 a.m.

## REVOCAION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via electronic means (as the case may be) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM or proceed to the Help desk counter on the AGM day to do proxy revocation. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly. Please find the below step for revocation on eProxy form or physical proxy form:-

### eProxy Form

- i) Go to **"Meeting Event"** and select **"PETRONAS GAS BERHAD 42<sup>ND</sup> ANNUAL GENERAL MEETING"** from the list of companies and click **"Enter"**.
- ii) Go to **"PROXY"** and click on **"Submit Another eproxy Form"**.
- iii) Go to **"Submitted eProxy Form List"** and click **"View"** for the eProxy form.
- iv) Click **"Cancel/Revoke"** at the bottom of the eProxy form.
- v) Click **"Proceed"** to confirm.

### Physical Proxy Form

- i) Please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of proxy/proxies.

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- 1) If you wish to attend the AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the AGM together with a proxy appointed by you.
- 2) If you have submitted your Proxy Form prior to the AGM and subsequently decided to attend the AGM yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

### CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the AGM should submit the original certificate of appointment under the seal of the corporation or be affixed with the rubber stamp and executed by at least two authorised officers, to the office of the Share Registrar at any time before the time appointed for holding the AGM or to the registration staff on the day of the AGM.

### VOTING AT MEETING

- 1) The voting at the 42<sup>ND</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 Boardroom Share Registrars Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Scrutineer Solutions Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- 2) During the 42<sup>ND</sup> AGM, the Chairman will invite the Poll Administrator to brief you on the e-voting procedures using smartphone or tablet (voting device).
- 3) When the Chairman opens the poll, please vote using your smartphone/tablet with the special QR code, which will be generated during registration. As such, all shareholders and proxies attending the 42<sup>ND</sup> AGM are advised to bring their own personal devices in order to vote.
- 4) Upon completion of the voting session for the 42<sup>ND</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.
- 5) The resolutions proposed at the 42<sup>ND</sup> AGM and the results of the voting will be announced at the 42<sup>ND</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### INTEGRATED REPORT 2024 AND OTHER DOCUMENTS

- 1) The following documents are available at <https://www.petronas.com/pgb>.
  - i) Integrated Report 2024
  - ii) Sustainability Report 2024
  - iii) Notice of the 42<sup>ND</sup> AGM, Proxy Form and Administrative Guide
- 2) You may request for printed copy of documents no. i) and iii) above at Boardroom Share Registrars Sdn. Bhd.'s website at <https://investor.boardroomlimited.com>. Kindly click on "**Investor Services**" and select "**Request for AR**". Alternatively, you may also request for these documents by contacting our Share Registrar or email them as per details provided below.
- 3) Kindly consider the environment before you decide to request for the printed copy of the Integrated Report 2024. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet. To support the Company's commitment to sustainability, the printed copy of Integrated Report 2024 will not be provided at the AGM. If you require a printed copy, please request it from our Share Registrar as mentioned above.

### HELPDESK

- 1) Please proceed to the Helpdesk for any clarification or enquiry.
- 2) The Helpdesk will also handle revocation of proxy's appointment.

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## PARKING

- 1) Please take note that PGB will not be providing cash reimbursement for parking. Instead, you are advised to park at Royale Chulan Kuala Lumpur. Please bring your parking ticket for validation at the counter near the Taming Sari Grand Ballroom. Nevertheless, since the parking bays at the hotel are limited, it will be on first-come-first-served basis.
- 2) By validating the parking ticket, you will not be charged for parking when you leave. Please be advised, that the parking ticket will expire by 3 p.m. on 23 April 2025. Any additional costs incurred for parking after 3 p.m. will not be borne by PGB.
- 3) Please be advised that PGB will not reimburse any parking costs incurred at any other locations nor other types of transportation fees such as fuels, taxi/e-hailing services, LRT/MRT, bus, flight, etc. As such, please observe the abovementioned parking area.

## SUBMISSION OF QUESTIONS FOR 42<sup>ND</sup> AGM

### 1) Prior to the AGM

Members and proxies may submit questions before the AGM to the Chairman or Board of Directors via BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom no later than Monday, 21 April 2025 at 10.00 a.m. Click "**Submit Question**" after selecting "**PETRONAS GAS BERHAD 42<sup>ND</sup> ANNUAL GENERAL MEETING**" from "**Meeting Event**" to submit your questions.

### 2) During the AGM

Verified shareholders(s), proxy(ies) and corporate representative(s) will be able to ask questions in person at the Main Meeting Venue. The Chairman or the Board of Directors will endeavour to address all questions received in relation to the AGM.

## FOOD AND BEVERAGE

- 1) With the food redemption coupon, please proceed to collect your refreshment in the refreshment hall as indicated by signages.
- 2) Coffee and tea will be served in the refreshment hall before the commencement of the AGM. Free flow of plain water will be provided at the foyer of the meeting hall throughout the AGM.

## ENQUIRY

If you have general queries prior to the AGM, please contact the Share Registrar during office hours i.e from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays):

- (a) Boardroom Share Registrars Sdn. Bhd., 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor
- (b) General Line: +603-7890 4700 (Helpdesk)
- (c) Fax Number: +603-7890 4670
- (d) Email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)