

ADMINISTRATIVE GUIDE

For The Thirteenth Annual General Meeting ("AGM")



Sapura Energy Berhad
Registration No: 201101022755 (950894-T)
(Incorporated in Malaysia)

Day, Date and Time	: Tuesday, 30 July 2024 at 10.00 a.m.
Broadcast Venue	: Conference Room, Sapura@Mines, No. 7, Jalan Tasik, The Mines Resort City, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia.
Online Meeting Platform	: https://meeting.boardroomlimited.my ("Boardroom Meeting Portal")

MODE OF MEETING – VIRTUAL MEETING

The Thirteenth AGM ("13th AGM") of the Company will be held virtually through live streaming and online remote voting via Remote Participation and Electronic Voting ("RPEV") facility which is available on Boardroom Share Registrars Sdn Bhd ("Boardroom")'s website at <https://meeting.boardroomlimited.my>. With the online meeting platform, Shareholders may exercise their rights as a member to participate (including to pose questions to the Board and/or Management of the Company) and vote at the 13th AGM.

The Securities Commission Malaysia had on **7 April 2022**, revised the Guidance Note and Frequently Asked Questions ("FAQs") on the conduct of General Meetings for listed Issuers which was originally issued on **18 April 2020** (the "Guidance Note"), to allow general meetings to be conducted virtually.

Pursuant to the Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia. In addition, the FAQs issued by the Companies Commission of Malaysia on 8 June 2021, provides that an online meeting platform shall be deemed to be in Malaysia if the registered domain name is registered with MYNIC Berhad.

SHAREHOLDERS ENTITLED TO PARTICIPATE AND VOTE

Only Shareholders whose names appear in the Record of Depositors and Register of Members as at **22 July 2024** shall be eligible to participate and vote at the 13th AGM or appoint proxy to participate and vote on his or her behalf.

HOW TO JOIN THE MEETING

Step 1 – Register/Sign-up as Online User

[Note: The registration/sign-up as online user will be opened on 31 May 2024 and closed at 10.00 a.m. on 28 July 2024.]

Register online with Boardroom Smart Investor Portal (for first time registration only) in the manner stated below. Please proceed to Step 2, if you have already registered/signed up with Boardroom Smart Investor Portal ("BSIP") earlier.

Step 1 – Register Online with BSIP (for first time registration only)

[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2]

- Access the website <https://investor.boardroomlimited.com>.
- Click **Register** to sign up as a user.
- Please select the correct account type i.e. sign up as a **Shareholder** or **Corporate Holder**.
- Complete registration with all required information. Upload and attach your MyKad front and back image and click **Sign Up**.
- For Corporate Holder, kindly upload the authorisation letter/ Certificate of Appointment of Corporate Representative/ Power of Attorney and click **Sign Up**.
- You will receive an email from BSIP Online for email address verification. Click on **Verify Email Address** from the email received to continue with the registration.
- Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **Request OTP Code** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **Enter** to complete the process.
- Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the email address and password filled up by you during registration to proceed.

Step 2 – Online Registration Procedure

[Note: The registration for remote access will be opened on 31 May 2024 and closed at 10.00 a.m. on 28 July 2024.]

Individual and Corporate Shareholders

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.]
- Click "Meeting Event" and select from the list of companies "**SAPURA ENERGY BERHAD THIRTEENTH (13TH) ANNUAL GENERAL MEETING**" and click **Enter**.
- To attend the virtual AGM remotely
 - Click **Register for RPEV**
 - Enter your CDS account number
 - Read and accept the General Terms and Conditions to submit your request
- To appoint proxy
 - Click **Submit eProxy Form**
 - For Corporate Shareholder, select the company you would like to represent (if more than one)
 - Read and accept the General Terms and Conditions and enter your CDS account number. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate **Discretionary**

For Authorised Nominees and Exempt Authorised Nominees

- (a) Log in to <https://investor.boardroomlimited.com>.
- (b) Click "Meeting Event(s)" and select from the list of companies – SAPURA ENERGY BERHAD THIRTEENTH (13TH) ANNUAL GENERAL MEETING and click **Enter**.
- (c) Click '**Submit eProxy Form**'.
- (d) Select the company you would like to represent (if more than one).
- (e) Proceed to download the file format for **Submission of e-Proxy Form**.
- (f) Prepare the file for the appointment of proxy(ies) by inserting the required data.
- (g) Proceed to upload the duly completed Proxy Appointment file.
- (h) Review and confirm your proxy(ies) appointment(s) and click **Submit**.
- (i) Download or print the e-Proxy Form as acknowledgement.

For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorney, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the Shareholder, CDS number and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.

For any of the above request:

- (a) An email notification will be sent by Boardroom to notify that request for remote participation has been received for system verification.
- (b) Upon system verification against the **General Meeting Record of Depositor** as of **22 July 2024**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (c) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- (d) Please note that the closing time to submit your request is at 10.00 a.m. on 28 July 2024 (48 hours before the commencement of the virtual AGM).

- (e) The Login User Guide for participation, posing questions and voting at the 13th AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

Step 3 – Login to RPEV (<https://meeting.boardroomlimited.my>)

[The quality of the connectivity to the RPEV 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 RPEV will be opened for login starting one (1) hour before the commencement of the 13th AGM at 10.00 a.m. on 30 July 2024.
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the RPEV Platform, Boardroom Smart Investor Portal. (refer to item (e) of step 2 above).
- (c) The steps will also guide you on how to view live webcast, ask questions and vote.
- (d) The live webcast will end and the messaging window will be disabled upon the Chairman announces the closure of the 13th AGM.
- (e) You can then logout from the RPEV.

VIRTUAL MEETING

- (1) In line with the Malaysian Code on Corporate Governance 2021 Practice 13.0, by conducting a virtual AGM, this would allow greater participation as it facilitates electronic voting and remote Shareholders'/proxies' participation. With the RPEV, you may exercise your right as a member/proxy holder of the Company to participate remotely (including to pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the virtual AGM.
- (2) Alternatively, you may also appoint the Chairman as your proxy to attend and vote on your behalf at the virtual AGM.

PROXY

- (1) Shareholders are encouraged to go online, participate, and vote at the 13th AGM using RPEV. Shareholders who are unable to join the virtual AGM are encouraged to appoint the Chairman or their proxy to vote on their behalf.
- (2) If you wish to attend the virtual AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the virtual AGM together with a proxy appointed by you.
- (3) The Proxy Form can be deposited with the Share Registrars, 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 by electronic means through BSIP, not later than forty-eight (48) hours before the Meeting, i.e., no later than 28 July 2024 at 10.00 a.m. Kindly refer to Step 2 – Online Registration Procedure above in order to login and deposit your e-Proxy Form electronically.

ADMINISTRATIVE GUIDE

For The Thirteenth Annual General Meeting ("AGM")

REMOTE PARTICIPATION AND ELECTRONIC VOTING

- (1) Please note that the remote participation and electronic voting is available to:
 - (a) Individual member;
 - (b) Corporate shareholder;
 - (c) Authorised Nominee; and
 - (d) Exempt Authorised Nominee.
- (2) If you choose to participate in the virtual AGM, you will be able to view a live webcast of the AGM proceedings, pose questions to the Board, and submit your votes in real-time whilst the meeting is in progress.

VOTING

- (1) The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- (2) The Company has appointed Boardroom Share Registrars Sdn. Bhd. as the poll administrator to conduct the poll by way of electronic voting ("**E-Voting**") and SKY Corporate Services Sdn. Bhd. as scrutineers to verify the poll result.
- (3) During the AGM, real-time voting will be implemented and the Chairman will make the declaration of the poll result of each resolution after completion of voting for each resolution.
- (4) For the purposes of this AGM, E-Voting will be carried via personal smart mobile phones, tablets or laptops.
- (5) There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - (a) Use QR Scanner Code given to you in the email received after successful registration; OR
 - (b) Go to the website with URL <https://meeting.boardroomlimited.my>.

PROCEDURES DURING ONLINE AGM

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

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 13th AGM meeting 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.

SUBMISSION OF QUESTIONS

(a) Prior to the virtual AGM

Shareholders may submit questions in relation to the agenda items by logging in to BSIP at <https://investorboardroomlimited.com> latest by Sunday, 28 July 2024 at 10.00 a.m. Click "Submit Questions" after selecting "SAPURA ENERGY BERHAD THIRTEENTH (13th) VIRTUAL ANNUAL GENERAL MEETING" from 'Corporate Meeting'.

(b) During the virtual AGM

Shareholders may type their questions in the messaging box at any time during the virtual AGM on the online meeting platform.

In order to ensure a smooth and efficient conduct of the AGM, questions that are repetitive in nature and/or have been previously answered will not be specifically addressed. The Board and Management of the Company will endeavour to provide the responses at the virtual AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

NO VOUCHERS AND DOOR GIFTS

There will be no voucher(s) or any door gift(s) for Shareholders/proxies who participate in the 13th AGM.

ANNUAL REPORT AND CIRCULAR TO SHAREHOLDERS

The Annual Report 2024 and Circular to Shareholders are available on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com under Company Announcements of Sapura Energy Berhad and also at the Company's website at www.sapuraenergy.com. Alternatively, you may scan the QR code which is printed on the 13th AGM Notification which was circulated to Shareholders on 31 May 2024 for the Annual Report 2024. No CD-ROM for Annual Report 2024 be provided to Shareholders.

ENQUIRIES

If you have any queries prior to the 13th AGM, please contact the following persons during office hours:

Boardroom Share Registrars Sdn. Bhd.

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

Telephone Number

General Line: +603-7890 4700
Hastini Hassim: +603-7890 4702
Hastini.Hassim@boardroomlimited.com

Sapura Energy Berhad

Sapura@Mines
No. 7, Jalan Tasik
The Mines Resort City
43300 Seri Kembangan
Selangor Darul Ehsan, Malaysia

Telephone Number

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