

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

In relation to the Twenty-Eighth Annual General Meeting ("28th AGM")



Meeting Day & Date : **Thursday, 20 November 2025**
Time : **10.30 a.m.**
Venue : **Orchid Room, Level C,
One World Hotel, First Avenue,
Bandar Utama City Centre,
47800 Petaling Jaya,
Selangor, Malaysia.**

1. ELIGIBILITY TO PARTICIPATE

Only members whose names appear in the **Record of Depositors as at 11 November 2025** shall be entitled to attend, speak and vote at the AGM or to appoint proxy(ies) to attend, speak and vote on their behalf.

2. APPOINTMENT OF PROXY(IES)/CORPORATE REPRESENTATIVE(S)/ATTORNEY(S)

The 28th AGM will be conducted as a physical meeting. If you are a member of the Company as at 11 November 2025 and are unable to attend the 28th AGM on Thursday, 20 November 2025, you are entitled to appoint proxy(ies) or the Chairman of the meeting to attend, speak and vote on your behalf.

Accordingly, the Proxy Form and/or documents pertaining to the appointment of corporate representative(s) or attorney(s) for the 28th AGM, whether in hard copy or electronically, must be deposited or submitted in the following manner no later than forty-eight (48) hours prior to the commencement of the 28th AGM i.e. **by 10.30 a.m. on Tuesday, 18 November 2025:-**

- (i) **In hard copy form** - deposit the proxy form at the Share Registrar's office, Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**"), Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan **OR** in the Drop Box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan;

OR

- (ii) **By electronic means** - submit the proxy form electronically via Vistra Share Registry and IPO (MY) portal ("**The Portal**") at <https://srmy.vistra.com> or email to **is.enquiry@vistra.com**.

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The procedures to submit your proxy form electronically via The Portal at <https://srmy.vistra.com> are summarised below:-

Procedure	Action
i. Steps for Individual Members	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user of the Portal or the TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. After the release of the Notice of the 28th AGM by the Company, login with your email address and password. 2. Select the corporate event "STRAITS 28TH AGM". 3. Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(ies) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. 8. Review and confirm your proxy(ies) appointment. 9. Print the proxy form for your record.

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Procedure	Action
ii. Steps for Corporation or Institutional Members	
Register as a User at The Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</i></p> <p><i>If you are an existing user of the Portal or the TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of proxy form	<ol style="list-style-type: none"> 1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: "STRAITS 28TH AGM". 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder's name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select "Confirm" to complete your submission. 10. Print the confirmation report of your submission for your record.

3. REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to attend the 28th AGM yourself, please email your request to is.enquiry@vistra.com to revoke the earlier proxy appointment not less than forty-eight (48) hours before the 28th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 28th AGM.

In such an event, you are advised to notify your proxy accordingly.

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4. PRE-REGISTRATION PROCEDURE

Members/proxies/corporate representative/attorneys who wish to attend and vote at the 28th AGM are to follow the procedure as summarized below:

Procedure		Action
BEFORE THE AGM DAY		
(a)	Register as a User at the Portal	<ol style="list-style-type: none"> 1. Visit the website at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <p><i>If you are an existing user of the Portal or the TIIH Online portal previously, you are not required to register again.</i></p>
(b)	Pre-Registration to attend AGM	<ol style="list-style-type: none"> 1. Registration is open from Thursday, 16 October 2025 up to 10.30 a.m., Tuesday, 18 November 2025. 2. Login with your user ID and password and select the corporate event: "STRAITS 28TH AGM". 3. Navigate to the 3 dots at the end of the corporate event and choose "Registration". 4. Read and agree to the Terms & Conditions and confirm the Declaration. 5. Insert the CDS account number and indicate the number of shares. 6. Submit to register your physical attendance. 7. System will send an e-mail to notify you that your registration to attend the AGM physically is received and will be verified. 8. After verification your registration against the General Meeting Record of Depositors as at 11 November 2025, the system will send you an e-mail on 18 November 2025 to approve or reject your pre-registration to attend the 28th AGM.

NOTE:-

Members who are eligible to attend the 28th AGM but did not pre-register via The Portal shall still be eligible to register onsite and attend the 28th AGM.

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5. PRE-MEETING SUBMISSION OF QUESTIONS FOR THE 28TH AGM

- (i) Members may submit questions relating to the agenda items for the 28th AGM in advance via The Portal at <https://srmy.vistra.com>. Please select “e-Services” to log in and submit your questions electronically from **Thursday, 16 October 2025 until 10.30 a.m. on Tuesday, 18 November 2025**. The pre-AGM questions will be addressed during the 28th AGM.
- (ii) The procedures to submit your questions electronically are summarised below:-

Procedure		Action
BEFORE THE AGM DAY		
(a)	Register as a User at the Portal	<ol style="list-style-type: none"> Access the website at https://srmy.vistra.com. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. <p><i>If you are an existing user of the Portal or the TIH Online portal previously, you are not required to register again.</i></p>
(b)	Pose Questions	<ol style="list-style-type: none"> Login with your user ID and password and select the corporate event: “STRAITS 28TH AGM”. Navigate to the 3 dots at the end of the corporate event and choose the “Submit Question” button to submit your questions accordingly.

- (iii) Verified members, proxies and corporate representatives may raise questions in person at the 28th AGM. The Board will endeavor to address the questions received during the 28th AGM.

6. VOTING PROCEDURES

- (i) Pursuant to Rule 8.31A (1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of the 28th AGM shall be voted by way of poll.
- (ii) The Company has appointed Tricor as the Pool Administrator to conduct poll by way of electronic voting (“**E-Voting**”) and Mega Corporate Services Sdn. Bhd. as the Scrutineer to verify the poll results.
- (iii) E-voting for each of the resolutions set out in the Notice of the 28th AGM will be carried out only upon the conclusion of the deliberations of all items of business transacted at the 28th AGM. Registration for attendance will be closed to facilitate commencement of the poll.
- (iv) All attendees at the 28th AGM will be briefed and guided by the Poll Administrator before the commencement of the voting process.
- (v) Upon completion of the voting session for the 28th AGM, the Scrutineer will verify the poll results, following which the Chairman will declare whether the resolutions have been duly passed.

7. RECORDING OR PHOTOGRAPHY

Recording and photography at the 28th AGM are strictly prohibited unless prior written approval has been obtained from the Company.

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8. REGISTRATION ON THE DAY OF THE 28TH AGM

- (i) Registration will commence at 9.00 a.m. and will close before the voting session begins or at such other time as may be determined by the Chairman of the meeting.
- (ii) Members are required to present their original National Registration Identification Card ("**NRIC**"), or in the case of loss of NRIC, a Police Report/Temporary NRIC (for Malaysian members) or in the case of foreign members, their Passport, to the Share Registrar's staff during registration for verification. Only original NRIC, Police Report/Temporary NRIC or Passport will be accepted for the purpose of identity verification. Members are reminded to collect their respective NRIC or Passport immediately after verification.
- (iii) No person shall be permitted to register on behalf of another individual, even with the original NRIC or Passport of that individual.
- (iv) Upon verification and registration, an identification wristband printed with a passcode will be provided. The passcode is required for electronic voting purposes. There will be no replacement of the identification wristband in the event of loss or misplacement.
- (v) If you are attending the 28th AGM as a member as well as proxy, you will be registered once and will only be given one (1) identification wristband to enter the meeting hall. Only those registered members and proxies wearing the identification wristband will be allowed to enter the meeting hall.

For the 28th AGM, the Company will revert to convening its AGM at a physical venue. As such, there will be no option for members to participate virtually.

9. ANNUAL REPORT 2025 AND OTHER AGM DOCUMENTS

In line with our sustainability practices, shareholders are encouraged to read or download the documents of the Company as stated below, which are made available at <https://www.straits-energyresources.com> and also on the website of Bursa Malaysia Securities Berhad at <https://www.bursamalaysia.com> under Company Announcements for Straits Energy Resources Berhad:-

- (i) Notice of 28th AGM
- (ii) Notification to Shareholders on the 28th AGM
- (iii) Proxy Form
- (iv) Annual Report 2025
- (v) Corporate Governance Report 2025
- (vi) Administrative Guide for Shareholders in relation to the 28th AGM
- (vii) Circular to Shareholders on the Proposed Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature dated 16 October 2025

Should you require a printed copy of the Annual Report 2025 and/or Circular to Shareholders, please submit your request through the Vistra Share Registry and IPO (MY) portal ("**The Portal**") at <https://srmy.vistra.com> by selecting '**Request for Annual Report/Circular**' under "**Investor Services**".

Alternatively, you may submit your request by telephone at 603-2783 9299 or e-mail to **is.enquiry@vistra.com**. The Annual Report 2025 and/or Circular to Shareholders will be sent to you by ordinary post as soon as reasonably practicable upon the receipt of your request.

There will be no distribution of the Annual Report 2025 at the 28th AGM. Printed copies will only be sent to members upon request by contacting the Share Registrar as stated above.

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10. COMMUNICATION GUIDE

Members are reminded to regularly check the Company's website and announcements at <https://www.straits-energyresources.com> and monitor any related announcements for updates regarding the AGM arrangements.

11. PERSONAL DATA PRIVACY

By registering for the electronic voting meeting and/or submitting an instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply 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 member's breach of warranty.

ENQUIRY

Should you have any enquiries prior to the 28th AGM, kindly contact the following individuals during office hours, Monday to Friday, from 9.00 a.m. to 5.30 p.m. (excluding public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Email : is.enquiry@vistra.com

Contact persons

- Mr. Tew Jing Shen
+603-2783 9281; email : Jiang.Shen.Tew@vistra.com
- Puan Azizah Kadir
+603-2783 9260; email : Azizah@vistra.com
- Puan Zakiah Wardi
+603-2783 9287; email : Zakiah@vistra.com