

ADMINISTRATIVE GUIDE

FOR THE EXTRAORDINARY GENERAL
MEETING (EGM)

**Hibiscus Petroleum Berhad
(HPB or the Company)**

Registration Number: 200701040290 (798322-P)

Date	:	Tuesday, 3 November 2020
Time	:	9.30 a.m.
Meeting Platform	:	https://tiih.online
Broadcast Venue	:	Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia
Mode of Communication	:	Members/proxies may attend, speak (in the form of real time submission of typed texts) and vote at the EGM using the Remote Participation and Voting (RPV) facilities as detailed below

1. **MODE OF MEETING**

In view of the COVID-19 outbreak and as part of the safety measures, the Extraordinary General Meeting (EGM) will be conducted on a **fully virtual basis through live streaming from the Broadcast Venue and online remote voting**. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, which was subsequently revised on 15 July 2020, including any amendment(s) that may be made from time to time.

The Broadcast Venue 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. Member(s) or proxy(ies) or attorney(s) or authorised representative(s) **WILL NOT BE ALLOWED** to attend the EGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our EGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the EGM. The Company will continue to observe the applicable guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

2. **REMOTE PARTICIPATION AND VOTING FACILITIES (RPV)**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the EGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (Tricor) via its **TIIH Online** website at <https://tiih.online>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this EGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

Please refer to Procedure for RPV.

As the EGM is a fully virtual EGM, shareholders who are unable to participate in this EGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

3. General Meeting Record of Depositors

Only depositors whose names appear on the Record of Depositors as at **23 October 2020** shall be entitled to register and participate in the meeting or appoint proxy or proxies to participate and/or vote on their behalf.

4. Pre-Meeting Submission of Questions to the Board of Directors

In order to enhance the efficiency of the proceedings of the EGM, members or proxies may submit questions in advance via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose the questions and submit electronically not later than **Sunday, 1 November 2020 at 9.30 a.m.** or use the query box to transmit questions via RPV facilities during live streaming of the EGM. The Board of Directors will endeavour to respond to the relevant questions at the EGM.

5. Proxy

If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions therein.

For members who are individual persons, the appointment of a proxy may be made in hard copy form or by electronic means.

For members who are not individual persons (e.g. corporate member, exempted authorised nominee, etc.), the appointment of a proxy **MUST** be made in hard copy form only.

Proxy Forms must be submitted in the following manner, not less than forty-eight (48) hours before the time appointed for holding this EGM or adjourned meeting provided that in the event the member(s) duly executes the Form of Proxy but does not name any proxy, such member(s) shall be deemed to have appointed the Chairman of the meeting as his/their proxy, provided always that the rest of the Form of Proxy, other than the particulars of the proxy has been duly completed by the member(s):

- i) In hard copy form (applicable for all members)
 - (a) To be valid, the Form of Proxy duly signed and completed must be deposited at the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd, 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.
 - (b) In the case of an individual, the Form of Proxy shall be signed by the appointor or by his attorney. If the appointor is a corporation, the Form of Proxy must be executed under its common seal or under the hands of a duly authorised officer or attorney.

- (c) If the Form of Proxy is signed under the hands of an appointor or his duly authorised attorney, it should be accompanied by a statement reading “signed as authorised officer under Authorisation Document which is still in force, no notice of revocation having been received”. If the Form of Proxy is signed under the hands of an attorney duly appointed under a power of attorney, it should be accompanied by a statement reading “signed under Power of Attorney which is still in force, no notice of revocation having been received”. A copy of the Authorisation Document or the Power of Attorney, which should be valid in accordance with the laws of the jurisdiction in which it was created and is exercised, should be enclosed in the Form of Proxy.
- ii) Via Tricor Online System (TIIH Online) (applicable for members who are individual persons only). The Proxy Form can be electronically submitted via TIIH Online at <https://tiih.online>. Please follow the procedures set out under item 9 for Electronic Lodgement of Proxy Form in this Administrative Guide.

Members are requested to provide their mobile handphone numbers as well as the mobile handphone numbers of their proxies in the Proxy Forms in the event Tricor needs to contact the members/proxies.

The last date and time for the deposit/electronic submission of the Proxy Forms is Sunday, 1 November 2020 at 9.30 a.m..

The following corporate member may participate at the EGM via RPV provided the relevant document is deposited at the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd., 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, Malaysia not later than Sunday, 1 November 2020 at 9.30 a.m..

Item	Corporate Member	Document
(i)	Corporate Member who wishes to appoint a Corporate Representative to participate at the EGM via RPV.	Original certificate of appointment of corporate representative.
(ii)	Nominee Company registered as a member, the beneficial owner of the shares under a Nominee Company’s CDS account who wishes to participate at the EGM via RPV.	Duly completed original Proxy Form (please refer to item 5 of this Administrative Guide for the manner of executing the Proxy Form).

The appointed proxy/Corporate Representative/proxy of Nominee Company must register himself/herself for RPV at TIIH Online website via <https://tiih.online>.

For further details, please refer to the Procedures for RPV (before the EGM day and on the day of the EGM).

6. Revocation of Proxy

If a Member submits a Proxy Form appointing his/her proxy, the proxy appointment can be revoked should the Member decide to personally participate at the EGM of the Company via RPV. Please contact the persons stated under item 12 of the “Enquiry” section below not later than **Sunday, 1 November 2020 at 9.30 a.m.** to request for proxy revocation. However, if a Member who has registered to participate via RPV for the EGM subsequently wishes to appoint his/her proxy to participate on his/her behalf, please contact the persons stated under item 12 of the “Enquiry” section below and deposit the duly signed and completed proxy form not later than **Sunday, 1 November 2020 at 9.30 a.m.**

7. Poll Voting

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the EGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives can proceed to vote on the resolutions at any time from the commencement of the EGM at 9.30 a.m. on Tuesday, 3 November 2020 until the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item 8 below for the Procedures for RPV for guidance on how to vote remotely from TIIH Online website.

Upon completion of the voting session for the EGM, the scrutineers will verify the poll results followed by the Chairman’s declaration of the results.

8. Procedures of RPV

Item	Procedure	Action
Before the day of EGM		
1	Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. 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 of TIIH Online, you are not required to register again. You will receive an email from Tricor to notify you that remote participation for the EGM is available for registration on TIIH Online.
2	Submit your request	<ul style="list-style-type: none">Registration is open from Monday, 12 October 2020 until the day of the EGM on Tuesday, 3 November 2020. Member(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 the EGM using the RPV.Login with your user ID and password and select the corporate event: “(REGISTRATION) HPB EGM”.

		<ul style="list-style-type: none"> • 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. • System will send an e-mail 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 23 October 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p>(Note: Please ensure to allow sufficient time for the process for approval as a new user of TIIH Online and for the registration for RPV in order to login to TIIH Online and participate at the EGM remotely).</p>
On the day of the EGM (3 November 2020)		
3	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. 30 minutes before the commencement of the EGM on Tuesday, 3 November 2020 at 9.30 a.m.
4	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the Corporate event: “(LIVE STREAM MEETING) HPB EGM” to engage in the proceeding of the EGM remotely. • If you have any question(s) for the Chairman/Board, you may use the query box to transmit your question(s). • If time permits, the Chairman/Board will try to respond to those relevant questions relating to the business to be discussed at the EGM which are submitted by remote participants during the EGM. You are encouraged to submit questions before the EGM as priority will be given to questions submitted before the EGM – see “Pre-Meeting Submission of Questions to the Board of Directors”.
5	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 9.30 a.m. on Tuesday, 3 November 2020 until a time when the Chairman announces the completion of the voting session of the EGM. • Select the corporate event: “(REMOTE VOTING) HPB EGM” or if you are on the live stream meeting page,

		<p>you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</p> <ul style="list-style-type: none"> • 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.
6	End of Remote Participation	<ul style="list-style-type: none"> • Upon the declaration of the poll results and announcement by the Chairman on closure of the EGM, the live streaming will end.

Note to users of the RPV:

1. *Should your application to join the meeting be approved, we will allow you 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 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 011-4080 5616/011-4080 3168/011-4080 3169/011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.*

9. Electronic Lodgement of Proxy Form

The procedures to lodge your Proxy Form electronically via Tricor’s TIIH Online website are summarised below:

Item	Procedure	Action
(i)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please do 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.
(ii)	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 name (i.e. email address) and password. • Select the corporate event: “Submission of Proxy Form”.

		<ul style="list-style-type: none"> • Read and agree to the Terms & Conditions and confirm the Declaration • Insert your CDS account number and indicate the number of shares for your proxy/proxies to vote on your behalf. • Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint Chairman of the Meeting as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy/proxies appointment. • Print proxy/proxies form for your record.
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10. No Recording or Photography

No recording or broadcasting of the EGM proceedings is allowed without the prior written permission of the Company.

11. Food Voucher and Door Gift

There will be no distribution of food voucher or door gift to members/proxy/proxies.

12. Enquiry

If you have any enquiry prior to the EGM, please contact the following officers during office hours from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays):

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 :

1. En Zulhafri Bin Abdul Rahman

Tel : + 603-2783 9289

Email : Zulhafri@my.tricorglobal.com

2. Mr Cheng Kang Shaun

Tel : +603-2783 9241

Email : Kang.Shaun.Cheng@my.tricorglobal.com

3. En Ahmad Syafiq

Tel : +603-2783 9248

Email : Ahmad.Syafiq@my.tricorglobal.com