

# ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

<b>Date</b>	Thursday, 12 May 2022 or any adjournment there of
<b>Time</b>	10:00 a.m.
<b>Meeting Platform</b>	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC-D6A357657)
<b>Mode of Communication</b>	<ol style="list-style-type: none"> <li>1. Pose questions to the Board via real time submission of typed texts at Meeting Platform during live streaming of the 7<sup>th</sup> AGM</li> <li>2. Alternatively, you may submit your questions to <a href="mailto:investor.relation@reservoirlink.com">investor.relation@reservoirlink.com</a> by Tuesday, 10 May 2022 at 10:00 a.m. (48 hours before the commencement of the 7<sup>th</sup> AGM) and the Board will endeavour to respond to the questions submitted during the AGM</li> <li>3. Submit questions by logging into the Boardroom Smart Investor Portal at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> prior to the 7<sup>th</sup> AGM</li> </ol>

## 1. Mode of Meeting

The 7<sup>th</sup> AGM of the Company will be held virtually through live streaming and online remote voting via Remote Participation and Electronic Voting (“RPEV”) facility which is available on Boardroom Share Registrars Sdn Bhd (“Boardroom”)’s website at <https://meeting.boardroomlimited.my>. With the online meeting platform, shareholders may exercise their rights as a member to participate (including to pose questions to the Board and/or Management of the Company) and vote at the 7<sup>th</sup> AGM, safely from their home.

The Securities Commission Malaysia had on 16 July 2021, revised the Guidance Note and Frequently Asked Questions (“FAQs”) on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 (the “Guidance Note”), to allow general meetings during Phase 2 of National Recovery Plan to be conducted virtually.

Pursuant to the Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia. In addition, the FAQs issued by the Companies Commission of Malaysia on 8 June 2021, provides that an online meeting platform shall be deemed to be in Malaysia if the registered domain name is registered with MYNIC Berhad.

This is also in line with Practices 12.1 and 13.3 of the Malaysian Code of Corporate Governance where boards are encouraged to have effective, transparent, and regular communication with shareholders, including leveraging technology to promote shareholder participation. encourages companies to continue leveraging technology to conduct their general meetings during Emergency Movement Control Order period and respective phases under the National Recovery Plan, where safe distancing requirements remain. Ensuring the safety of the Company’s shareholders, employees and other stakeholders remain the Company’s top priority.

The Board of Directors will keep the arrangements for the 7<sup>th</sup> AGM under review and may make further changes to allow certain physical key personnel attendance only if the Malaysian Government’s restrictions and Guidance Note permit this at the time of the 7<sup>th</sup> AGM.

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

### 2. Gift Policy

No door gifts, food, and beverage will be distributed since the 7<sup>th</sup> AGM will be conducted fully virtual.

### 3. Shareholders Entitled to Participate and Vote

Only shareholders whose names appear in the Record of Depositors and Register of Members as of **5 May 2022** shall be eligible to participate and vote at the 7<sup>th</sup> AGM or appoint a proxy to participate and vote on his or her behalf.

### 4. Lodgement of Proxy Form

If you are unable to attend the 7<sup>th</sup> AGM through our meeting platform, 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 printed therein.

Please ensure that the original proxy form is deposited at the office of our Administration and Polling Agent, Boardroom at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, not less than forty-eight (48) hours before the time appointed for holding the meeting, i.e., latest by **Tuesday, 10 May 2022 at 10:00 a.m.**

Alternatively, an e-proxy form may be lodged online **through the Boardroom Smart Investor Online platform** at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders, not less than forty-eight (48) hours before the appointed time for holding the meeting, i.e. latest by **Tuesday, 10 May 2022 at 10:00 a.m.**, in accordance with the steps below:

#### Step 1 - Register Online with Boardroom Smart Investor Portal (for first time registration only)

*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)*

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended. Go to Boardroom Smart Investor Portal website @ <https://investor.boardroomlimited.com>.
- b. Click **Register** to sign up for a BSIP account.
- c. Complete registration with all required information. Upload and attached your MyKad front and back image. Click **Register**.
- d. You will receive an e-mail from BSIP Online for e-mail address verification. Click on **Verify E-mail Address** from the e-mail received to proceed with the registration.
- e. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on **Request OTP Code** and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **Enter** to complete the process.
- f. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- g. An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <https://investor.boardroomlimited.com> with the e-mail address and password filled up by you during registration to proceed.

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

### Step 2 - e-Proxy Lodgement

- a. Open an internet browser. The latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to BSIP website @ <https://investor.boardroomlimited.com>.
- c. Login with your registered email address and password. **[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item \*Step 1\* for a guide.]**
- d. Select and click on **Corporate Meeting**.
- e. Go to **“RESERVOIR LINK ENERGY BHD – SEVEN (7<sup>th</sup>) VIRTUAL ANNUAL GENERAL MEETING”** and click **Enter**.
- f. Go to **PROXY** and click on **Submit eProxy Form**.
- g. Read and agree to the Terms & Conditions.
- h. Enter your CDS Account Number and insert the number of securities.
- i. Appoint the Chairman of the meeting or your proxy(ies) and enter the required particulars for your proxy(ies).
- j. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes during the meeting.
- k. Review and confirm your proxy(ies) appointment.
- l. Click submit; and
- m. Download or print the e-Proxy Form acknowledgment.

*Note: Closing for proxy form submission is at **10:00 a.m. of 10 May 2022** (48 hours before the AGM)*

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at Boardroom or email the soft copy to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) not later than **Tuesday, 10 May 2022 at 10:00 a.m.** A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

If you wish to participate in the meeting yourself, please do not submit any proxy form for the meeting. You will not be allowed to participate in the meeting together with a proxy appointed by you.

If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 7<sup>th</sup> AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such an event, you should advise your proxy(ies) accordingly.

Please note that the Company shall deem that shareholders have no objection to use the provision in the Proxy Form which has designated the Chairman of the meeting as the authorised person to vote on behalf of shareholders until further instructions are received. The appointed Poll Administrator of the 7<sup>th</sup> AGM shall be notified of such arrangement accordingly.

### 5. Corporate Shareholders

Corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their certificate of appointment of a corporate representative to Boardroom not later than 10:00 a.m. on 10 May 2022.

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

### 6. Voting Procedure

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all ordinary resolutions set out in the Notice of the 7<sup>th</sup> AGM will be put to vote by way of poll.

During the 7<sup>th</sup> AGM, the Chairman will invite the poll administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

For the purpose of this 7<sup>th</sup> AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried out or not.

### 7. Remote Participation and Electronic Voting (“RPEV”)

All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility to participate and vote remotely at the 7<sup>th</sup> AGM. 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.




Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facility:-

Procedure	Action
<b>Prior to AGM Date</b>	
1. Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2)</i></p> <p>(a) Open an internet browser. Latest version of <b>Chrome, Firefox, Safari, Edge, or Opera</b> is recommended.</p> <p>(b) Go to Boardroom Smart Investor Portal website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>(c) Click <b>Register</b> to sign up for a BSIP account.</p> <p>(d) Complete registration with all required information. Upload and attached your MyKad front and back image. Click <b>Register</b>.</p> <p>(e) You will receive an e-mail from BSIP Online for e-mail address verification. Click on <b>Verify E-mail Address</b> from the e-mail received to proceed with the registration.</p> <p>(f) Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click on <b>Request OTP Code</b> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <b>Enter</b> to complete the process.</p> <p>(g) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</p> <p>(h) An e-mail will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the e-mail address and password filled up by you during registration to proceed.</p>

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

Procedure		Action
2.	Submit a request for Remote Participation User ID and Password	<p><i>(Note: Registration for RPEV will open from 13 April 2022. You are required to register to ascertain your eligibility to participate in the 7<sup>th</sup> AGM by using RPEV). Shareholders are encouraged to register at least 48 hours before the commencement of the meeting to avoid any delay in the registration.</i></p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>(a) Open an internet browser. Latest version of <b>Chrome, Firefox, Safari, Edge or Opera</b> is recommended.</li> <li>(b) Go to Boardroom Smart Investor Portal website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>(c) Login with your registered email address and password. <b>[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.]</b></li> <li>(d) Select and click on <b>Corporate Meeting</b>.</li> <li>(e) Go to “<b>RESERVOIR LINK ENERGY BHD – SEVEN (7<sup>th</sup>) VIRTUAL ANNUAL GENERAL MEETING</b>” and click <b>Enter</b>.</li> <li>(f) Go to <b>VIRTUAL</b> and click on <b>Register for RPEV</b>.</li> <li>(g) Read and agree to the Terms &amp; Conditions.</li> <li>(h) Enter your CDS Account Number and click <b>Submit</b> to complete your request.</li> <li>(i) You will receive a notification that your RPV registration has been received and is being verified.</li> <li>(j) Upon system verification against the AGM’s Record of Depositors as of 5 May 2022, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.</li> <li>(k) If approved, RPV credential will be provided in your email.</li> <li>(l) Please note that one (1) user ID and password can only log on to one (1) device at a time.</li> <li>(m) If rejected, a rejection note will be provided in your email.</li> </ol> <p><i>Note: Closing for submission of request is at 10:00 a.m. on 10 May 2022 (48 hours before the AGM)</i></p> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>(a) Write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of the Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li> <li>(b) Please provide a copy of the corporate representative’s or proxy holder’s MyKad/ Identification Card (front and back) or Passport as well as his/her email address.</li> <li>(c) You will receive notification from Boardroom that your request has been received.</li> <li>(d) Upon system verification of your registration against the <b>General Meeting ROD as of 5 May 2022</b>, you will receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.</li> <li>(e) Please note that one (1) user ID and password can only log on to one (1) device at a time.</li> <li>(f) Please note that the closing date and time to submit your request is by <b>Tuesday, 10 May 2022 at 10:00 a.m.</b></li> </ol>

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

Procedure		Action
<b>On the day of the AGM</b>		
3.	Login to Meeting Platform	<p>(a) The Meeting Platform will be open for login one (1) hour before the commencement of the 7<sup>th</sup> AGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> <li>• Scan the QR Code provided in the user login guide;</li> <li>• Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> <p>(c) Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
4.	Participation	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <p>(a) If you would like to view the live webcast, select the broadcast icon. </p> <p>(b) If you would like to ask a question during the 7<sup>th</sup> AGM, select the messaging icon. </p> <p>(c) Type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for the live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 7<sup>th</sup> AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p>
5.	Voting	<p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press “Cancel”.</p>
6.	End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the 7<sup>th</sup> AGM, the live webcast will end.</p> <p>(b) You can now log out from the Meeting Platform.</p>

### 8. No Recording or Photography

No recording or photography of the live streaming of the 7<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

## ADMINISTRATIVE GUIDE FOR SEVENTH ANNUAL GENERAL MEETING (“7<sup>TH</sup> AGM ”)

### 9. Submission of Questions

We welcome questions and views from shareholders on the 7<sup>th</sup> AGM resolutions and Annual Report 2021 to be raised at the 7<sup>th</sup> AGM. You can email your question(s) to [investor.relation@reservoirlink.com](mailto:investor.relation@reservoirlink.com) or submit through Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the meeting by **Tuesday, 10 May 2022 at 10:00 a.m.** and we will endeavour to provide responses to the queries during the 7<sup>th</sup> AGM session. However, if not all answers could be provided during the meeting, the responses will be provided in the Company’s website.

### 10. Enquiry

Should you require any assistance on the RPEV facility, kindly contact Boardroom Share Registrars Sdn Bhd during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.) except on public holidays, details as follows:-

<b>Address</b>	<b>Boardroom Share Registrars Sdn Bhd</b> 11 <sup>th</sup> Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
<b>General Line</b>	+603 7890 4700 (Helpdesk)
<b>Fax Number</b>	+603 7890 4670
<b>Email</b>	<a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a>