



# ADMINISTRATIVE GUIDE

## FOR THE 25<sup>TH</sup> ANNUAL GENERAL MEETING (25<sup>TH</sup> AGM) OF PETRONAS CHEMICALS GROUP BERHAD (THE COMPANY)

The 25<sup>th</sup> AGM of the Company will be conducted virtually in accordance with the revised 'Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers' issued by the Securities Commission Malaysia ("SC's Guidance") on 7 April 2022, as the country entered into the "Transition to Endemic" phase. In this respect, the Company will continue to leverage on technology, to ensure that the 25<sup>th</sup> AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

The date, time and venue for the 25<sup>th</sup> AGM of the Company are as below:

<b>Date</b>	:	<b>Tuesday, 18 April 2023</b>
<b>Time</b>	:	<b>10.00 a.m.</b>
<b>Broadcast Venue</b>	:	<b>Exhibition Hall 8C, Level 4, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia</b>

- The Company will conduct the 25<sup>th</sup> AGM on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting (RPV) facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.'s (Tricor) TIIH Online website at <https://tiih.online>.
- The Broadcast Venue of the 25<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the CA 2016 which requires the Chairman of the Meeting to be present at the main venue of the meeting. No shareholders/proxy(ies) from the public will be physically present at the Broadcast Venue on the day of the meeting.
- Shareholders are to attend, participate, speak (including pose questions to the Board via real time submission of typed text) and vote (collectively referred to as "participate") remotely at this 25<sup>th</sup> AGM via the RPV facilities provided by Tricor via its TIIH Online website at <https://tiih.online>. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 25<sup>th</sup> AGM.

### Remote Participation and Voting

- The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>.
- Shareholders are to participate remotely at the 25<sup>th</sup> AGM using RPV facilities from Tricor.
- Kindly refer to procedures for RPV as set out below for the requirements and procedures.

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### Procedures to Remote Participation and Voting via RPV Facilities

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 25<sup>th</sup> AGM using the RPV facilities:

Before the 25 <sup>th</sup> AGM Day	
Procedure	Action
(i) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one working day and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(ii) Submit your request to attend 25 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. on Friday, 17 March 2023 until the day of 25<sup>th</sup> AGM on Tuesday, 18 April 2023.</b> Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 25<sup>th</sup> AGM to ascertain their eligibility to participate the 25<sup>th</sup> AGM using the RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: "<b>(REGISTRATION) PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM</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 <b>email to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at 12 April 2023, the system will send you an email after 16 April 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>

On the 25 <sup>th</sup> AGM Day	
Procedure	Action
(i) Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 25<sup>th</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of meeting at <b>10.00 a.m. on Tuesday, 18 April 2023.</b></li> </ul>
(ii) Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: (Live Stream Meeting) <b>PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM</b> to engage in the proceedings of the 25<sup>th</sup> AGM 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 try to respond to questions submitted by remote participants during the 25<sup>th</sup> AGM. If there is time constraint, the responses will be published within three working days in the Company's corporate website at <a href="http://www.petronaschemicals.com">http://www.petronaschemicals.com</a> under Investor Relations, after the meeting.</li> </ul>
(iii) Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>10.00 a.m. on Tuesday, 18 April 2023</b> until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: (Remote Voting) <b>PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM</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>
(iv) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 25<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>



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### Note to users of the RPV facilities:

- (i.) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii.) 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.
- (iii.) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### Entitlement to Participate and Appointment of Proxy

- Only members whose names appear on the Record of Depositors as at 12 April 2023 shall be eligible to participate at the 25<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to participate on his/her behalf.
- In view that the 25<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 25<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the 25<sup>th</sup> AGM. You will not be allowed to participate in the 25<sup>th</sup> AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 25<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 16 April 2023 at 10.00 a.m:**
  - (i) In hard copy:
    - (a) By hand or post to the office of Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or
    - (b) By fax at 03-2783 9222 or email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)
  - (ii) By electronic form:
 

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>(i) Steps for Individual Shareholders</b>	
<b>Register as a User with TIIH Online</b>	<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 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</b>	<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>"PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM: SUBMISSION OF PROXY FORM"</b></li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>

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Procedure	Action
<b>(ii) Steps for corporation or institutional shareholders</b>	
<b>Register as a User with TIIH Online</b>	<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 to two working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and reset 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</i></p>
<b>Proceed with submission of Proxy Form</b>	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>"PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM: SUBMISSION OF PROXY FORM"</b></li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for <b>"Submission of Proxy Form"</b> 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>• Login to TIIH Online, select corporate exercise name: <b>"PETRONAS CHEMICALS GROUP BERHAD 25<sup>TH</sup> AGM: 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>

**Voting at Meeting**

- The voting at the 25<sup>th</sup> AGM will be conducted on a poll pursuant to Paragraph 8.29A of the MMLR of Bursa Malaysia. The Company has appointed Tricor to conduct the poll voting electronically (e-voting) via Tricor e-Vote application (Tricor e-Vote App) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 25<sup>th</sup> AGM at 10.00 a.m. Kindly refer to **"Procedures to Remote Participation and Voting via RPV Facilities"** provided above for guidance on how to vote remotely via TIIH Online.

**Voting at Meeting**

- The resolutions proposed at the 25<sup>th</sup> AGM and the results of the voting will be announced at the 25<sup>th</sup> AGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).



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### Pre-Meeting Submission of Questions to the Board of Directors

- The Board recognises that the 25<sup>th</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 25<sup>th</sup> AGM, shareholders may in advance, before the 25<sup>th</sup> AGM, submit questions to the Board via Tricor's TIH Online website at <https://tjih.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than **Sunday, 16 April 2023 at 10.00 a.m.** The Board will endeavour to address the questions received at the 25<sup>th</sup> AGM.
- Alternatively, you may also send your questions for the 25<sup>th</sup> AGM to the following email address:

Investor Relations: [petronaschemicals\\_ir@petronas.com](mailto:petronaschemicals_ir@petronas.com)

### Annual Report

- The Annual Report is available on the Company's corporate website at [www.petronaschemicals.com](http://www.petronaschemicals.com) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.
- You may request for a printed copy of the Annual Report at <https://tjih.online> by selecting "Request for Annual Report" under the "Investor Services".
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

### Enquiry

- If you have any enquiry prior to the meeting, please call Tricor at +603-2783 9299 during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday).