

ADMINISTRATIVE GUIDE
11TH ANNUAL GENERAL MEETING (AGM) OF VELESTO ENERGY BERHAD (Company)

Date : Monday, 28 June 2021
Time : 2:00 p.m.
Broadcast Venue : Velesto Energy Berhad, The Centrum, Level 18, Block 3A, Plaza Sentral, Jalan Stesen Sentral 5, 50470 Kuala Lumpur, Malaysia

FULLY VIRTUAL MEETING

With priority to the well-being and safety of our Shareholders, the 11th AGM of the Company will be conducted entirely through live streaming from the Broadcast Venue.

As the Broadcast Venue is for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders/proxies WILL NOT BE ALLOWED to attend the 11th AGM in person at the Broadcast Venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING (RPV)

- As no Shareholders should be physically present at the Broadcast Venue, we request Shareholders to participate and vote at the 11th AGM remotely via the RPV facilities, provided by SS E Solutions Sdn Bhd via Securities Services ePortal's platform at <https://sshsb.net.my/>
- Shareholders who appoint proxy/proxies to participate in the AGM via RPV facilities must ensure that the duly executed proxy form(s) are deposited in hard copy form at the Share Registrar's office, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia, or by electronic means via Securities Services ePortal's platform at <https://sshsb.net.my/> no later than **Saturday, 26 June 2021 at 2:00 p.m.**
- The appointed corporate/authorised representative(s) or attorney(s) must ensure that the duly executed certificate of appointment of corporate/authorised representative(s), or power of attorney, are deposited in hard copy form at the Share Registrar's office, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia, or by electronic means via Securities Services ePortal's platform at <https://sshsb.net.my/> no later than **Saturday, 26 June 2021 at 2:00 p.m.**
- Shareholder(s) who have appointed a proxy, attorney or corporate/authorised representative to participate and vote at this AGM via RPV facilities must request his/her proxy to register himself/herself for RPV facilities at SS E Solutions Sdn Bhd via Securities Services ePortal's platform at <https://sshsb.net.my/>

PROCEDURES FOR RPV

Shareholders, proxies, corporate/authorised representatives or attorneys who wish to participate the AGM remotely using the RPV facilities are to follow the requirements and procedures as summarized below:-

Procedure	Action
BEFORE THE AGM DAY	
A) Sign up for a user account at Securities Services ePortal	
Step 1: Visit https://sshsb.net.my/ to register as a user (registration is free). Please click on 'SIGN UP' to begin. You will be prompted to fill in your details and also to upload a copy of your MyKad (front and back separately) or passport.	Notes: <ol style="list-style-type: none">This is a ONE-TIME Registration. If you are already a registered user of Securities Services ePortal, you need not register again.Please register before or latest by Thursday, 24 June 2021.
Step 2: A notification email will be sent to you within one (1) working day. Please verify your user account within seven (7) days of the notification email and login (Note: Your email address is your User ID).	

Procedure	Action
BEFORE THE AGM DAY	
B) Registration for Remote Participation (MUST DO STEP FOR SHAREHOLDERS WHO WISHES TO PARTICIPATE AND VOTE AT OUR AGM)	
Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.	Notes: <ol style="list-style-type: none">If you wish to participate remotely at the AGM, please register before or latest by Saturday, 26 June 2021 at 2:00 p.m.A copy of your eRegistration for remote participation can be accessed via My Records.Your registration will apply to all the CDS account(s) of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
Step 2: Look for "Velesto Energy Berhad" under Company Name and "11 th AGM on 28 June 2021 at 2:00 p.m. - Registration for Remote Participation" under Corporate Exercise/Event and Click ">".	
Step 3: Select whether you are participating as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate* and Click "Submit".	
Step 4: Submit your registration.	
C) Submission of eProxy Form	
Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.	Notes: <ol style="list-style-type: none">Please submit your proxy form before or latest by Saturday, 26 June 2021 at 2:00 p.m. if you wish to appoint proxy(ies) to participate on behalf.You are strongly encouraged to appoint the Chairman as the proxy in the event you are not being able to participate remotely.A copy of the submitted eProxy Form can be accessed via My Records.You are requested to submit the eProxy Form for every CDS account(s) you have or represent.Appointed proxies need not register for remote participation under (B) above but are required to be registered users of the Securities Services ePortal before or latest by Thursday, 24 June 2021.Upon processing the proxy forms, remote participation access will be granted to the proxy(ies) instead of the shareholder, provided the proxy(ies) must be a registered user of the ePortal, failing which, the proxy will not be able to participate at the AGM.Upon verification by the Poll Administrator with the General Meeting Record of Depositors as at 21 June 2021, you will receive an email advising you if you or your proxy is eligible to participate at the AGM.
Step 2: Look for "Velesto Energy Berhad" under Company Name and "11 th AGM on 28 June 2021 at 2:00 p.m. - Submission of Proxy Form" under Corporate Exercise/Event and Click ">".	
Step 3: Select whether you are submitting the proxy form as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate*.	
Step 4: Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities.	
Step 5: Enter the information of your proxy(ies) and the proportion of your securities to be represented by your proxy(ies).	
Step 6: Proceed to indicate how your votes are to be casted against each resolution.	
Step 7: Review and confirm your proxy form details before submission.	

* The appointed corporate/authorised representative(s) or attorney(s) must ensure that the duly executed certificate of appointment of corporate/ authorised representative(s), or power of attorney, are deposited in hard copy form at the Share Registrar's office, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia, or by electronic means via Securities Services ePortal's platform at <https://sshsb.net.my/> no later than Saturday, 26 June 2021 at 2:00 p.m.

Procedure	Action
ON THE DAY OF THE AGM	
A) Joining the Live Stream Meeting	
Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.	Notes: 1. You can start to log in 1 hour before the commencement of the AGM. 2. If you have any questions that you wish to raise, please use the text box to submit your question. 3. Quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
Step 2: Look for “Velesto Energy Berhad” under Company Name and “11 th AGM on 28 June 2021 at 2:00 p.m. - Live Stream Meeting” under the Corporate Exercise/Event tab and Click “>” to join the AGM.	
B) Remote Online Voting during the AGM	
Step 1: If you are logged on to the ePortal and already accessing the Live Stream Meeting, click on “Proceed to Vote” displayed below the Live Stream player to begin voting on the resolutions.	Notes: 1. Access to eVoting will be opened on the aforementioned date and time. 2. Your votes casted will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. 3. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder’s indicated votes in the proxy form. 4. Access to eVoting will be closed as directed by the Chairman. 5. A copy of your submitted eVoting can be accessed via My Records.
OR If you are not logged on yet, log on to https://sshsb.net.my/ with your registered User ID (email address) and password.	
Look for “Velesto Energy Berhad” under Company Name and “11 th AGM on 28 June 2021 at 2:00 p.m. : Remote Voting” under Corporate Exercise/Event and click “>” to remotely cast and submit your votes online for the resolutions tabled at the AGM.	
Step 2: Cast your votes by clicking on the radio buttons against each resolution, acknowledge the Terms and Conditions of use and Privacy Policy, review your casted votes and submit the votes.	
Step 3: Upon casting your votes, you will be redirected back to the Live Stream. The message “Voted” will be displayed below the Live Stream.	
C) End of Remote Participation	
The live streaming will end upon the announcement by the Chairman on the closure of the AGM.	

APPOINTMENT OF PROXY

- If a shareholder is unable to participate at the AGM via the RPV facilities, he/she may appoint not more than two (2) proxies to participate, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
- If you wish to participate at the AGM yourself, please do not submit any proxy form. A shareholder will not be allowed to participate at the AGM together with his/her proxy/proxies.
- The Proxy Form together with the duly registered Power of Attorney, if any, in hardcopy form or by electronic means is to be deposited/lodged in the following manner and must be received by the Company no later than **Saturday, 26 June 2021 at 2:00 p.m.** or at any adjournment thereof:

(i) In Hardcopy Form

The proxy form shall be deposited at the Share Registrar’s office, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damansara, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

(ii) By Electronic Means

The proxy form shall be electronically lodged via Securities Services ePortal’s platform at <https://sshsb.net.my/> or by fax to +603-2094 9940 or by email to eservices@sshsb.com.my.

- If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the AGM, please write in to eservices@sshsb.com.my no later than Saturday, 26 June 2021 at 2:00 p.m. to revoke the earlier appointed proxy.

PRE-MEETING SUBMISSION OF QUESTIONS

- Shareholders that wish to post questions can email their questions to eservices@sshsb.com.my no later than Saturday, 26 June 2021 at 2:00 p.m.
- Shareholders may also submit their questions via the real time submission of typed texts through a text box within Securities Services ePortal’s platform before the start or during the live streaming of the AGM.
- Questions will be endeavoured to be responded during the AGM or uploaded onto the Company's website after the AGM.

GENERAL MEETING RECORD OF DEPOSITORS

Only depositors whose **names appear in the General Meeting Record of Depositors as at 21 June 2021 will be entitled to attend the AGM via RPV facilities.**

ANNUAL REPORT 2020

- The Annual Report 2020 is available under “Financial Reports” of the “Investor Relations” page on the Company’s website at <https://www.velesto.com> and also on Bursa Malaysia’s website at <https://www.bursamalaysia.com> under “Company Announcements” of the Listed Companies tab.
- In support of paperless reports, we encourage Shareholders to access online version of the Annual Report 2020. Should you require a printed copy of the Annual Report 2020, please submit the completed online request form at <https://www.sshsb.com.my> by selecting “Request for Annual Report” under “Our Services” and type “VELESTO ENERGY BERHAD” under “Company Name”. Any request for printed Annual Report 2020 will be sent to the requestor soonest possible from the date of receipt of request, subject to any applicable Movement Control Order conditions.

NO DOOR GIFTS

There will be no door gifts and no vouchers for attending the virtual AGM.

ENQUIRY

For assistance, clarification or any further information on the 11th AGM, please contact our Share Registrar, Securities Services during office hours (Monday to Friday from 8:30 a.m. to 12:15 p.m. and 1:15 p.m. to 5:30 p.m., excluding public holidays):

Contact Person: 1. Mr. Wong Piang Yoong: +603-2084 9168
2. Mr. Jerry Tan Hor Seng: +603-2084 9165
3. Ms. Lee Pei Yeng: +603-2084 9169
4. Ms. Evangeline Yeoh: +603-2084 9007

Email : eservices@sshsb.com.my