

# Administrative Guide

## FOR THE 43<sup>RD</sup> ANNUAL GENERAL MEETING (43<sup>RD</sup> AGM) OF PETRONAS DAGANGAN BERHAD

### 1. PHYSICAL 43<sup>RD</sup> AGM

The date, time and venue for the 43<sup>rd</sup> AGM of the Company are as below:

|                    |  |
|--------------------|--|
| Date               | : Thursday, 24 April 2025  |
| Time               | : 10.00 a.m.   |
| Meeting Venue      | : Exhibition Hall 7, Level 3, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre<br>50088 Kuala Lumpur, Malaysia |
| Registration Venue | : Exhibition Hall 6, Level 1, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre<br>50088 Kuala Lumpur, Malaysia |
| Time               | : 8.00 a.m.  |

### 2. MEMBERS ENTITLED TO ATTEND THE 43<sup>RD</sup> AGM

Only a member whose name appears on the Record of Depositors as at 17 April 2025 shall be entitled to attend the 43<sup>rd</sup> AGM or appoint proxies to attend, speak and vote on his/ her behalf.

### 3. REGISTRATION

- (i) Registration will start at 8:00 a.m. at Exhibition Hall 6, Level 1, Kuala Lumpur Convention Centre and 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 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) After registration, please vacate the registration area immediately and proceed to the meeting venue at Exhibition Hall 7, Level 3, Kuala Lumpur Convention Centre.
- (vi) The registration counter will only handle verification of identity and registration of attendance.
- (vii) Help desk support is available for any other enquiries/assistance/revocation of proxy's appointment.

# Administrative Guide

## FOR THE 43<sup>RD</sup> ANNUAL GENERAL MEETING (43<sup>RD</sup> AGM) OF PETRONAS DAGANGAN BERHAD

### 4. LODGEMENT OF PROXY FORM

- (i) If you are unable to attend the 43<sup>rd</sup> AGM in-person and wish to appoint the Chairman of the 43<sup>rd</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 43<sup>rd</sup> AGM, i.e. latest by Tuesday, 22 April 2025 at 10.00 a.m. Any alteration to the Form of Proxy must be initialled.
- b) By electronic means (following the steps below)

#### **For Individual Shareholders, Corporate Shareholders**

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Log in to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.
- (d) Click "**Meeting Event**" and select "**PETRONAS DAGANGAN BERHAD 43<sup>RD</sup> ANNUAL GENERAL MEETING**" from the list of companies and click "**Enter**".

| By Shareholder and Corporate Holder  | By Nominees Company  |
|--|--|
| <ul style="list-style-type: none"><li>• Select the Company that you are representing - for <b>Corporate Account user only</b>.</li><li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li><li>• Click on "<b>Submit eProxy Form</b>"</li><li>• Enter your 9 digits CDS account number and number of securities held.</li><li>• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.</li><li>• Read and accept the Terms and Conditions and click "<b>Next</b>".</li><li>• Enter the required particulars of your proxy/proxies.</li><li>• Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.</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> | <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 **Tuesday, 22 April 2025 at 10.00 a.m.**

# Administrative Guide

## FOR THE 43<sup>RD</sup> ANNUAL GENERAL MEETING (43<sup>RD</sup> AGM) OF PETRONAS DAGANGAN BERHAD

### (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 virtual AGM 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 43<sup>RD</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.helpdesk@boardroomlimited.com">bsr.helpdesk@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 43<sup>rd</sup> AGM will be conducted on a poll pursuant to Paragraph 8.29A 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) e-Voting for all the resolutions set out in the Notice of 43<sup>rd</sup> AGM will take place concurrently after the relevant questions in respect of these resolutions have been addressed.
- (iii) When the Chairman opens the poll, please vote using your smartphone/tablet with the special QR code, which will be generated during registration. As such, all shareholders and proxies attending the 43<sup>rd</sup> AGM are advised to bring their own personal devices in order to vote.
- (iv) The resolutions proposed at the 43<sup>rd</sup> AGM and the results of the voting will be announced at the 43<sup>rd</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 43<sup>RD</sup> AGM

### (i) Prior to the 43<sup>rd</sup> AGM

Members and proxies may submit questions before the AGM to the Chairman or the Board of Directors via BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom **no later than Tuesday, 22 April 2025 at 10:00 a.m.** Click **"Submit Question"** after selecting **"PETRONAS DAGANGAN BERHAD 43<sup>RD</sup> ANNUAL GENERAL MEETING"** from **"Meeting Event"** to submit your questions.

Alternatively, you may also send your questions for the 43<sup>rd</sup> AGM to the following email address:-

Investor Relations: [petdagIR@petronas.com](mailto:petdagIR@petronas.com)

### (ii) During the 43<sup>rd</sup> AGM

Verified shareholder(s), proxy(ies) and corporate representative(s) will be able to ask questions in person at the Main Meeting Venue. The Chairman or the Board of Directors will endeavour to address all questions received in relation to the 43<sup>rd</sup> AGM.

# Administrative Guide

## FOR THE 43<sup>RD</sup> ANNUAL GENERAL MEETING (43<sup>RD</sup> AGM) OF PETRONAS DAGANGAN BERHAD

### 7. INTEGRATED REPORT 2024

- (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.

### 8. 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.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

### 9. OTHER INFORMATION

- (i) Parking  

Parking is available at Kuala Lumpur Convention Centre (basement parking) ONLY based on first-come, first-served basis. Please be advised that PDB will not reimburse any parking costs incurred and shall not bear any responsibilities for lost parking token(s).
- (ii) No recording or photography of the 43<sup>rd</sup> AGM proceedings is allowed without the prior written permission of the Company.
- (iii) Upon registration, with the food redemption coupon, please proceed to collect your refreshment in the refreshment hall at **Exhibition Hall 6, Level 1, Kuala Lumpur Convention Centre.**

### 10. PERSONAL DATA POLICY

By registering for the meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data by the Company (or its agents) for the following purposes:-

- (i) for registration;
- (ii) communicating with shareholders and proxy holders who participate at the AGM for redemption of door gift;
- (iii) responding to shareholders' and proxy holders' enquiries;
- (iv) for internal record keeping;
- (v) sending promotional materials, advertisement for marketing purposes;
- (vi) publication of your personal information in any minutes, website, newsletter, brochure or any other materials which may be published internally or externally;
- (vii) for processing and administration by the Company (or its agents); and
- (viii) complying with any laws, listing rules, regulations and/or guidelines.

The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.