

ADMINISTRATIVE GUIDE TO SHAREHOLDERS

EXTRAORDINARY GENERAL MEETING ("EGM")

Meeting Day & Date	:	Wednesday, 27 November 2024
Time	:	10.00 a.m.
Online Meeting Platform	:	Fully virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting ("RPV") facilities at https://tiih.online (TIIH online website) provided by Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") in Malaysia

1. FULLY VIRTUAL EGM

Straits Energy Resources Berhad ("**Straits**" or the "**Company**") will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the EGM on fully virtual basis via online meeting platform. The fully virtual EGM would facilitate greater shareholders' participation as it facilitates electronic voting and remote shareholders' participation.

Hence, the EGM of the Company will be conducted on a fully virtual basis through live streaming and online meeting platform at TIIH Online provided by Tricor in Malaysia via RPV facilities.

2. SHAREHOLDERS ENTITLED TO ATTEND THE VIRTUAL EGM

Only shareholders whose names appear on the Record of Depositors as at **19 November 2024** shall be eligible to attend, participate and vote in the virtual EGM or appoint a proxy(ies) to attend, participate and vote on his/her behalf.

3. REGISTRATION FOR THE VIRTUAL EGM

Shareholders who wish to participate in the EGM are required to register via Tricor's TIIH Online website at <https://tiih.online> prior to the meeting.

Please refer to the "**Procedures for RPV**" as set out in this Administrative Guide.

4. APPOINTMENT OF PROXY

- i) If a shareholder is unable to participate at the EGM, he/she may appoint his/her proxy(ies) to participate and vote on his/her behalf and indicate the voting instruction in the Proxy Form. Alternatively, the shareholder may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

Please refer to the "**Procedures for RPV**" as set out in this Administrative Guide.

- ii) A Shareholder who has appointed a proxy or attorney or authorised representative to attend, participate and vote at this EGM via RPV facilities must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

Please refer to the "**Procedures for RPV**" as set out in this Administrative Guide.

- iii) Shareholders who appoint proxies or attorney or authorised representative(s) to participate via RPV facilities in the EGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **10.00 a.m., Monday, 25 November 2024.**

a. In hard copy

The Proxy Form shall be deposited at the Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **OR** alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

b. By electronic form

The Proxy Form can be electronically lodged via Tricor's TIIH Online website at <https://tiih.online>.

Please refer to procedures for "**Electronic Lodgement of Proxy Form**" as set out in this Administrative Guide.

- iv) For a Corporate Shareholder who has appointed a representative, please deposit the Certificate of Appointment at the Share Registrar's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **OR** the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **OR alternatively email to is.enquiry@vistra.com** not later than **10.00 a.m., Monday, 25 November 2024** to participate via RPV facilities in the EGM.

The Certificate of Appointment should be executed in the following manner:

- a) If the Corporate Shareholder has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate shareholder.
- b) If the Corporate Shareholder does not have a common seal, the Certificate of Appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
- i) at least two (2) authorised officers, of whom one shall be a director; or
 - ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate shareholder is incorporated.

5. REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our virtual EGM by yourself, please write to **is.enquiry@vistra.com** to revoke the earlier appointed proxy forty-eight (48) hours before the EGM.

On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such an event, you should advise your proxy accordingly.

6. VOTING PROCEDURE

- i) Pursuant to Rule 8.31(A)(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the EGM will be conducted by poll. For this purpose, the Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically and Mega Corporate Services Sdn Bhd as the Independent Scrutineer to verify the results of the poll.
- ii) Shareholders and proxies can proceed to vote on the resolution at any time from the commencement of the EGM on **Wednesday, 27 November 2024 at 10.00 a. m.** but before the end of the voting session which will be announced by the Chairman of the meeting.

Upon completion of the voting session, the Independent Scrutineer will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed.

Please refer to "**Procedures for RPV**" for guidance on how to vote remotely via TIIH Online.

7. SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions in advance on the EGM resolutions via Tricor's TIIH Online website at <https://tiih.online> by selecting "**e-Services**" to login, pose questions and submit electronically **no later than 10.00 a.m., Monday, 25 November 2024.**

Thereafter, on the day of the EGM, shareholders may also use the Query Box facility to transmit questions to the Board of Directors via the RPV facilities during live streaming of the EGM starting at 9.00 a.m.

The Board will endeavor to respond to Pre-EGM meeting questions and questions submitted from 9.00 a.m. on the day of the EGM and throughout the meeting. The Company will endeavor to address questions that are substantial and relevant during the meeting. If there is time constraint, the responses from the Company will be uploaded by the Company on its corporate website as soon as practicable.

8. REQUEST FOR PRINTED COPY OF THE CIRCULAR

As part of our dedicated commitment to sustainable practices, kindly download the documents of the Company as stated below, which are made available at <https://www.straits-energyresources.com> and also on the website of Bursa Malaysia Securities Berhad at <https://www.bursamalaysia.com> under Company Announcements of STRAITS ENERGY RESOURCES BERHAD:-

- i) Notice of EGM
- ii) Proxy Form
- iii) Administrative Guide to Shareholders
- iv) Circular to Shareholders dated 12 November 2024

Should you need a copy of the printed Circular to Shareholders, kindly forward to us your request at <https://tiih.online> by selecting "**Request for Circular**" under the "**Investor Services**" or alternatively, you may also make your request through telephone or e-mail to our Share Registrar at the number or e-mail address given below.

We will send it to you by ordinary post as soon as possible upon receipt of your request.

9. NO GIFTS DISTRIBUTION

There will be no gifts distribution for shareholders/proxies who participate in the EGM.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the EGM remotely using the RPV facilities are to follow the requirements and procedures as summarised below:

Procedure	Action
BEFORE THE EGM DAY	
(a) 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". Select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance. • Registration as a user will be approved within one (1) working day and you will be notified via e-mail. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your Request to attend the EGM remotely	<ul style="list-style-type: none"> • Registration is open from Tuesday, 12 November 2024 until such time before the voting session ends at the EGM on Wednesday, 27 November 2024. 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 the EGM using the RPV. • Login with your user ID (i.e. e-mail address) and password and select the corporate event: "(REGISTRATION) STRAITS 2024 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. • 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 General Meeting Record of Depositors as at 19 November 2024, the system will send you an e-mail after 25 November 2024 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

Procedure	Action
ON THE DAY OF THE EGM	
(a)	<p>Login to TIIH Online</p> <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 on Wednesday, 27 November 2024 at 10.00 a.m.
(b)	<p>Participate through Live Streaming</p> <ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) STRAITS 2024 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 endeavor to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be uploaded by the Company on its corporate website.
(c)	<p>Online Remote Voting</p> <ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 27 November 2024 until a time when the Chairman announces the closure of the voting session of the EGM. Select the corporate event: “(REMOTE VOTING) STRAITS 2024 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 vote for the resolution that is tabled for voting. Confirm and submit your vote.
(d)	<p>End of remote participation</p> <ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

Note to users of the RPV facilities:

1. Should your application to join the meeting 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 fully 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 stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@vistra.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

Procedure		Action
i) Steps for individual Shareholders		
(a)	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.
(b)	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: “Straits 2024 EGM - Submission of Proxy Form”.• 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(s) to vote on your behalf.• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.• Review and confirm your proxy(s) appointment.• Print proxy form for your record.

Procedure		Action
ii)	Steps for corporation or institutional shareholders	
(a)	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 by email within one (1) to two (2) 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 our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	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: “Straits 2024 EGM - Submission of Proxy Form”. • 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. • Submit the proxy appointment file. • Login to TIIH Online, select corporate exercise name: “Straits 2024 EGM - Submission of Proxy Form”. • 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.

NO RECORDING OR PHOTOGRAPHY

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

ENQUIRY

Should you require any assistance on the above, kindly contact our Share Registrar at the phone number and email address provided as below.

Share Registrar - Tricor Investor & Issuing House Services Sdn. Bhd.

[Registration No. 197101000970 (11324-H)]

Unit 32-01, Level 32, Tower A, Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Tel : +603-2783 9299
Fax : +603-2783 9222
Email : is.enquiry@vistra.com

PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting meeting and/or submitting an instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.