

# Administrative Guide

## FOR THE 44<sup>TH</sup> ANNUAL GENERAL MEETING OF PETRONAS DAGANGAN BERHAD

### 1. MODE OF MEETING

- (i) The 44<sup>th</sup> Annual General Meeting (AGM) of the Company will be conducted on a hybrid mode in accordance with paragraph 8.27A of the Main Market Listing Requirements (MMLR) of Bursa Malaysia Securities Berhad (Bursa Malaysia) and in line with the Malaysian Code on Corporate Governance whereby listed issuers are encouraged to leverage technology in conducting general meetings to facilitate greater shareholders' participation and enhance the proceedings of general meetings.

The date, time and venue of the 44<sup>th</sup> AGM of the Company are as follows:

Date: Monday, 27 April 2026  
Time: 10.00 a.m.  
Meeting Venue: Exhibition Hall 1, Ground Floor, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre 50088 Kuala Lumpur, Malaysia  
Online Platform Facilities: <https://investor.boardroomlimited.com> with Remote Participation and Electronic Voting provided by Boardroom Share Registrars Sdn. Bhd. (Boardroom)

- (ii) Shareholders shall have the option to attend the 44<sup>th</sup> AGM to exercise his/her right to attend, participate and vote at the meeting either:
- (a) Physically in person at the Meeting Venue (Physical Attendance); or
  - (b) Virtually through live streaming and online remote voting via the Remote Participation and Electronic Voting (RPEV) facilities at <https://investor.boardroomlimited.com> (Virtual Attendance).

The Meeting Venue is in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016.

### 2. MEMBERS ENTITLED TO ATTEND THE 44<sup>TH</sup> AGM

Only a member whose name appears on the Record of Depositors as at 20 April 2026 (as stated in the 44<sup>th</sup> AGM Notice) shall be entitled to attend the 44<sup>th</sup> AGM or appoint proxies to attend, speak and vote on his/ her behalf.

### 3. REGISTRATION

#### A. PHYSICAL ATTENDANCE

- (i) Registration will start at 8:00 a.m. on Monday, 27 April 2026 at the Meeting Venue and will close before the voting session begins or such time as may be determined by the Chairman of the meeting.
- (ii) Please produce your original MyKad/Identification Card or Passport (for foreigners) during registration. Only original MyKad/ Identification Card or Passport will be accepted for the purpose of identity verification. Please ensure that you collect your MyKad/ Identification Card or passport thereafter.
- (iii) No person will be allowed to register on behalf of another person with the original MyKad/Identification Card or Passport of that other person.
- (iv) Upon verification and registration:
  - (a) attendance will be recorded and identification wristband will be provided at the registration counter;
  - (b) a special QR code will be generated for shareholders to scan and access to the e-polling system using own smartphone/tablet;
  - (c) if you are attending the 44<sup>th</sup> AGM as a shareholder as well as a proxy, you will be registered once and will only be given one identification wristband; and
  - (d) no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
- (v) The registration counter will only handle verification of identity and registration of attendance. Kindly vacate the area once registration is completed.
- (vi) Help desk support is available for any other enquiries/assistance/revocation of proxy's appointment.

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### B. VIRTUAL ATTENDANCE

- (i) All Member(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the 44<sup>th</sup> AGM virtually are required to login to the Boardroom Smart Investor Portal (BSIP) at <https://investor.boardroomlimited.com> to register for virtual participation at the 44<sup>th</sup> AGM.
- (ii) Kindly refer to the following steps to register for virtual attendance:

PROCEDURES		ACTIONS
Before the day of the AGM		
Step (1)	Register online with BSIP for <b>Individual and Corporate Shareholder</b>	<p>(Note : For first time registration only If you have already signed up with BSIP, you are not required to register again. You may proceed to Step (2) - Submit Request for Remote Participation)</p> <ol style="list-style-type: none"> <li>Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click '<b>Register</b>' to sign up as a user</li> <li>Select 'Account Type' to '<b>Sign Up As Shareholder</b>' or '<b>Sign Up As Corporate Holder</b>'</li> <li>Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder</li> <li>Enter a valid mobile number and email address</li> <li>You will receive an email from BSIP for email address verification. Click 'Verify Email Address' in the email received to continue with the registration</li> <li>Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click '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</li> <li>Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided</li> </ol>

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PROCEDURES		ACTIONS
<b>Before the day of the AGM</b>		
Step (2)	Submit request for remote participation and submission of proxy form	<p><i>(Note : You must be a registered BSIP user. Otherwise, please refer to Step (1))</i></p> <p>The registration for RPEV facilities will open on 25 April 2026 until such time before the voting session ends at the 44<sup>th</sup> AGM on Monday, 27 April 2026 (<b>Registration Deadline</b>).</p> <p>The instrument appointing a proxy must be received latest by Saturday, 25 April 2026 at 10.00 a.m. (<b>Proxy Lodgement Deadline</b>)</p> <p><b>For Individual and Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b) Click 'Meeting Event(s)' and select the list of companies – <b>'PETRONAS DAGANGAN BERHAD 44<sup>TH</sup> ANNUAL GENERAL MEETING'</b> and click 'Enter'</li> <li>c) To attend the virtual AGM remotely               <ul style="list-style-type: none"> <li>• Click <b>'Register for RPEV'</b></li> <li>• Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request</li> </ul> </li> <li>d) To appoint proxy               <ul style="list-style-type: none"> <li>• Click <b>'Submit eProxy Form'</b></li> <li>• For Corporate Shareholder, select the company you would like to represent (if more than one)</li> <li>• Read and accept the General Terms and Conditions and enter your CDS account no. Thereafter, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary'</li> </ul> </li> </ol> <p><b>For Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b) Click 'Meeting Event(s)' and select the list of companies – <b>'PETRONAS DAGANGAN BERHAD 44<sup>TH</sup> ANNUAL GENERAL MEETING'</b> and click 'Enter'</li> <li>c) Click <b>'Submit eProxy Form'</b></li> <li>d) Select the company you would like to represent (if more than one)</li> <li>e) Proceed to download the file format for 'Submission of Proxy Form'</li> <li>f) Prepare the file for appointment of proxy(ies) by inserting the required data</li> <li>g) Proceed to upload the duly completed Proxy Appointment file</li> <li>h) Review and confirm your proxy(ies) appointment(s) and click <b>'Submit'</b></li> <li>i) Download or print the eProxy form as acknowledgement</li> </ol> <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide name of the shareholder, CDS account no. 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.</p>

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PROCEDURES		ACTIONS
<b>Before the day of the AGM</b>		
Step (3)	Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys</p> <p>a) An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification.</p> <p>b) Upon verification against the General Meeting Record of Depositors as at 20 April 2026, you will receive an email from Boardroom notifying you either your request for remote participation at the 44<sup>th</sup> AGM has been approved or rejected.</p>
<b>On the day of the AGM</b>		
Step (4)	Login	<p>a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password.</p> <p>b) Meeting platform will be made available at any time from 9.00 a.m. i.e. one hour before the commencement of the 44<sup>th</sup> AGM at 10.00 a.m. on Monday, 27 April 2026.</p> <p>c) Click into 'Meeting Event(s)' and go to '<b>PETRONAS DAGANGAN BERHAD 44<sup>TH</sup> ANNUAL GENERAL MEETING</b>' and then click '<b>Join Live Meeting</b>' to join the proceedings of the 44<sup>th</sup> AGM remotely.</p>
	Participate	<p>a) Please follow the user guides in BSIP to view the live webcast, submit questions and vote.</p> <p>b) To view the live webcast, select the broadcast icon</p> <p>c) To ask a question during the 44<sup>th</sup> AGM, select the messaging icon</p> <p>d) Type your question in the chat box and click the send button to submit.</p>
	Vote	<p>a) Once voting has commenced, the polling icon will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session.</p> <p>b) To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>c) To change your vote, re-select your voting preference.</p> <p>d) If you wish to cancel your vote, please press 'Cancel'.</p>
	End	Upon declaration by the Chairman of the closure of the 44 <sup>th</sup> AGM, the live webcast will end.

- (iii) Please note that the quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection at your location and the device of the remote participants.

The recommended requirement for live webcast is as follows:

- (a) Browser : Latest versions of Chrome, Firefox, Edge, Safari or Opera
- (b) Bandwidth : Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality
- (c) Device with working and good quality speakers.

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### 4. APPOINTMENT AND/OR REVOCATION OF PROXY

#### (i) Appointment of Proxy

If you are unable to attend the 44<sup>th</sup> AGM in-person and wish to appoint the Chairman of the 44<sup>th</sup> AGM as your **proxy** to vote on your behalf, the instrument appointing proxy(ies) may be made in the following manner:-

- (a) In hardcopy form  
Deposit your proxy form at the office of the Poll Administrator, Boardroom Share Registrars Sdn Bhd (Boardroom) at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia not less than forty-eight (48) hours before the time of holding the 44<sup>th</sup> AGM, i.e. latest by Saturday, 25 April 2026 at 10.00 a.m. Any alteration to the Form of Proxy must be initialled.
- (b) By electronic means (following the steps below)

<b>For Individual Shareholders, Corporate Shareholders</b>	
<ol style="list-style-type: none"><li>(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.</li><li>(b) Log in to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li><li>(c) Login your BSIP account with your registered email address and password.</li><li>(d) Click "<b>Meeting Event</b>" and select "<b>PETRONAS DAGANGAN BERHAD 44<sup>TH</sup> ANNUAL GENERAL MEETING</b>" from the list of companies and click "<b>Enter</b>".</li></ol>	
<b>By Shareholder and Corporate Holder</b>	<b>By Nominees Company</b>
<ul style="list-style-type: none"><li>• Click "<b>Submit eProxy Form</b>"</li><li>• For Corporate Shareholder, select the company you would like to represent (if more than one)</li><li>• Read and accept the General Terms and Conditions and enter your CDS account no.</li></ul> <p>Thereafter, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary'</p>	<ul style="list-style-type: none"><li>• Select the Nominees Company that you are representing.</li><li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li><li>• Click on "Download Excel Template" to download.</li><li>• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.</li><li>• Proceed to upload the duly completed excel file.</li><li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li><li>• Download or print the eProxy form as acknowledgement.</li></ul>
eProxy Form to be lodged not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by <b>Saturday, 25 April 2026 at 10.00 a.m.</b>	

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### (ii) Revocation of Proxy

If a shareholder has submitted his/her proxy form prior to the AGM and subsequently decides to appoint another person or wishes to participate in the AGM virtually by himself/herself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the AGM. Please find the below step for revocation on eProxy form or physical proxy form:-

eProxy Form	Physical Proxy Form
<ul style="list-style-type: none"><li>• Go to <b>"Meeting Event"</b> and select <b>"PETRONAS DAGANGAN BERHAD 44<sup>TH</sup> ANNUAL GENERAL MEETING"</b> from the list of companies and click <b>"Enter"</b>.</li><li>• Go to <b>"PROXY"</b> and click on <b>"Submit Another eProxy Form"</b>.</li><li>• Go to <b>"Submitted eProxy Form List"</b> and click <b>"View"</b> for the eProxy form.</li><li>• Click <b>"Cancel/Revoke"</b> at the bottom of the eProxy form.</li><li>• Click <b>"Proceed"</b> to confirm.</li></ul>	<ul style="list-style-type: none"><li>• Please write in to <a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.</li></ul>

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, shareholders should advise their proxy/proxies accordingly.

## 5. VOTING AT MEETING

- (i) The voting at the 44<sup>th</sup> AGM will be conducted on a poll pursuant to Paragraph 8.29A(1) of the MMLR of Bursa Malaysia. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Scrutineer Solutions Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- (ii) The e-Voting session will commence from the start of the 44<sup>th</sup> AGM at 10.00 a.m. on Monday, 27 April 2026 (for both Physical and Virtual Attendance) until the end of the voting session which will be announced by the Chairman. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.
- (iii) All physical attendees are advised to bring their own personal devices in order to vote.
- (iv) The resolutions proposed at the 44<sup>th</sup> AGM and the results of the voting will be announced at the 44<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## 6. SUBMISSION OF QUESTIONS FOR THE 44<sup>TH</sup> AGM

### (i) Prior to 44<sup>th</sup> AGM

Shareholders may submit questions in relation to the agenda items for the 44<sup>th</sup> AGM via BSIP at <https://investor.boardroomlimited.com> not later than Saturday, 25 April 2026 at 10.00 a.m. Click 'Submit Questions' after selecting 'PETRONAS DAGANGAN BERHAD 44<sup>th</sup> ANNUAL GENERAL MEETING' from 'Meeting Event(s)'. The responses to these questions will be shared at the 44<sup>th</sup> AGM.

### (ii) During the meeting

#### (a) Physical Attendance

Members and proxies will be able to ask questions in person at the Meeting Venue.

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## (b) Virtual Attendance

During the 44<sup>th</sup> AGM live streaming, Members may also pose questions via real time submission of typed texts at BSIP. The Messaging window facility will be opened concurrently with the Meeting Platform (i.e. one hour before the 44<sup>th</sup> AGM from 9.00 a.m. on Monday, 27 April 2026). The Board of Directors and Key Leadership Team will endeavour to address all questions received in relation to the AGM.

## 7. INTEGRATED REPORT 2025

- (i) The Integrated Report is available on the Company's corporate website at [www.mymesra.com.my](http://www.mymesra.com.my) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.
- (ii) You may request for a printed copy of the Integrated Report by logging in to at <https://investor.boardroomlimited.com> by selecting "Request for Integrated Report" under the "Investor Services".
- (iii) Kindly consider the environment before you decide to request for the printed copy of the Integrated Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.
- (iv) Please note that no printed copy of the Integrated Report will be provided at the Meeting Venue.

## 8. OTHER INFORMATION FOR PHYSICAL ATTENDANCE AT THE MEETING VENUE

### (i) Parking

Parking is available at Kuala Lumpur Convention Centre (basement parking) ONLY based on first-come, first-served basis.

### (ii) Mobile Devices

Please ensure that all mobile devices, i.e. phones/ pagers/ other sound emitting devices are put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

### (iii) No Smoking Policy

A no smoking policy is maintained inside the convention centre.

## 9. NO RECORDING OR PHOTOGRAPHY

Recording or photography of the 44<sup>th</sup> AGM is strictly prohibited without the prior written consent of the Company.

## 10. ENQUIRY

For enquiries and administrative details relating to the meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

### Boardroom Share Registrars Sdn. Bhd.

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

General Line : +603-7890 4700 (Helpdesk)

Fax Number : +603-7890 4670

Email : [bsr.proxy@boardroomlimited.com](mailto:bsr.proxy@boardroomlimited.com)