

Administrative Guide

For The Fourteenth Annual General Meeting ("14th AGM")



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

Day, Date	: Wednesday, 30 July 2025
Time	: 10.00 a.m.
Meeting Venue	: Ballroom 1 & 2, First Floor, Sime Darby Convention Centre ("SDCC"), 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia
Registration Venue	: Ballroom Foyer, First Floor, SDCC, 1A, Jalan Bukit Kiara 1, 60000 Kuala Lumpur, Malaysia

MODE OF MEETING – PHYSICAL

The 14th AGM of Sapura Energy Berhad ("Company") will be held physically at the Meeting Venue.

SHAREHOLDERS ENTITLED TO PARTICIPATE AND VOTE

Only shareholders whose names appear in the Record of Depositors as at **22 July 2025** shall be eligible to participate and vote at the 14th AGM or appoint proxy(ies) to participate and vote on his or her behalf.

REGISTRATION

- Registration will start at 8.00 a.m. at the Registration Venue and will close upon the announcement by the Chairman of the meeting.
- Please present your original MyKad or passport (for non-citizen) at the registration counter for verification purpose. Only original MyKad or passport will be accepted for the purpose of identity verification. Please ensure that you collect your MyKad or passport thereafter.
- No person will be allowed to register using a MyKad or passport belonging to someone else.
- Upon verification and registration:
 - a) attendance will be recorded and an identification wristband will be provided at the registration counter;
 - b) a special QR code will be generated for shareholders to scan and access the e-polling system using their own personal devices;
 - c) if you are attending the AGM as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband;
 - d) shareholders, proxies and corporate representatives will not be allowed to enter the Meeting Venue without wearing the identification wristband; and
 - e) there will be no replacement in the event that you lose or misplace the identification wristband.
- After registration, please proceed to the Meeting Venue.
- The registration counter will only handle verification of identity and registration of attendance. If you have any other queries or need clarification on other matters, please proceed to the Help Desk located at the registration area.

VOTING AT MEETING

- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements ("MMLR") of Bursa Malaysia Securities Berhad ("Bursa Securities"), all resolutions set out in the Notice of 14th AGM will be put to a vote on a poll.
- The voting session will commence from the start of the meeting at 10.00 a.m. on Wednesday, 30 July 2025 until such time when the Chairman announces the end of the voting session.
- Please vote using your own personal devices with the special QR code, which will be generated during registration. As such, all shareholders and proxies attending the 14th AGM are advised to bring their own personal devices in order to vote.
- The resolutions proposed at the 14th AGM and results of the voting will be announced at the 14th AGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

SUBMISSION OF QUESTIONS FOR THE 14TH AGM

Prior to the AGM

Shareholders and proxies may submit questions before the AGM at <https://investor.boardroomlimited.com> using the user ID and password provided by Boardroom, no later than Monday, 28 July 2025 at 10.00 a.m. To submit your questions, please click "Submit Question" after selecting "SAPURA ENERGY BERHAD 14TH ANNUAL GENERAL MEETING" from the "Meeting Event" dropdown.

During the AGM

Verified shareholders, proxies and corporate representatives will be able to ask questions in person during the 14th AGM. The Chairman or the Board of Directors will endeavour to address any questions received in relation to the AGM.

Administrative Guide

Pursuant to Paragraph 9.25 of the MMLR of Bursa Securities

ANNUAL REPORT AND CIRCULAR TO SHAREHOLDERS

The Annual Report 2025 is available on Bursa Securities' website at www.bursamalaysia.com under the Company Announcements section for Sapura Energy Berhad, and also on the Company's website at www.sapuraenergy.com.

Alternatively, you may scan the QR code printed on the 14th AGM Notification, which was circulated to shareholders on 30 May 2025, to access the Annual Report 2025.

PARKING

- Parking is available at SDCC on a first-come, first-served basis. Please note that the Company will not reimburse any parking costs incurred and will not be responsible for any lost parking tokens.
- The SDCC is easily accessible via major highways, including the Sprint Expressway, Penchala Link, Kerinchi Link, Federal Highway, and the North Klang Valley Expressway.

NO VOUCHERS AND DOOR GIFTS

No vouchers or door gifts will be provided to shareholders, proxies and corporate representatives attending the 14th AGM.

ENQUIRIES

For general administrative enquiries regarding the 14th AGM, please contact the following during office hours:

Boardroom Share Registrars Sdn. Bhd. (our Share Registrars)

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

Contacts:

BSR Helpdesk: +603 7890 4700

Email: bsr.helpdesk@boardroomlimited.com

Sapura Energy Berhad (our Corporate Office)

Level 4, Menara PNB, 201-A,
Jalan Tun Razak
50400 Kuala Lumpur, Malaysia

Contacts:

General Line: +603 6415 9999

Norain Mohammad Madsom: norain.madsom@sapuraenergy.com

Safwan Salleh: safwan.salleh@sapuraenergy.com