

# Administrative Details

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| <b>31<sup>st</sup> Annual General Meeting</b>   | <b>Mode of Communication:</b>  |
| Thursday, 19 May 2022 at 10.00 a.m.   | <ol style="list-style-type: none"> <li>Shareholders may type their questions in the messaging box at any time during the virtual AGM on the online meeting platform until such time that the Chairman decides.</li> <li>Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2021 before the commencement of the 31<sup>st</sup> AGM at 10.00 a.m. on 19 May 2022 via Boardroom's website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the same user ID and password provided in Step 2 below and click "SUBMIT QUESTION" after selecting "GAS MALAYSIA BERHAD (31<sup>ST</sup>) ANNUAL GENERAL MEETING" from the list of Corporate Meeting to pose questions ("Pre-AGM Meeting Questions").</li> </ol> |
| <b>Broadcast Venue:</b>   |  |
| Gas Malaysia Berhad Pusat Sumber dan Latihan,<br>No. 40, Sekitar Business Centre,<br>Jalan Serendah 26/41, Seksyen 26,<br>40400 Shah Alam, Selangor Darul Ehsan |  |
| <b>Meeting Platform:</b>  |  |
| <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>   |  |

## 1. PUBLIC HEALTH PREVENTIVE MEASURE

- In line with Government's Initiative and the Securities Commission Malaysia Guidance Note, as a precautionary measure to curb the spread of highly transmissible Omicron variant of Covid-19, the Company will conduct its 31<sup>st</sup> AGM on virtual basis via Remote Participation and Electronic Voting ("RPEV") Facilities on 19 May 2022.
- The shareholders are strongly encouraged to participate using the RPEV Facilities which is available at <https://investor.boardroomlimited.com>, to login, register and sign up as a user. You may appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 31<sup>st</sup> AGM by indicating the voting instructions in the Form of Proxy.
- The Broadcast Venue of the 31<sup>st</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 at the main venue. **No Shareholders/Proxy(ies) will be allowed to be physically present nor admitted at the Broadcast Venue on the day of the 31<sup>st</sup> AGM of the Company.**
- Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 31<sup>st</sup> AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 31<sup>st</sup> AGM.
- The Company will continue to observe the guidelines issued by the Ministry of Health and will take precautionary measures as advised.

## 2. ENTITLEMENT TO ATTEND AND VOTE

- Only Shareholders whose names appear in the Record of Depositors as at 13 May 2022 shall be entitled to participate in the 31<sup>st</sup> AGM or appoint proxies to register and vote on their behalf.

## 3. NO DOOR GIFT AND F&B

- There will be **NO** distribution of Door Gift or food voucher for the Shareholders/Proxy(ies) who participate in the 31<sup>st</sup> AGM.

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### 4. PROXY

- If a Shareholder is unable to attend the 31<sup>st</sup> AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Form of Proxy (enclosed together with the Notice of 31<sup>st</sup> AGM dated 20 April 2022) in accordance with the notes and instructions printed therein. The original Form of Proxy must be duly executed and deposited with the Share Registrar of the Company at Boardroom Share Registrars Sdn Bhd at Ground Floor or 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or emailed to BSR.helpdesk@boardroomlimited.com, no later than Wednesday, 18 May 2022 at 10.00 a.m. The proxy appointment may also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.
- For the Shareholders who have previously submitted Form of Proxy appointing their proxies, you may register your intention to participate via <https://investor.boardroomlimited.com>. The proxy appointment will be deemed revoked upon your registration to personally participate remotely in the 31<sup>st</sup> AGM.
- Corporate Shareholders that wish to appoint a representative to participate and vote remotely at the 31<sup>st</sup> AGM may refer to details set out under item 7 or contact the share registrars, Boardroom Share Registrars Sdn Bhd (“Boardroom”), with the details set out under item 11 below for assistance and will be required to provide the following documents to Boardroom not later than Wednesday, 18 May 2022 at 10.00 a.m.:
  - (i) original certificate of appointment of its corporate representative or Form of Proxy under the seal of the corporation or under the hand of a duly authorised officer/attorney;
  - (ii) copy of the corporate representative’s or proxy’s MyKad (front and reverse); and
  - (iii) corporate representative’s or proxy’s email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation.

- The Corporate Shareholders (through corporate representative(s) or appointed proxy(ies) who is unable to attend the 31<sup>st</sup> AGM) is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
- In respect of the beneficiaries of the shares under a nominee company’s CDS account (“NC shareholders”) who wish to participate and vote remotely at the 31<sup>st</sup> AGM, the NC shareholder(s) can request its nominee company to appoint him/her as a proxy to participate and vote remotely at the 31<sup>st</sup> AGM. The nominee company may refer to details set out under item 7 or contact Boardroom’s officer with the details set out under item 11 below for assistance and will be required to provide the following documents to Boardroom not later than Wednesday, 18 May 2022 at 10.00 a.m.:
  - (i) original Form of Proxy under the seal of the nominee company;
  - (ii) copy of the proxy’s MyKad (front and reverse); and
  - (iii) proxy’s email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation.

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### 5. ELECTRONIC LODGEMENT OF FORM OF PROXY

- The procedures to lodge your Form of Proxy electronically via <https://investor.boardroomlimited.com> are summarized below:

#### Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to e-Proxy Lodgement]

- Access website <https://investor.boardroomlimited.com>.
- Click <<Register>> to sign up as a user.
- Complete registration and upload softcopy of MyKad (front and reverse) or Passport in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for BSR's email verification to complete the registration.
- The registration will be verified and approved within one (1) business day and an e-mail notification would be provided.

#### e-Proxy Lodgement

- Login to <https://investor.boardroomlimited.com> using your user id and password above.
- Select "GAS MALAYSIA BERHAD (31<sup>st</sup>) ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter".
- Click on "Submit eProxy Form".
- Read the Terms & Conditions and confirm the Declaration.
- Enter the CDS account number and the total number of securities held.
- Select your proxy - either the Chairman of the Meeting ("Chairman") or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – For, Against or Abstain, otherwise your proxy will decide your vote.
- Review & confirm your proxy(ies) appointment.
- Click submit.
- Download or print the e-Proxy form acknowledgement.

Should you require further clarification on navigating within the Boardroom Smart Investor Portal please contact BSR at +603 7890 4700 or [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).

### 6. VOTING PROCEDURE

- The voting at the 31<sup>st</sup> AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- The Company's share registrars/poll administrator, Boardroom, will assist to conduct the poll by way of electronic voting and the independent scrutineers will verify and validate the poll results. Upon the completion of the voting session for the 31<sup>st</sup> AGM, the scrutineers will verify the poll results followed by the Chairman's announcement whether the resolutions are duly passed.

### 7. REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)

- Please note that this option is available to :
  - Individual Shareholders;
  - Corporate Shareholders;
  - Authorised Nominee; and
  - Exempt Authorised Nominee.
- If you choose to participate in the meeting online, you will be able to view live webcast of the meeting, submit questions to the Chairman and submit your votes in real time whilst the meeting is in progress.

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- Kindly follow the steps below on how to request for login ID and password.

### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to **Step 2**. Submit request for Remote Participation user ID and password.]*

- Access website <https://investor.boardroomlimited.com>.
- Click <<Register>> to sign up as a user.
- Complete registration and upload softcopy of MyKad (front and reverse) or Passport in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for BSR's email verification to complete the registration.

Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

*[Note: The registration for remote access will be opened on Wednesday, 20 April 2022]*

#### Individual Shareholders

- Login to <https://investor.boardroomlimited.com> using your user id and password above. Select "GAS MALAYSIA BERHAD (31<sup>st</sup>) ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter". Click on "Register for RPEV".
- Read the Terms & Conditions and confirm the Declaration.
- Enter your CDS Account and thereafter submit your request.

#### Corporate Shareholders

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Corporate Shareholder must also provide a copy of Corporate Representative's MyKad (front and reverse) as well as his/her email address.

#### Authorised Nominee and Exempt Authorised Nominee

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.
- Authorised Nominee and Exempt Authorised Nominee must also provide a copy of Corporate Representative's MyKad (front and reverse) as well as his/her email address.
  - You will receive a notification from Boardroom that your request has been received and is being verified.
  - Upon system verification against the AGM's Record of Depositors, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
  - You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
  - Please note that the closing time to submit your request is at 10.00 a.m on Wednesday,

### Step 3 – Login to Virtual Meeting Portal

*[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- The Virtual Meeting portal will be open for login starting one hour (1 hour) before the commencement of the 31<sup>st</sup> AGM at 9.00 a.m. on 19 May 2022.
- Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 above).
- The steps will also guide you how to view live web cast, ask questions and vote.
- The live web cast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the AGM.
- You can now logout from Virtual Meeting Portal.

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### 8. PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE AGM

- The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by Shareholders which are related to the resolutions to be tabled at the AGM as well as financial performance/prospects of the Company.
- Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 31<sup>st</sup> AGM after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

### 9. PROCEDURE OF THE 31<sup>ST</sup> AGM

- The Login User Guide for participation, posing questions and voting at the AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved by the Share Registrar.
- Strictly **NO recording or photography** of the 31<sup>st</sup> AGM proceedings is allowed.
- You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

### 10. COMMUNICATION GUIDANCE

- Shareholders are reminded to monitor the Company's website and announcements for any changes to the arrangement of the 31<sup>st</sup> AGM.

### 11. ENQUIRY

- If you have any enquiry prior to the 31<sup>st</sup> AGM, pertaining to the RPEV, Shareholder(s) and Proxy(ies) registration, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

#### **Boardroom Share Registrars Sdn Bhd**

(Registration No. 199601006647/378993-D)

11<sup>th</sup> Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13,  
46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

General Line : +603-7890 4700

Fax No. : +603-7890 4670

Officers : Encik Zulkernaen Abd Samad  
+603-7890 4741 ([Zulkernaen.Samad@boardroomlimited.com](mailto:Zulkernaen.Samad@boardroomlimited.com))  
Puan Rozleen Monzali  
+603-7890 4739 ([Rozleen.Monzali@boardroomlimited.com](mailto:Rozleen.Monzali@boardroomlimited.com))