

ADMINISTRATIVE GUIDE

FOR THE EXTRAORDINARY GENERAL MEETING OF
PETRONAS CHEMICALS GROUP BERHAD

Date : Thursday, 29 September 2022
Time : 10.00 a.m.
Broadcast Venue : Exhibition Hall 8C, Level 4, Kuala Lumpur Convention Centre,
Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia

Precautionary Measures Against the Coronavirus Disease (COVID-19)

- The Securities Commission Malaysia had, on 7 April 2022, issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers stating various modes of conducting general meetings as to be aligned with the "Transition to Endemic" phase subject to the requirements under the prevailing and applicable Standard Operating Procedure (SOPs) by Majlis Keselamatan Negara (MKN) and the Ministry of Health (MOH) ("Revised Guidance Note"). The Revised Guidance Note further states that listed issuers are encouraged to continue leveraging technology to conduct their general meetings beyond the Movement Control Order (MCO) in accordance with the recommendation stated under Practice 13.3 of the Malaysian Code on Corporate Governance.
- In line with the Malaysian Government's directive and the Revised Guidance Note, PETRONAS Chemicals Group Berhad ("Company") will conduct its Extraordinary General Meeting ("EGM") 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 EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act, 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 of Directors of PCG ("Board") via real time submission of typed text) and vote (collectively referred to as "participate") remotely at the EGM 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 EGM.
- In view of the uncertainties and the surge in COVID-19 infections, the Company will have to observe the guidelines or new procedures as may be issued by the Malaysian Government from time to time, which may affect the administration of the EGM as set out in this Administrative Guide. If there is any material change required for the proceeding of the EGM, the Company will issue an announcement on the website of Bursa Malaysia Securities Berhad. Please check the Company's corporate website for the latest updates on the status of the EGM.

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 EGM using RPV facilities provided by Tricor.
- Kindly refer to the requirements and procedures for RPV as set out below.

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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 EGM using the RPV facilities:

Before the day of the EGM	
Procedure	Action
<p>i. Register as a user with TIIH Online</p>	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. Register as a user under “e-Services” and select “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one working day and you will be notified via email. • 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.
<p>ii. Submit your request to attend the EGM remotely</p>	<ul style="list-style-type: none"> • Registration is open from 10.00 a.m. on Wednesday, 14 September 2022 until the day of the EGM on Thursday, 29 September 2022. 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 participate in the EGM using the RPV. • Login with your user ID (i.e., email address) and password and select the corporate event: “(REGISTRATION) PETRONAS CHEMICALS GROUP BERHAD EGM” • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • The system will send you an email to notify that your registration for remote participation is received and will be verified. • After verification of your registration against the record of depositors as at 22 September 2022, the system will send you an email after 27 September 2022 to approve or reject your registration for remote participation. <p>Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.</p>

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On the day of the EGM	
Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the EGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the EGM at 10.00 a.m. on Thursday, 29 September 2022.
ii. Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: (Live Stream Meeting) PETRONAS CHEMICALS GROUP BERHAD EGM to engage in the proceedings of the EGM remotely. • 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 EGM. If there is time constraint, the responses will be published within three working days in the Company's corporate website at http://www.petronaschemicals.com under Investor Relations, after the meeting.
iii. Online remote voting	<ul style="list-style-type: none"> • The voting session commences from 10.00 a.m. on Thursday, 29 September 2022 until a time when the Chairman announces the end of the session. • Select the corporate event: (Remote Voting) PETRONAS CHEMICALS GROUP BERHAD EGM or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
iv. End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the conclusion of the EGM, the Live Streaming will end.

Note to users of the RPV facilities:

- (i) Should your registration for the 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 the EGM 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 the Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to tiih.online@my.tricorglobal.com for assistance.

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Entitlement to Participate and Appointment of Proxy

- Only members whose names appear on the record of depositors as at 22 September 2022 shall be eligible to participate at the EGM or appoint a proxy(ies) and/or the Chairman of the Meeting to participate on his/her behalf.
- In view that the EGM 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 EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 27 September 2022 at 10.00 a.m.:**

(i) In hard copy form:

(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

(ii) By electronic form:

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

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. Register as a user under "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user ID (i.e. email address) and password. • Select the corporate event: PETRONAS CHEMICALS GROUP BERHAD EGM – "SUBMISSION OF PROXY FORM". • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(ies) appointment. • Print the Proxy Form for your record.

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Procedure	Action
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". • Complete the registration form and upload the required documents. • Registration will be verified and you will be notified via email within one to two working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <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 Tricor if you need clarifications on the user registration.</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: "PETRONAS CHEMICALS GROUP BERHAD EGM: SUBMISSION OF PROXY FORM" • Read and agree to the Terms & Conditions and Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of your submission for your record.

Voting at the EGM

- The voting at the EGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed Tricor to conduct the poll voting electronically via Tricor's e-Vote application and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolution before the end of the voting session which will be announced by the Chairman of the EGM and submit your votes at any time from the commencement of the EGM 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.

Results of voting

- The resolution proposed at the EGM and the results of voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Securities at www.bursamalaysia.com.

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Pre-Meeting Submission of Questions to the Board

- The Board recognises that the EGM is a valuable opportunity for the Board to engage with the shareholders. In order to enhance the efficiency of the proceedings of the EGM, Shareholders may in advance, before the EGM, submit questions to the Board via Tricor's TIH Online website at <https://tiah.online>, by selecting "e-Services" to login, post your questions and submit it electronically no later than **Tuesday, 27 September 2022 at 10.00 a.m.** The Board will endeavour to address the questions received at the EGM..
- Alternatively, you may also send your questions for the EGM to the following email address:

Investor Relations: petronaschemicals_ir@petronas.com

EGM Documents

- The EGM Documents are available on the Company's corporate website at www.petronaschemicals.com and Bursa Securities' website at www.bursamalaysia.com under the Company's announcements.
- You may request for a printed copy of the EGM Documents at <https://tiah.online> by selecting "Request for EGM Documents" under "Investor Services".
- Kindly consider the environment before you decide to request for the printed copy of the EGM Documents. The environmental concerns such as global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

No Door Gift or e-Voucher or Food Voucher

- There will be no door gift, e-voucher or food voucher given at this EGM.

Documents Available For Inspection

- Copies of the documents stated in the Circular are available for inspection at our registered office at Tower 1, PETRONAS Twin Towers, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia from Monday to Friday (except public holidays) from the date of the Circular up to and including the date of EGM.
- You may send your request for the inspection of documents to the following email address:

Investor Relations: petronaschemicals_ir@petronas.com

Enquiry

- If you have any enquiry prior to the EGM, 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).

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