



**RESERVOIR LINK ENERGY BHD**  
(Registration No. 201401044508 (1120690-K))  
(Incorporated in Malaysia)

### **Administrative Guide for the Meeting of Members**

Day and Date	:	Friday, 9 June 2023
Time	:	10.00 a.m.
Fully Virtual via online meeting platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC - D6A357657)
Mode of Communication	:	1) Type text in the meeting platform. The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e., one (1) hour before the Meeting. 2) Email questions in advance to Investor Relations at <a href="mailto:investor.relation@reservoirlink.com">investor.relation@reservoirlink.com</a> in relation to the agenda items for Meeting, commencing from 25 May 2023 and in any event no later than Wednesday, 7 June 2023.

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#### **A. Entitlement to Participate in the GM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on 31 May 2023 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

#### **B. Form(s) of Proxy**

If you are unable to attend the meeting of members, 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 form is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (kindly refer to **section E** below).

#### **C. Revocation of Proxy**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic Meeting yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

#### **D. Voting Procedure**

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the General Meeting will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

## E. Virtual Meeting Facilities

Procedure	Action
<b>Before the day of the GM</b>	
1. Register Online with Boardroom Smart Investor Portal  (For first time registration only)	<p><b>Step 1 – Register Online with Boardroom Smart Investor Portal (“BSIP”) (for first time registration only)</b>  <i>[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 - Submit request for Remote Participation user ID and password.]</i></p> <p>(a) Access BSIP website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>;</p> <p>(b) Click “<b>Register</b>” to sign up as a user;</p> <p>(c) Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”;</p> <p>(d) Complete registration with all required information. Upload and attach softcopy of NRIC/MyKAD (front and back) or passport in JPEG, PNG or PDF format;</p> <p>(e) For Corporate Holder, kindly upload the authorization letter as well. Click “<b>Sign Up</b>”</p> <p>(f) You will receive an email from Boardroom for email address verification. Click “<b>Verify Email Address</b>” from the email received to continue with the registration.</p> <p>(g) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “<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>(h) Your registration will be verified and approved within one business day and an email notification will be provided to you.</p>
<b>Before the day of the GM</b>	
2. Submit request for remote participation	<p><b>Step 2 – Submit Request for Remote Participation User ID and Password</b>  <i>[Note: The registration for remote access will be opened on 25 May 2023]</i></p> <p><b>Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>- Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above;</li> <li>- Select “<b>RESERVOIR LINK ENERGY BHD MEETING OF MEMBERS (EGM)</b>” from the list of meeting Event(s) and click “<b>Enter</b>”;</li> </ul> <p>- Click on “<b>Register for RPEV</b>”;</p> <p>- Read and accept the General Terms and Conditions by clicking “<b>Next</b>”; and</p> <p>- Enter your CDS account number and thereafter submit your request.</p> <p><b>Appointment of Proxy or Proxies</b></p> <ul style="list-style-type: none"> <li>- Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>- Select “<b>RESERVOIR LINK ENERGY BHD MEETING OF MEMBERS (EGM)</b>” from the list of Meeting Event(s) and click “<b>Enter</b>”;</li> <li>- Click on “<b>Submit eProxy Form</b>”;</li> <li>- Read and accept the General Terms and Conditions by clicking “<b>Next</b>”;</li> <li>- Enter your CDS Account Number and number of securities held;</li> <li>- Select your proxy – either the Chairman of the meeting or individual named proxy or proxies and enter the required particulars of your proxy or proxies;</li> </ul>

Procedure		Action
		<ul style="list-style-type: none"> <li>- Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b> or <b>ABSTAIN</b>. If you wish to have your proxy or proxies to act upon his/her discretion, please indicate <b>DISCRETIONARY</b>;</li> <li>- Review and confirm your proxy or proxies appointment;</li> <li>- Click "<b>Apply</b>"; and</li> <li>- Download or print the eProxy form as acknowledgement.</li> </ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b> <b>(Via Email)</b></p> <ul style="list-style-type: none"> <li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of shareholder, CDS account number accompanied by the certificate of appointment of corporate representative or proxy form (as the case may be) to submit the request; and</li> <li>- Provide a photocopy of the corporate representative's or proxy or proxies holder's NRIC/MyKad (front and back) or passport in JPEG, PNG or PDF format together with his/her email address.</li> </ul> <p><b>(Via BSIP)</b></p> <ul style="list-style-type: none"> <li>- Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using you user ID and password from Step 1 above;</li> <li>- Select "<b>RESERVOIR LINK ENERGY BHD MEETING OF MEMBERS (EGM)</b>" from the list of Meeting Event(s) and click "<b>Enter</b>";</li> <li>- Click on "<b>Submit eProxy Form</b>";</li> <li>- Proceed to download the file format for "<b>Submission of Proxy Form</b>" from BSIP;</li> <li>- Prepare the file for the appointment of proxies by inserting the required date;</li> <li>- Proceed to upload the duly completed proxy appointment file;</li> <li>- Review and confirm your proxy appointment and click "<b>Submit</b>";</li> <li>- Download or print the eProxy form as acknowledgement.</li> </ul>
3	Email notification	<p>(a) You will receive a notification from Boardroom that your request has been received and is being verified;</p> <p>(b) Upon system verification of your registration against the EGM's register of members and/or record of depositors as at 31 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. Remote access user ID and password will be provided if your registration is approved; and</p> <p>Closing for submission of request is at 10.00 a.m on 7 June 2023 (48 hours before the EGM).</p>
<b>On the day of the EGM</b>		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the EGM.</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 email notification; or</li> <li>➤ Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li> </ul> <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i>

Procedure		Action
		a. If you would like to view the live webcast, select the broadcast icon.  b. If you would like to ask a question during the GM, select the messaging icon.  c. Type your message within the chat box and once completed, click the send button.
6.	Voting	a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session. b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received. c. To change your vote, re-select your voting preference. d. If you wish to cancel your vote, please press “ <b>Cancel</b> ”.
7.	End of Participation	Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end.

#### **F. No Distribution of Door Gifts**

There will be no distribution of door gifts for shareholders/proxies who join or participate in the virtual GM.

#### **G. No Recording or Photography**

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

#### **H. Enquiry**

If you have any enquiries prior to the EGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
 No. 5 Jalan Prof. Khoo Kay Kim  
 Seksyen 13  
 46200 Petaling Jaya  
 Selangor Darul Ehsan  
 Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### **Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the 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.