

# ADMINISTRATIVE NOTES – TENTH ANNUAL GENERAL MEETING (FULLY VIRTUAL)

<b>Day, Date and Time</b>	Tuesday, 27 July 2021 at 10.00 a.m.
<b>Venue for the Meeting</b>	<a href="https://web.lumiagm.com">https://web.lumiagm.com</a> (Virtual Meeting Platform), provided and operated by Boardroom Share Registrars Sdn. Bhd., Malaysia.

## MODE OF MEETING

The Company's Tenth Annual General Meeting (“10th AGM”) will be conducted on a fully virtual basis at <https://web.lumiagm.com> (“Virtual Meeting Platform”), provided and operated by Boardroom Share Registrars Sdn. Bhd., Malaysia in view of the COVID-19 outbreak and in line with the revised *Guidance and FAQs on the Conduct of General Meetings for Listed Issuers* issued by the Securities Commission Malaysia on 1 June 2021 which includes any amendments and updates that may be made from time to time.

The venue of the 10th AGM is the Virtual Meeting Platform which is located in Malaysia being the main venue and is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue. For health and safety measures due to COVID-19 pandemic, the 10th AGM will be held fully virtual (online) and shareholders are required to participate through the Virtual Meeting Platform only.

## HOW TO JOIN THE MEETING

### Step 1 – Register/Sign-up as Online User

[Note: The registration/sign-up as online user will be opened on 4 June 2021 and closed at 10.00 a.m. on 26 July 2021]

Register online with Boardroom Smart Investor Portal (for first time registration only) in the manner stated below. Please proceed to Step 2, if you have already registered/signed up with Boardroom Smart Investor Portal earlier.

- Access website <https://investor.boardroomlimited.com/>
- Click <<Login>> and click <<Register>> to sign-up as a user.
- Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Your registration will be verified and approved within one business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 4 June 2021 and closed at 10.00 a.m. on 26 July 2021]

#### Individual Members

- Login to <https://investor.boardroomlimited.com/> using your user ID and password from Step 1 above.
- Select “Corporate Meeting” and browse the Meeting List for Corporate Meeting “**SAPURA ENERGY BERHAD TENTH (10TH) VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the terms and conditions.
- Enter your CDS Account Number and click **submit**.

#### Corporate Shareholders

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of Corporate Representative's or Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

#### Authorised Nominee and Exempt Authorised Nominee

- Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. Authorised Nominee and Exempt Authorised Nominee must also provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

For any of the above request:

- You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.
- Upon system verification against the General Meeting Record of Depositor as at 19 July 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- Please note that the closing time to submit your request is at 10.00 a.m. on 26 July 2021.
- The Login User Guide for participation, posing questions and voting at the 10th AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

### Step 3 – Login to Virtual Meeting Platform (<https://web.lumiagm.com>)

[The quality of the connectivity to the Virtual Meeting Platform for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- The Virtual Meeting Platform will be opened for login starting one (1) hour before the commencement of the 10th AGM at 10.00 a.m. on 27 July 2021.
- Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Platform. (refer to item (e) of step 2 above)
- The steps will also guide you on how to view live web cast, ask questions and vote.
- The live web cast will end and the messaging window will be disabled upon the Chairman announces the closure of the 10th AGM.
- You can then logout from the Virtual Meeting Platform.

## ADMINISTRATIVE NOTES – TENTH ANNUAL GENERAL MEETING (FULLY VIRTUAL)

### VIRTUAL MEETING

- (1) In line with the Malaysian Code on Corporate Governance 2021 Practice 13.3, by conducting a fully virtual Annual General Meeting (“AGM”), this would allow greater participation as it facilitates electronic voting and remote shareholders’/proxies’ participation. With the Virtual Meeting Platform, you may exercise your right as a member/proxy holder of the Company to participate remotely (including to pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the virtual AGM.
- (2) Alternatively, you may also appoint the Chairman as your proxy to attend and vote on your behalf at the virtual AGM.

### PROXY

- (1) Shareholders are encouraged to go online, participate, and vote at the 10th AGM using Virtual Meeting Platform. Shareholders who are unable to join the virtual AGM are encouraged to appoint the Chairman or their proxy to vote on their behalf.
- (2) If you wish to attend the virtual AGM yourself, please do not submit any Form of Proxy. You will not be allowed to attend the virtual AGM together with a proxy appointed by you.
- (3) The Form of Proxy can be deposited with the Share Registrar, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, or by electronic means through Boardroom Smart Investor Portal, not later than forty-eight (48) hours before the Meeting, i.e., no later than 25 July 2021 at 10.00 a.m. Kindly follow the link at <https://investor.boardroomlimited.com/> to login and deposit your Form of Proxy electronically (E-PROXY LODGEMENT).
- (4) **EPROXY LODGEMENT**
  - Access website <https://investor.boardroomlimited.com/>
  - Using your user ID and password from Step 1 above.
  - Go to Corporate Meeting and browse the Meeting List for “**SAPURA ENERGY BERHAD TENTH (10TH) VIRTUAL ANNUAL GENERAL MEETING**.” and click “**Enter**”.
  - Read the terms & conditions and confirm the Declaration.
  - Enter your CDS Account Number and indicate the number of securities.
  - Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
  - Review and confirm your proxy(ies) appointment.
  - Click submit.
  - Download or print the eProxy Form acknowledgment.

### REMOTE PARTICIPATION AND ELECTRONIC VOTING

- (1) Please note that the remote participation and electronic voting is available to:
  - (a) Individual member/proxy(ies);
  - (b) Corporate shareholder;
  - (c) Authorised Nominee; and
  - (d) Exempt Authorised Nominee.
- (2) If you choose to participate in the virtual AGM, you will be able to view a live webcast of the AGM proceedings, pose questions to the Board, and submit your votes.

### VOTING

- (1) The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- (2) The Company has appointed Boardroom Share Registrars Sdn. Bhd. as the poll administrator to conduct the poll by way of electronic voting (“E-Voting”) and SKY Corporate Services Sdn. Bhd. as scrutineers to verify the poll results.

- (3) During the AGM, you may proceed to cast your votes on each of the proposed resolutions to be tabled at the AGM as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.
- (4) For the purposes of this AGM, E-Voting can be carried via personal smart mobile phones, tablets or laptops.
- (5) The Scrutineers will verify the poll results upon the closure of the poll session by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote are successfully carried or not.
- (6) There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:
  - (a) Use QR Scanner Code given to you in the email received after successful registration; OR
  - (b) Go to the website with URL <https://web.lumiagm.com>.

### PROCEDURES DURING VIRTUAL AGM

No recording or photography of the AGM proceeding is allowed without the prior written permission of the Company.

You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

### NO VOUCHER AND DOOR GIFT

There will be no voucher or any door gift for shareholders/proxies who participate in the 10th AGM.

### ANNUAL REPORT

The Annual Report 2021 is available on Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of Sapura Energy Berhad and also at the Company’s website at <https://www.sapuraenergy.com/ar2021/>. Alternatively, you may scan the QR code which is printed on the 10th AGM Notification which was circulated to shareholders on 4 June 2021 (“AGM Notification”) for the Annual Report 2021. No CD-ROM for Annual Report 2021 be provided to shareholders.

### ENQUIRIES

If you have any queries prior to the meeting, please contact the following persons during office hours:

#### Boardroom Share Registrars Sdn. Bhd.

11th Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan, Malaysia

#### Telephone Number

General Line : +603-7890 4700  
Hastini Hassim : +603-7890 4702

#### E-mail Address

[Hastini.Hassim@boardroomlimited.com](mailto:Hastini.Hassim@boardroomlimited.com)

#### Sapura Energy Berhad

Sapura@Mines  
No. 7, Jalan Tasik  
The Mines Resort City  
43300 Seri Kembangan  
Selangor Darul Ehsan, Malaysia

#### Telephone Number

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