

Administrative Details

33rd Annual General Meeting (“33rd AGM”)

Thursday, 30 May 2024 at 3.00 p.m.

Broadcast Venue

Gas Malaysia Berhad Pusat Sumber dan Latihan, No. 40, Sekitar Business Centre, Jalan Serendah 26/41, Seksyen 26, 40400 Shah Alam, Selangor Darul Ehsan

Meeting Platform

<https://meeting.boardroomlimited.my>

Mode of Communication

- Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2023 prior to the 33rd AGM via Boardroom’s website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 below and click **“SUBMIT QUESTION”** after selecting **“GAS MALAYSIA BERHAD (33rd) ANNUAL GENERAL MEETING”** from the list of Meeting Event to pose questions (“Pre-AGM Meeting Questions”) not later than 3.00 p.m. on Wednesday, 29 May 2024.
- 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.

1. VIRTUAL MEETING

- The Company will conduct its 33rd AGM on a virtual basis via Remote Participation and Electronic Voting (“RPEV”) Facilities on 30 May 2024.
- The shareholders are strongly encouraged to participate using the RPEV Facilities which is available at <https://meeting.boardroomlimited.my>, 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 33rd AGM by indicating the voting instructions in the Form of Proxy.
- The Broadcast Venue of the 33rd 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. **Shareholders/Proxy(ies) will not be allowed to attend this AGM in person at the Broadcast Venue on the day of the meeting.**

2. ENTITLEMENT TO ATTEND AND VOTE

- Only Shareholders whose names appear in the Record of Depositors as at 23 May 2024 shall be entitled to participate in the 33rd 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 33rd AGM.

Administrative Details

4. PROXY

- If a Shareholder is unable to attend the 33rd 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 33rd AGM dated 29 April 2024) 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 11th 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, 29 May 2024 at 3.00 p.m. The Form of Proxy may also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>. For further information, kindly refer to item 6 – Step 1 to Step 3.
- 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 33rd AGM.
- Corporate Shareholders that wish to appoint a representative to participate and vote remotely at the 33rd AGM may refer to details set out under item 6 or contact the share registrars, Boardroom Share Registrars Sdn Bhd (“Boardroom”), with the details set out under item 10 below for assistance and will be required to provide the following documents to Boardroom not later than Wednesday, 29 May 2024 at 3.00 p.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 33rd 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 33rd AGM, the NC shareholder(s) can request its nominee company to appoint him/her as a proxy to participate and vote remotely at the 33rd AGM. The nominee company may refer to the details set out under item 6 or contact Boardroom’s officer with the details set out under item 10 for assistance and will be required to provide the following documents to Boardroom not later than Wednesday, 29 May 2024 at 3.00 p.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.

Administrative Details

5. VOTING PROCEDURE

- The voting at the 33rd 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 in conducting 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 33rd AGM, the scrutineers will verify the poll results followed by the Chairman's announcement whether the resolutions are duly passed.

6. REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)

- Please note that this option is available to:
 - Individual Shareholders;
 - Corporate Shareholders;
 - Authorised Nominee; and
 - Exempt Authorised Nominee.
- In the online meeting, you will be able to view a live webcast of the meeting, submit questions to the Chairman and submit your votes in real time whilst the meeting is in progress.
- 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 the 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 and select the correct account type i.e. sign up as "**Shareholder**" or "**Corporate Holder**".
- Complete registration with all required information. Upload and attach softcopy of your MyKad (front and reverse) or Passport in JPEG, PNG or PDF format. For corporate holders, please also attach the authorization letter. Click "**Sign Up**".
- Please enter a valid email address and wait for email verification from Boardroom. You will receive an email from Boardroom for email address verification. Click "**Verify Email Address**" from the email received to continue with the registration.
- Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. Please enter the OTP Code to complete the process.
- The registration will be verified and approved within one (1) business day and an email notification will be provided.

Administrative Details

Step 2 - Submit Request for Remote Participation User ID and Password

- **For Individual and Corporate Members**
 - (a) Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
 - (b) Select **"GAS MALAYSIA BERHAD (33rd) ANNUAL GENERAL MEETING"** from the list of Meeting Events and click **"Enter"**.
 - (c) Click on **"Register for RPEV"**.
 - (d) Enter your CDS Account Number.
 - (e) Read and accept the Terms & Conditions.
 - (f) Click **"Register"** to submit your request.

- **eProxy Lodgment**

For Individual and Corporate Shareholders

 - (a) Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
 - (b) Select **"GAS MALAYSIA BERHAD (33rd) ANNUAL GENERAL MEETING"** from the list of Meeting Event and click **"Enter"**.
 - (c) Click on **"Submit eProxy Form"**.
 - (d) Select the company you would like to be represented (if more than one) - for Corporate Shareholders.
 - (e) Enter the CDS account number and the total number of securities held.
 - (f) Select your proxy(ies) - either the Chairman of the Meeting ("Chairman") or individual named proxy(ies).
 - (g) Read and accept the Terms and Conditions and click **"Next"**.
 - (h) Enter the required particulars of your proxy(ies).
 - (i) Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
 - (j) Review & confirm your proxy(ies) appointment.
 - (k) Click **"Apply"**.
 - (l) Download or print the eProxy form acknowledgement.

- **For Authorised Nominee and Exempt Authorised Nominee**
 - (a) Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
 - (b) Select **"GAS MALAYSIA BERHAD (33rd) ANNUAL GENERAL MEETING"** from the list of Corporate Meetings Event and click **"Enter"**.
 - (c) Click on **"Submit eProxy Form"**.
 - (d) Select the company you would like to be represented (if more than one).
 - (e) Proceed to download the file format for **"Submission of Proxy Form"**.
 - (f) Prepare the file for the appointment of proxy/proxies by inserting the required data.
 - (g) Proceed to upload the duly completed Proxy Appointment file.
 - (h) Review and confirm your proxy/proxies appointment and click **"Submit"**.
 - (i) Download or print the eProxy form as acknowledgement.

Note: If you are the authorised representative for more than one (1) authorised nominee/exempt authorised nominee/corporate shareholder, kindly click the home button and select "Edit Profile" in order to add the company name.

Administrative Details

- **Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees (via email)**
 - (a) Write to BSR.Helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be), to submit the request.
 - (b) Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format 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 of your registration against the AGM's Record of Depositors as at 23 May 2024, 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.
 - You are encouraged to submit your request at least 24 hours before the commencement of the 33rd AGM, i.e. by Wednesday, 29 May 2024 at 3.00 p.m., to avoid any delay in the registration process.

Note: If you wish to appoint more than one (1) company, kindly click the home button and select "Edit Profile" in order to add the Company name.

Step 3 – Login to Virtual Meeting Portal

Note: Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast 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.

- (a) The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of 33rd AGM, which is from 2.00 p.m. on Thursday, 30 May 2024.
- (b) The Meeting Platform can be accessed via one of the following methods :-
 - Use the QR Scanner Code given in the email notification received after successful registration; or
 - Navigate the website <https://meeting.boardroomlimited.my>
- (c) Please 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).
- (d) The steps given will also guide you on how to view live webcast, ask questions and vote.
- (e) The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the 33rd AGM.
- (f) You can then logout from the Virtual Meeting Portal.

7. PARTICIPATION THROUGH LIVE WEBCAST, QUESTION AND VOTING AT THE 33RD 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 33rd 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 33rd AGM after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

Administrative Details

8. PROCEDURE OF THE 33RD AGM

- The Login User Guide for participation, posing questions and voting at the 33rd 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 33rd 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 33rd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the 33rd 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.

9. COMMUNICATION GUIDANCE

- Shareholders are reminded to monitor the Company's website and announcements for any changes to the arrangement of the 33rd AGM.

10. ENQUIRY

- If you have any enquiry prior to the 33rd AGM, pertaining to the RPEV, Shareholder(s) and Proxy(ies) registration, please contact our Share Registrar during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

Boardroom Share Registrars Sdn Bhd

Address : 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : +603 7890 4700 (Helpdesk)

Fax Number : +603 7890 4670

Email : BSR.Helpdesk@boardroomlimited.com.