

Administrative Guide

For Extraordinary General Meeting (“EGM”) in relation to the Proposed Regularisation Plan



SAPURA ENERGY BERHAD
Registration No.: 201101022755 (950894-T)
(Incorporated in Malaysia)

Day, Date	: Wednesday, 30 July 2025
Time	: 2.00 p.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 EGM of Sapura Energy Berhad (“Company”) in relation to the Proposed Regularisation Plan 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 30 June 2025 shall be eligible to participate and vote at the EGM 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 EGM 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 Venue.

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 EGM will be put to a vote on a poll.
- 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 EGM are advised to bring their own personal devices in order to vote.
- The resolutions proposed at the EGM and results of the voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

SUBMISSION OF QUESTIONS FOR THE EGM

Prior to the EGM

Shareholders and proxies may submit questions before the EGM at <https://investor.boardroomlimited.com> using the user ID and password provided by Boardroom Share Registrars Sdn. Bhd., no later than Monday, 28 July 2025 at 2.00 p.m. To submit your questions, please click “Submit Question” after selecting “SAPURA ENERGY BERHAD EXTRAORDINARY GENERAL MEETING” from the “Meeting Event” dropdown.

During the EGM

Verified shareholders, proxies and corporate representatives will be able to ask questions in person or via channel provided during the Q&A session of the EGM. The Chairman or the Board of Directors will endeavour to address any questions received in relation to the EGM.

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CIRCULAR TO SHAREHOLDERS

- The circular 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 EGM Notification, which was circulated to shareholders on 8 July 2025, to access the circular; or

If you have any enquiry in relation to the request of the printed Circular to Shareholders, please contact the Company's Share Registrar during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m., except for public holidays. The contact details of our Share Registrar are provided below.

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.

ENQUIRIES

For general administrative enquiries regarding the EGM, 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