



MISC BERHAD
Registration No. 196801000580 (8178-H)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES RELATING TO THE 55TH ANNUAL GENERAL MEETING

MISC Berhad (“the Company” or “MISC”) will continue to leverage on technology to facilitate communication and engagement with members by conducting its 55th Annual General Meeting (“55th AGM”) on a virtual basis via Remote Participation and Electronic Voting (“RPEV”) facilities on the date, time and from the Broadcast Venue, as follows:

Date : Wednesday, 8 May 2024

Time : 10.00 a.m.

Broadcast Venue : MISC Berhad, Conference Room 2
Level 17, Menara Dayabumi
Jalan Sultan Hishamuddin
50050 Kuala Lumpur, Malaysia

Meeting Platform : <https://meeting.boardroomlimited.my>

Mode of Communication : 1. During the 55th AGM, any questions can be posed to the Board via real time submission of typed texts at <https://meeting.boardroomlimited.my> during the live streaming. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from **9.00 a.m. on Wednesday, 8 May 2024**.

2. Shareholders may submit questions in advance via Boardroom Smart Investor Portal website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 below, and select “**SUBMIT QUESTION**” to pose questions or email to MISC Investor Relations at investor.relations@miscbhd.com commencing from 5 April 2024 and in any event no later than **Monday, 6 May 2024 at 10.00 a.m.**

The Chairman/Board will endeavor to respond to relevant questions during the Questions and Answers Session at the AGM. If there is time constraint, the responses to relevant questions will be published on the Company’s website at the earliest possible, after the AGM.

Please note that the Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the AGM and in accordance with Rule 18.14 of the Company’s Constitution which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the general meeting. As shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to be physically present at or admitted to the Broadcast Venue on the day of the AGM, all members are urged to attend the 55th AGM remotely via meeting platform <https://meeting.boardroomlimited.my>.

VOTING PROCEDURE

1. The voting at the 55th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Securities Berhad Main Market Listing Requirements.
2. MISC has appointed Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and SKY Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.

3. For the purposes of this AGM, e-voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
4. Members and proxies are required to use one (1) of the following methods to vote remotely:
 - (i) launch **Lumi AGM** by scanning the QR code given in the email to you; or
 - (ii) access to **Lumi AGM** via website <https://meeting.boardroomlimited.my>.
5. The polling will only commence after such announcement by the Chairman and until such time when the Chairman announces the closure of poll.
6. Upon closure of the poll session by the Chairman, the Scrutineers will verify the poll result reports and thereafter announce the results, followed by the Chairman's declaration whether the resolutions put to vote are duly passed.
7. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 55th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

PROCEDURE FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING (“RPEV”)

1. Please note that the RPEV facilities is available to **(i) Individual Shareholders; (ii) Corporate Shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees.**
2. By participating in the meeting, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password.

BEFORE THE 55TH AGM
<p>Step 1 – Register Online with Boardroom Smart Investor Portal (“BSIP”) <i>Note: For first time registration only. If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password.</i></p> <ol style="list-style-type: none"> a. Access BSIP website at https://investor.boardroomlimited.com. b. Click <<Register>> to sign up as a user. c. Select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”. d. Complete registration with all required information. Upload a softcopy of your MyKad (front and back) or Passport. For Corporate Holder, kindly attach the authorisation letter as well. Click “Sign Up”. e. You will receive an email from Boardroom for email address verification. Click “Verify Email Address” from the email received to continue with the registration. f. 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 your registered mobile number. Please enter the OTP Code to complete the process. g. Your registration will be verified and approved within one (1) business day and email notification will be provided to you.
<p>Step 2 – Submit Request for Remote Participation User ID and Password <i>Note: The registration for remote access will be opened on 5 April 2024.</i></p> <p>For Shareholders</p> <ol style="list-style-type: none"> a. Login to BSIP website at https://investor.boardroomlimited.com using your User ID and Password from Step 1 above. b. Select “MISC BERHAD FIFTY-FIFTH (55TH) ANNUAL GENERAL MEETING” from the list of Corporate Meetings and click “Enter”.

(i) To attend the virtual meeting

- a. Click on “**Register for RPEV**”.
- b. Read and agree to the terms & conditions and click “**Next**”.
- c. Enter your CDS Account Number and thereafter submit your request.

(ii) To appoint proxy

- a. Click on “**Submit eProxy Form**”.
- b. Select the company you would like to be represented (applicable to Corporate Shareholder that represent more than one company only).
- c. Enter your CDS Account Number and number of securities held.
- d. Select your proxy - either the Chairman of the meeting or individual named proxy(ies).
- e. Read and accept the General Terms and Conditions by clicking “**Next**”.
- f. Enter the required particulars of your proxy(ies).
- g. Indicate your voting instructions - **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- h. Review and confirm your proxy(ies) appointment and click “**Apply**”.
- i. Download or print the eProxy Form as acknowledgement.

*Note for Corporate Shareholders: If you are the authorised representative for more than one (1) corporate shareholder, kindly click the home button and select “**Edit Profile**” in order to add Company name.*

For Corporate Shareholders (via email)

- a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- b. Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or Passport together with his/her email address.

For Authorised Nominee and Exempt Authorised Nominee

Via BSIP

- a. Login to BSIP website at <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
- b. Select “**MISC BERHAD FIFTY-FIFTH (55TH) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- c. Click on “**Submit eProxy Form**”.
- d. Select the company you would like to be represented (if more than one).
- e. Proceed to download the file format for “**Submission of Proxy Form**”.
- f. Prepare the file for the appointment of proxy(ies) by inserting the required data.
- g. Proceed to upload the duly completed proxy appointment file.
- h. Review and confirm your proxy(ies) appointment and click “**Submit**”.
- i. Download or print the eProxy form as acknowledgement.

*Note: If you are the authorised representative for more than one (1) authorised nominee/exempt authorised nominee, kindly click the home button and select “**Edit Profile**” in order to add Company name.*

Via email

- a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Shareholder, CDS Account Number accompanied with the Form of Proxy to submit the request.
- b. Please provide a copy of the Proxy Holder’s MyKad (front and back) or Passport together with his/her email address.

Email Notification

- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification of your registration against the **AGM’s Record of Depositors as at 29 April 2024**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access User ID and Password along with an email from Boardroom if your registration is approved.
- You are encouraged to submit your request **at least twenty-four (24) hours before the commencement of AGM, i.e. by Tuesday, 7 May 2024 at 10.00 a.m.**, to avoid any delay in the registration process.

ON THE 55TH AGM DAY

Step 3 – Login to Virtual Meeting Portal

Note: Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.

- a. The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of AGM, which is from **9.00 a.m. on Wednesday, 8 May 2024**.
- b. Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (Refer to Step 2 above).
- c. The steps given will also guide you on how to view live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the AGM.
- e. You can then logout from the Virtual Meeting Portal.

LODGEMENT OF FORM OF PROXY

1. Members who are unable to participate remotely in the AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.
2. Please deposit your completed Form of Proxy at the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. at **11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the 55th AGM, i.e. latest by **Monday, 6 May 2024 at 10.00 a.m.**
3. Alternatively, the proxy appointment can also be lodged electronically via BSIP website at <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time appointed for the holding of the 55th AGM, i.e. latest by **Monday, 6 May 2024 at 10.00 a.m.** For further information, kindly refer to "**Procedure for Remote Participation and Electronic Voting**" above.
4. The lodging of the Form of Proxy will not preclude you from personally participating remotely and voting at the 55th AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the AGM, kindly register your intention to participate remotely via BSIP website at <https://investor.boardroomlimited.com>. Please note that upon your registration to personally participate remotely in the AGM, your earlier proxy appointment will be deemed revoked. Alternatively, please write in to bsr.helpdesk@boardroomlimited.com or login to BSIP website (as the case maybe) to revoke your earlier proxy appointment no later than **Monday, 6 May 2024 at 10.00 a.m.**

INTEGRATED ANNUAL REPORT 2023

As part of our commitment to sustainable practices, the MISC Integrated Annual Report 2023 can be downloaded from our website at www.miscgroup.com/investor-relations and Bursa Malaysia's website at www.bursamalaysia.com under Company Announcements.

You may request for a printed copy of the Integrated Annual Report 2023 via BSIP website at <https://investor.boardroomlimited.com> by selecting "Request for Annual Report and Circular" under the "Investor Services".

NO RECORDING OR PHOTOGRAPHY

Recording or photography of the proceedings of the AGM is strictly prohibited.

ENQUIRY & HELPLINE CONTACT

Should you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate at the AGM, please contact Boardroom team during office hours on Monday to Friday from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Boardroom Share Registrars Sdn. Bhd.

Syahirah Rahimi / Alice Tey

General Line: +603 7890 4700

Email: bsr.helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY

By registering for the remote participation and electronic voting and/or by submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company: (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"); (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.