

ADMINISTRATIVE GUIDE FOR THE 41ST ANNUAL GENERAL MEETING (AGM) OF PETRONAS GAS BERHAD (THE COMPANY)

Date : Tuesday, 23 April 2024

Time : 10.00 a.m.

Broadcast Venue : Meeting Rooms 401 - 402, Level 4, Kuala Lumpur Convention Centre, Kuala Lumpur City Centre, 50088 Kuala Lumpur, Malaysia



- The Company will conduct the 41st AGM on a virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting (RPEV) facilities which are available on Boardroom website at <https://investor.boardroomlimited.com>.
- The Broadcast Venue of the 41st AGM 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 via real time submission of typed texts) and vote (collectively referred as "participate") remotely at this 41st AGM via the RPEV facilities provided by Boardroom via Boardroom Smart Investor Portal (BSIP) at <https://investor.boardroomlimited.com>. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 41st AGM.

REMOTE PARTICIPATION AND VOTING

- The RPEV facilities are available on BSIP at <https://investor.boardroomlimited.com>.
- Shareholders are to participate remotely at the 41st AGM using RPEV facilities from Boardroom.
- Kindly refer to Procedures for RPEV as set out below for the requirements and procedures.

PROCEDURES TO REMOTE PARTICIPATION AND ELECTRONIC VOTING VIA RPEV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 41st AGM using the RPEV facilities:

Before the 41st AGM Day

STEP 1: REGISTER ONLINE WITH BSIP

Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.

(Only for first time BSIP users)

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to BSIP at <https://investor.boardroomlimited.com>

Individual Account

(For Shareholder & Proxy)

- Click Register to sign up for a user account and select the correct account type "Sign up as Individual".
- Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.
- Click Sign Up.

[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]

Corporate Account

(For Representative of Corporate Holder or Authorised Nominees)

- Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder".
- Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the **completed authorisation letter**.
- Click Sign Up.

[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]

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- (c) You will receive an email from Boardroom for email address verification. Click "**Verify Email Address**" from the email received to continue with the registration process.
- (d) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click "**Enter**" to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

STEP 2: SUBMIT REQUEST FOR RPEV (APPLICABLE FOR INDIVIDUAL ACCOUNT ONLY)

The registration for RPEV will open from Friday, 22 March 2024 at 10.00 a.m. until the day of the 41st AGM on Tuesday, 23 April 2024.

For Individual account only

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP above.]
- (d) Click "**Meeting Event**" and select "**PETRONAS GAS BERHAD 41st ANNUAL GENERAL MEETING**" from the list of companies and click "**Enter**".
- (e) Go to "**VIRTUAL**" and click on "**Register for RPEV**".
- (f) Check the box to register for RPEV and enter your 9 digits CDS account number.
- (g) Read and check the box to accept the Terms & Conditions, then click "**Register**".
- (h) You will receive a notification that your RPEV registration has been received and pending verification.
- (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at **16 April 2024** you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

Appointment of Proxy

- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be deposited with Boardroom not less than 48 hours before the time appointed for holding the AGM or adjourned general meeting at which the person named in the appointment proposes to vote:
 - (i) In hard copy form
In the case of an appointment made in hard copy form, the proxy form must be deposited with:
 - (a) Boardroom Share Registrars Sdn. Bhd., 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor; or
 - (b) email to bsr.helpdesk@boardroomlimited.com
- If Members wish to submit their Proxy Form electronically via BSIP, please refer to the procedures for electronic lodgement of Proxy Form as follows:

For Individual Shareholders, Corporate Shareholders

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP above.]
- (d) Click "**Meeting Event**" and select "**PETRONAS GAS BERHAD 41st ANNUAL GENERAL MEETING**" from the list of companies and click "**Enter**".

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By Shareholder and Corporate Holder

- Select the Company that you are representing - for **Corporate Account user only**.
- Go to **"PROXY"** and click on **"Submit eProxy Form"**.
- Click on **"Submit eProxy Form"**
- Enter your 9 digits CDS account number and number of securities held.
- Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.
- Read and accept the Terms and Conditions and click **"Next"**.
- Enter the required particulars of your proxy/proxies.
- Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.
- Review and confirm your proxy/proxies appointment and click **"Submit"**.
- Download or print the eProxy Form as acknowledgement.

By Nominees Company

- Select the Nominees Company that you are representing.
- Go to **"PROXY"** and click on **"Submit eProxy Form"**.
- Click on **"Download Excel Template"** to download.
- Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.
- Proceed to upload the duly completed excel file.
- Review and confirm your proxy/proxies appointment and click **"Submit"**.
- Download or print the eProxy form as acknowledgement.

Please note that the closing date and time to submit your proxy/proxies form is by **Sunday, 21 April 2024 at 10.00 a.m.**

On The Day of The AGM

STEP 3: LOGIN TO BOARDROOM MEETING PORTAL

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to BSIP at <https://investor.boardroomlimited.com>
- Login your BSIP account with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP above.]
- Meeting platform will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the AGM at 10:00 a.m. on 23 April 2024.
- Click into **"Meeting Event"** and go to **"PETRONAS GAS BERHAD 41st ANNUAL GENERAL MEETING"** and then click **"Join Live Meeting"** to join the proceedings of the AGM remotely.
If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 9:00 a.m. on 23 April 2024.
- Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

Important Notes:

- The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.*
- Recommended requirement for live webcast:*
 - Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.*
 - Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.*
 - Device with working and good quality speakers.*
- You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.*

Entitlement to Participate and Vote

- Only shareholders whose names appear on the General Meeting ROD as at 16 April 2024 shall be eligible to participate at the AGM.
- If a shareholder is unable to participate at the AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the AGM, they must not submit a Proxy Form. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

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Revocation of Proxy

If a shareholder has submitted his/her proxy form prior to the AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the AGM. Please find the below step for revocation on eProxy form or physical proxy form:

eProxy Form	Physical Proxy Form
<ul style="list-style-type: none">Go to “Meeting Event” and select “PETRONAS GAS BERHAD 41ST ANNUAL GENERAL MEETING” from the list of companies and click “Enter”.Go to “PROXY” and click on “Submit Another eProxy Form”.Go to “Submitted eProxy Form List” and click “View” for the eProxy form.Click “Cancel/Revoke” at the bottom of the eProxy form.Click “Proceed” to confirm.	<ul style="list-style-type: none">Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, shareholders should advise their proxy/proxies accordingly.

SUBMISSION OF QUESTIONS

Prior to the AGM

Members and proxies may submit questions before the AGM to the Chairman or the Board of Directors via BSIP at <https://investor.boardroomlimited.com> **no later than Sunday, 21 April 2024 at 10:00 a.m.** Click “**Submit Question**” after selecting “**PETRONAS GAS BERHAD 41ST ANNUAL GENERAL MEETING**” from “**Meeting Event**” to submit your questions.

During the AGM

If you have any questions for the Chairman or the Board of Directors, you may use the messaging window facility by clicking the messaging icon within the Boardroom Meeting Portal to submit your questions. The messaging window facility will open one (1) hour before the commencement of the AGM which is on 23 April 2024 at 10:00 a.m. and will remain open until such time that the Chairman announces the closure of the Q&A session. The Chairman or the Board of Directors will endeavour to address all questions received in relation to the AGM.

VOTING AT MEETING

- The voting at the 41st AGM will be conducted by way of poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (Bursa Malaysia). The Company has appointed Boardroom to conduct the poll voting electronically (e-voting) via BSIP and Scrutineer Solutions 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 41st AGM at 10.00 a.m. Kindly refer to “**Procedures to Remote Participation and Voting via RPEV Facilities**” provided above in order to participate remotely via RPEV.

RESULTS OF THE VOTING

- The resolutions proposed at the 41st AGM and the results of the voting will be announced at the 41st AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

ANNUAL REPORT

- The Annual Report is available on the Company's corporate website at www.petronas.com/pgb and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.
- You may request for a printed copy of the IR2023 and GFR2023 at <https://investor.boardroomlimited.com> by selecting “**Request for Annual Report**” under the “**Investor Services**” after logged in to BSIP.
- 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 enquiries relating to the Boardroom Meeting Portal or proxy appointment prior to the AGM, or encounter any technical issues with participating in the virtual AGM, please contact Boardroom during office hours from Monday to Friday, 8:30 a.m. to 5:30 p.m. (except for public holidays):

Boardroom Share Registrars Sdn. Bhd.

General Line : +603 7890 4700
Fax number : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com