



**STRAITS ENERGY RESOURCES BERHAD**  
Registration No.: 199601040053 (412406-T)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE TO SHAREHOLDERS**

### **EXTRAORDINARY GENERAL MEETING**

**Date** : **Monday, 27 March 2023**

**Time** : **10.00 a.m.**

**Online Meeting Platform** : **TIIH online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia**

### **MODE OF MEETING**

The Extraordinary General Meeting (“**EGM**”) of Straits Energy Resources Berhad (“**Straits**” or the “**Company**”) will be conducted on a fully virtual basis through live streaming and online meeting platform at TIIH Online provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) in Malaysia via Remote Participation and Electronic Voting (“**RPV**”) facilities.

### **ENTITLEMENT TO PARTICIPATE AND VOTE**

Only members whose names appear on the Record of Depositors on **17 March 2023** shall be eligible to participate and vote at the EGM or appoint a proxy(ies) to participate and vote on his/her behalf at this EGM.

### **REMOTE PARTICIPATION AND VOTING (“RPV”)**

Shareholders who wish to participate at the EGM may do so using the RPV facilities to be provided by Tricor. To participate, shareholders are required to register via Tricor’s TIIH Online website at <https://tiih.online> prior to the meeting. Please refer to the “Procedures for RPV” as set out in this Administrative Guide.

### **APPOINTMENT OF PROXY**

1. If a shareholder is unable to participate at the EGM, he/she may appoint his/her proxy(ies) to participate and vote on his/her behalf and indicate the voting instruction in the Proxy Form. Alternatively, the shareholder may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form. Please refer to the “Procedures for RPV” as set out in this Administrative Guide.

## ADMINISTRATIVE GUIDE TO SHAREHOLDERS FOR EGM

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2. A Shareholder who has appointed a proxy or attorney or authorised representative to attend, participate and vote at this EGM via RPV facilities must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to the “Procedures for RPV” as set out in this Administrative Guide.
3. Shareholders who appoint proxies or attorney or authorised representative(s) to participate via RPV facilities in the EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Saturday, 25 March 2023 at 10.00 a.m.**

### 3.1 In hard copy

The Proxy Form shall be deposited at the Share Registrar’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

### 3.2 By electronic means

The Proxy Form can be electronically lodged via Tricor’s TIIH Online website at <https://tiih.online> OR email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). Please refer to procedures for “Electronic Lodgement of Proxy Form” as set out in this Administrative Guide.

## POLL VOTING

1. The voting at the EGM will be conducted by poll in accordance with Rule 8.31(A) (1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. For this purpose, the Company has appointed Tricor as poll administrator to conduct the poll voting electronically and Asia Securities Sdn Bhd as the scrutineers to verify the poll results.
2. Shareholders and proxies can proceed to vote on the resolutions at any time from the commencement of the meeting at 10.00 a.m but before the end of the voting session which will be announced by the Chairman of the meeting.

Please refer to “Procedures for RPV” for guidance on how to vote remotely via TIIH Online.

## SUBMISSION OF QUESTIONS PRIOR TO AND DURING THE EGM

1. Shareholders of the Company may submit questions relating to the resolutions to be tabled for approval at the EGM. The Company will endeavour to address questions that are substantial and relevant during the meeting. If there is time constraint, the responses from the Company will be emailed to the shareholder at the earliest possible, after the meeting.

## ADMINISTRATIVE GUIDE TO SHAREHOLDERS FOR EGM

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2. Shareholders may submit their questions prior to the EGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically **no later than Saturday, 25 March 2023 at 10.00 a.m.**
3. Shareholders may also use the Query Box facility to transmit questions to the Board of Directors via the RPV facilities during live streaming of the EGM. The Board will endeavor to answer the questions received at the EGM.

### REQUEST FOR PRINTED COPY OF THE CIRCULAR

As a shareholder of the Company, you may request for a printed copy of the Circular at <https://tiih.online> by selecting "Request for Circular" under the "Investor Services" or alternatively, you may also make your request through telephone or e-mail to our Share Registrar at the number or e-mail address given below.

We will send it to you by ordinary post as soon as possible upon receipt of your request. However, please consider the environment before requesting for the printed copy of the said documents.

### NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the EGM since the meeting will be conducted on fully virtual basis.

Straits would like to thank all its shareholders for their kind co-operation and understanding.

### PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the EGM remotely using the RPV facilities are to follow the requirements and procedures as summarised below:

|                           | Procedure                           | Action   |
|---------------------------|-------------------------------------|--|
| <b>BEFORE THE EGM DAY</b> |                                     |  |
| (a)                       | Register as a user with TIIH Online | <ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "<b>e-Services</b>". Select "<b>Create Account by Individual Holder</b>". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul> |

**ADMINISTRATIVE GUIDE TO SHAREHOLDERS FOR EGM**


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|                              | <b>Procedure</b>                           | <b>Action</b>   |
|------------------------------|--|---|
| (b)                          | Submit your Request to attend EGM remotely | <ul style="list-style-type: none"> <li>• <b>Registration is open from Tuesday, 7 March 2023 until such time before the voting session ends at the EGM on Monday, 27 March 2023.</b> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to practice the EGM using the RPV.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) STRAITS EGM 2023</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”</li> <li>• Review your registration and proceed to register</li> <li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at 17 March 2023, the system will send you an e-mail after 25 March 2023 to approve or reject your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p> |
| <b>ON THE DAY OF THE EGM</b> |  |   |
| (c)                          | Login to TIIH Online                       | <ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the EGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the EGM on <b>Monday, 27 March 2023 at 10.00 a.m.</b></li> </ul>   |
| (d)                          | Participate through Live Streaming         | <ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) STRAITS EGM 2023</b>” to engage in the proceedings of the EGM remotely.</li> <li>• If you have any question for the Chairman / Board, you may use the query box to transmit your question. The Chairman / Board will endeavor to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>  |

**ADMINISTRATIVE GUIDE TO SHAREHOLDERS FOR EGM**


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|     | <b>Procedure</b>            | <b>Action</b>  |
|-----|-----------------------------|--|
| (e) | Online Remote Voting        | <ul style="list-style-type: none"> <li>• Voting session commences <b>from 10.00 a.m. on Monday, 27 March 2023</b> until a time when the Chairman announces the closure of the voting session of the EGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) STRAITS EGM 2023</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul> |
| (f) | End of remote participation | <ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.</li> </ul>  |

**Note to users of the RPV facilities:**

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the fully virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

|  | Procedure                             | Action  |
|--|---------------------------------------|---|
| <b>i) Steps for individual Shareholders</b>                    |                                       |   |
| a  | Register as a User with TIIH Online   | <ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>   |
| b  | Proceed with submission of Proxy Form | <ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "<b>Straits EGM 2023 :Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>   |
| <b>ii) Steps for corporation or institutional shareholders</b> |                                       |   |
| a.   | Register as a User with TIIH Online   | <ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional shareholder 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 our Share Registrar if you need clarifications on the user registration.)</i></p> |

|      | Procedure   | Action  |
|------|---|---|
| iii) | <b>Steps for corporation or institutional shareholders (cont'd)</b> |   |
| b.   | Proceed with submission of Proxy Form                               | <ul style="list-style-type: none"> <li>• Login to TIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>• Select the corporate exercise name: <b>“Straits EGM 2023: Submission of Proxy Form”</b>.</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIH Online, select corporate exercise name: <b>“Straits EGM 2023: Submission of Proxy Form”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul> |

## ENQUIRY

If you have any enquiries on the above, kindly contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### Tricor Investor & Issuing House Services Sdn Bhd

General Line: +603-2783 9299  
 Fax Number : +603-2783 9222  
 Email : is.enquiry@my.tricorglobal.com

Contact persons:

- Ms. Lim Lay Kiow  
+603-2783 9232 ; email : Lay.Kiow.Lim@my.tricorglobal.com
- Puan Zakiah Wardi  
+603-2783 9287 ; email : Zakiah@my.tricorglobal.com
- Mr. Keith Lim  
+603-2783 9240 ; email : Keith.Lim@my.tricorglobal.com

## PERSONAL DATA PRIVACY

By registering for the remote participation and 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 shareholder’s breach of warranty.