



## **HIBISCUS PETROLEUM BERHAD**

Registration Number : 200701040290 (798322-P)  
(Incorporated in Malaysia)

### **ADMINISTRATIVE GUIDE FOR THE 13<sup>TH</sup> ANNUAL GENERAL MEETING (AGM)**

The 13<sup>th</sup> AGM of Hibiscus Petroleum Berhad (Hibiscus Petroleum or the Company) will be held on a virtual basis through live streaming on an online meeting platform.

The date, time and venue for the 13<sup>th</sup> AGM of the Company are as follows:

- Day, Date and Time : Tuesday, 5 December 2023 at 9.30 a.m.
- Meeting Platform : <https://tiih.online>
- Broadcast Venue : Tricor Business Centre, Gemilang 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 and proxies have the option to remotely attend, participate, speak (in the form of real-time submission of typed texts) and vote (collectively referred to as 'participate') during the 13<sup>th</sup> AGM using the Remote Participation and Voting facilities (RPV).

#### **1. MODE OF MEETING**

The 13<sup>th</sup> AGM of the Company will be held virtually, utilising live streaming and online remote voting through RPV which is accessible on Tricor Investor & Issuing House Services Sdn Bhd (Tricor)'s TIIH Online website at <https://tiih.online>.

For the purpose of complying with Section 327(2) of the Companies Act 2016, the Chair of the meeting shall be present at the Broadcast Venue for the 13<sup>th</sup> AGM to chair the meetings. Shareholders and proxies are **NOT** to be physically present at the Broadcast Venue on the meeting day.

Shareholders are to participate remotely at the 13<sup>th</sup> AGM through the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>. Alternatively, shareholders have the option to appoint proxy(ies) to represent and vote on their behalf during the 13<sup>th</sup> AGM.

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

Guidelines for Remote Participation:

- The RPV are accessible on Tricor's TIIH Online website at <https://tiih.online>.
- Shareholders are required to participate remotely at the 13<sup>th</sup> AGM using the RPV provided by Tricor.
- Please refer to the procedures outlined below for the necessary requirements and instructions regarding RPV.

## 3. PROCEDURES OF RPV

Kindly read and adhere to the procedures outlined below to participate remotely through live streaming and online remote voting during the 13<sup>th</sup> AGM using the RPV:

Item	Procedure	Action
<b>Before the day of the 13<sup>th</sup> AGM (Prior to 5 December 2023)</b>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• To get started, please visit the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Register as a user by selecting the <b>"Sign up"</b> button under <b>"e-Services"</b>, followed by <b>"Create Account by Individual Holder"</b>.</li></ul> <p>If you require assistance, please refer to the tutorial guide posted on the homepage.</p> <ul style="list-style-type: none"><li>• Upon registration, your user account approval will take one working day and you will be notified via email.</li><li>• If you are already a user of TIIH Online, there is no need to register again. Tricor will send you an email to inform you that remote participation for the 13<sup>th</sup> AGM is available for registration on TIIH Online.</li></ul>

Item	Procedure	Action
2.	Submit your request	<ul style="list-style-type: none"> <li>• <b>Registration is open from Tuesday, 31 October 2023</b>, until the day of the 13<sup>th</sup> AGM on Tuesday, 5 December 2023. Members, proxies, corporate representatives or attorneys are required to pre-register their attendance for the 13<sup>th</sup> AGM to confirm eligibility for participation using RPV.</li> <li>• Login using your user ID and password, then select the corporate event: <b>“(REGISTRATION) HIBISCUS PETROLEUM BERHAD 13<sup>TH</sup> AGM”</b>.</li> <li>• Carefully review and agree to the provided Terms and Conditions and confirm the Declaration.</li> <li>• Select <b>“Register for Remote Participation and Voting”</b>.</li> <li>• Review your registration details and proceed with the registration.</li> <li>• An email will be sent to confirm receipt of your registration for remote participation, which will undergo verification.</li> <li>• Upon verification of your registration against the Record of Depositors as of 27 November 2023, an email will be sent to approve your remote participation registration. This email will detail the RPV procedures. If your registration is not approved, you will also receive an email notification.</li> </ul>
		<p><b>Please be advised that you will receive one email upon registering for the 13<sup>th</sup> AGM.</b></p> <p>(Note: For those who are new users of TIIH Online and intend to register for RPV, please ensure to allocate sufficient time for the approval process. This is necessary to ensure successful login to TIIH Online and participation in the 13<sup>th</sup> AGM).</p>
<b>On the day of the 13<sup>th</sup> AGM (5 December 2023)</b>		
3.	Login to TIIH Online	Login using your user ID and password for remote participation at the 13 <sup>th</sup> AGM, starting 1 hour before the meeting time on Tuesday, 5 December 2023 i.e. from 8.30 a.m. for the 13 <sup>th</sup> AGM.

Item	Procedure	Action
4.	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the Corporate event: “<b>(LIVE STREAM MEETING) HIBISCUS PETROLEUM BERHAD 13TH AGM</b>” to participate in the proceedings of the 13<sup>th</sup> AGM remotely.</li> <li>• Should you have any question(s) for the Chair of the meeting/the Board, you may utilise the Query Box to submit your question(s).</li> <li>• If time permits, the Chair of the meeting/the Board will try to address those relevant questions related to the agenda of the 13<sup>th</sup> AGM submitted by remote participants during the 13<sup>th</sup> AGM as priority will be accorded to those received before the meeting – Please refer to <b>PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS</b> specified under item 10 of this Administrative Guide.</li> </ul> <p>In cases where time constraints prevented some questions from being addressed during the 13<sup>th</sup> AGM, the Company will publish responses at the FAQs section of our corporate website at <a href="https://www.hibiscuspetroleum.com">https://www.hibiscuspetroleum.com</a> as soon as possible.</p>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>• The voting session will commence at <b>9.30 a.m.</b> for the 13<sup>th</sup> AGM on <b>Tuesday, 5 December 2023</b> until a time when the Chair of the meeting announces the completion of the voting session of the 13<sup>th</sup> AGM.</li> </ul>
		<ul style="list-style-type: none"> <li>• Select the corresponding corporate event: “<b>(REMOTE VOTING) HIBISCUS PETROLEUM BERHAD 13<sup>TH</sup> AGM</b>”. Alternatively, 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>• Carefully read and agree to the provided Terms and Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions slated for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
6.	End of Remote Participation	<ul style="list-style-type: none"> <li>• Following the declaration of the poll results and the Chair’s announcement on closure of the 13<sup>th</sup> AGM, the live streaming will be concluded.</li> </ul>

Note to the RPV Users:

- (i) *If your request to participate in the 13<sup>th</sup> AGM is approved, you will be granted access to the live-streamed meeting and the opportunity to vote remotely. Your TIIH Online login on the day of the 13<sup>th</sup> AGM will indicate your virtual presence at the 13<sup>th</sup> AGM.*
- (ii) *Please note that the quality of your live broadcast connection relies on the internet bandwidth and stability at your location, as well as the device you are using.*
- (iii) *If you encounter any issues with logging in, connecting to the live-streamed meeting or online voting, please reach out to the Tricor Help Line at 011-4080 5616, 011-4080 3168, 011-4080 3169, or 011-4080 3170 for assistance. You can also email [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for support.*

#### **4. PARTICIPATION ELIGIBILITY**

Only members whose names are listed on the Record of Depositors as of 27 November 2023 shall be eligible to register, participate in the 13<sup>th</sup> AGM or designate proxy or proxy(ies) to participate and/or vote on their behalf.

Given that the 13<sup>th</sup> AGM will be held virtually, a member has the option to designate the Chair of the meeting as his/her proxy and convey voting instructions in the Form of Proxy.

#### **5. APPOINTMENT OF PROXY**

If you wish to participate in the 13<sup>th</sup> AGM personally, please do not submit any Form of Proxy for the meeting. It is important to note that you will not be permitted to participate in the 13<sup>th</sup> AGM alongside a proxy you have appointed.

If you are unable to attend the 13<sup>th</sup> AGM, you are encouraged to appoint a proxy or designate the Chair of the meeting as your proxy. Please ensure to provide the voting instructions in the Form of Proxy, adhering to the provided guidelines and instructions.

For members who opt to appoint a proxy, this can be done either by using a hard copy form or via electronical means.

The proxy appointment must be deposited with Tricor not less than forty-eight (48) hours before the meeting's holding time.

The last date and time for submitting the Form of Proxy for the 13<sup>th</sup> AGM is Sunday, 3 December 2023 at 9.30 a.m.

In cases where a member duly completes the Form of Proxy but does not specify a proxy, it will be considered that the Chair of the meeting has been appointed as their proxy, provided the rest of the Form of Proxy, except for proxy details, has been duly filled by the member.

To facilitate the proxy appointment process, kindly follow the guidelines provided below for the submission of the Form of Proxy:

(a) In hard copy form

In the case of an appointment made in hard copy form, the completed Form of Proxy must be deposited with:

(i) **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,  
Malaysia.

or alternatively

(ii) **Tricor's Customer Service Centre at:**

Unit G-3, Ground Floor, Vertical Podium,  
Avenue 3, Bangsar South,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur,  
Malaysia.

(b) By electronic means

The Form of Proxy can be electronically submitted with Tricor via TIH Online at <https://tiah.online>.

Kindly refer to item 6 of this Administrative Guide for the procedures regarding electronic lodgement.

### **Guidelines for Completing the Form of Proxy**

If the Form of Proxy is signed under the hands of an appointor or his duly authorised attorney (or if the appointor is a corporation, the Form of Proxy must be executed under its common seal or under the hands of an officer or attorney duly authorised), 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.

## Contact Information in the Form of Proxy: Members and Proxy(ies)

Please include your mobile phone number, as well as the mobile phone numbers of your proxies, in the Form of Proxy. This information will be used by Tricor to reach out to you or your proxies if necessary.

## 6. PROCEDURES FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

The steps for electronically submitting your Form of Proxy through Tricor's TIIH Online website are outlined below:

Procedure	Action
<b>i. For Individual Shareholders</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• To get started, please visit the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Register as a user under the "e-Services" by selecting "<b>Create Account by Individual Holder</b>".</li><li>• Please refer to the tutorial guide on the homepage for assistance.</li><li>• If you are already a TIIH Online user, there is no need to register again.</li></ul>
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• After the Company releases the Notice of the 13<sup>th</sup> AGM, login with your user name (email address) and password.</li><li>• Select "<b>HIBISCUS PETROLEUM BERHAD 13<sup>TH</sup> AGM – SUBMISSION OF PROXY FORM</b>".</li></ul>
	<ul style="list-style-type: none"><li>• Carefully read and agree to the Terms and Conditions and confirm the Declaration.</li><li>• Provide your CDS account number and specify the number of shares for which your proxy(ies) will vote on your behalf.</li><li>• Appoint your proxy(ies) and input the required details or appoint the Chair of the meeting as your proxy.</li><li>• Indicate your voting instructions as FOR or AGAINST, or allow your proxy(ies) to decide your vote if not specified.</li><li>• Review and confirm your proxy(ies) appointment.</li><li>• Print Form of Proxy for your records.</li></ul>

Procedure	Action
<b>ii. For Corporation or Institutional Shareholders</b>	
(a)	<p>Register as a user with TIIH Online</p> <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, selects <b>“Create Account by Representative of Corporate Holder”</b> for the authorised or nominated representative of the corporation or institutional shareholder.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Verification will take place and you will receive an email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account using the temporary password from the email and reset your own password.</li> </ul> <p>Note: The corporation’s or institutional shareholder’s representative must register as a user following the steps above before subscribing to electronic proxy submission.</p> <p>For any registration clarifications, please contact the persons mentioned in the <b>ENQUIRY</b> section below.</p>
(b)	<p>Proceed with submission of Form of Proxy</p> <ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select <b>“HIBISCUS PETROLEUM BERHAD 13<sup>TH</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Carefully review and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Download the <b>“SUBMISSION OF PROXY FORM”</b> file format following the provided Guidance Note.</li> <li>• Prepare the proxy appointment file with the necessary data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login again, select corporate event and proceed to upload the completed proxy appointment file.</li> <li>• Select <b>“Submit”</b> to finalise your submission.</li> <li>• Print the confirmation report for your record.</li> </ul>



## 7. GUIDELINES FOR CORPORATE MEMBER RPV PARTICIPATION

Corporate members seeking to participate in the 13<sup>th</sup> AGM via RPV must submit the relevant required document (Required Document) at the following designated locations:

Item	Corporate Member	Required Document
i.	Corporate member wishing to appoint a corporate representative for participation at the 13 <sup>th</sup> AGM via RPV.	Original certificate of appointment of corporate representative.
ii.	Nominee company registered as a member, with the beneficial owner of the shares under a nominee company's CDS account, seeking participation at the 13 <sup>th</sup> AGM via RPV.	Duly completed original Form of Proxy (please refer to item 5 of this Administrative Guide for the manner of executing the Form of Proxy).

### Designated Locations

(i) **The Company's Share Registrar (Tricor):**

Unit 32-01, Level 32, Tower A,  
Vertical Business Suite, Avenue 3,  
Bangsar South,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur,  
Malaysia.

or alternatively

(ii) **Tricor's Customer Service Centre:**

Unit G-3, Ground Floor,  
Vertical Podium, Avenue 3,  
Bangsar South,  
No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur,  
Malaysia.

The required deposition should be completed not later than forty-eight (48) hours prior to the 13<sup>th</sup> AGM or adjourned meeting i.e. by Sunday, 3 December 2023 at 9.30 a.m.

**The designated proxy/corporate representative/proxy of nominee company must complete their registration for RPV on the TIIH Online website via <https://tiah.online> in order to facilitate their participation in the meetings.**

For a more comprehensive understanding, kindly refer to the **PROCEDURES OF RPV** detailed under item 3 of this Administrative Guide (prior to the day of the 13<sup>th</sup> AGM and on the respective day of the 13<sup>th</sup> AGM).

## 8. REVOCATION OF PROXY

In the event that a member submits a Form of Proxy appointing a proxy, the appointment can be revoked if the member decides to personally participate at the 13<sup>th</sup> AGM of the Company via RPV. To revoke the proxy appointment, please get in touch with the Share Registrar (contact details as specified under item 13 of the **ENQUIRY** section below). This should be done no later than forty-eight (48) hours before the 13<sup>th</sup> AGM (i.e. by Sunday, 3 December 2023 at 9.30 a.m. for the 13<sup>th</sup> AGM or adjourned meeting, if applicable).

However, if a member who has already registered to participate via RPV at the 13<sup>th</sup> AGM later wishes to appoint a proxy to participate on their behalf, please reach out to the contacts mentioned under item 13 of the **ENQUIRY** section below.

Additionally, please ensure to submit the duly signed and completed Form of Proxy no later than forty-eight (48) hours before the meeting (i.e. by 9.30 a.m. on Sunday, 3 December 2023 for the 13<sup>th</sup> AGM or the adjourned meeting, if applicable).

## 9. POLL VOTING

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 13<sup>th</sup> AGM will be put to vote by way of poll. Tricor has been appointed as Poll Administrator to oversee the electronic voting (e-voting) process, while the independent scrutineers will be appointed to ensure the accuracy of the poll results.

Members, proxies and corporate representatives may proceed to vote on the resolutions during the 13<sup>th</sup> AGM and the period of voting will continue until the end of the voting session, as determined by the Chair of the meeting. Kindly refer to item 3 above for the **PROCEDURES OF RPV** for guidance on remote voting via the TIIH Online website.

Upon conclusion of the voting session for the 13<sup>th</sup> AGM, the independent scrutineers will validate the poll results for the meeting. Following this, the Chair of the meeting will proceed to announce the final declaration of the results.

## 10. PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

To enhance the meeting's efficiency, shareholders have the option to submit questions to the Board before the 13<sup>th</sup> AGM. This can be done via Tricor's TIIH Online website at <https://tiih.online>.

To proceed, please log in to "**e-Services**", post your questions and electronically submit them no later than forty-eight (48) hours before the 13<sup>th</sup> AGM by Sunday, 3 December 2023 at 9.30 a.m.

Our Board will endeavour to address these questions, which are relevant to the 13<sup>th</sup> AGM, during the 13<sup>th</sup> AGM session.

If due to time constraints, certain questions cannot be addressed during the 13<sup>th</sup> AGM, the Company will provide answers by publishing them in the FAQs section of our corporate website: <https://www.hibiscuspetroleum.com>.

## **11. PROHIBITION ON RECORDING AND PHOTOGRAPHY**

Recording or broadcasting of the 13<sup>th</sup> AGM proceedings is strictly prohibited unless prior written consent has been obtained from the Company.

## **12. EXCLUSION OF FOOD VOUCHER AND DOOR GIFT**

No food voucher or door gift will be provided to member(s)/proxy(ies).

## **13. ENQUIRY**

If you have any enquiries before the 13<sup>th</sup> AGM, please contact our Share Registrar during office hours from 9.00 a.m. to 5.30 p.m., Mondays to Fridays (excluding public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603 2783 9299

Fax Number : +603 2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)