

ADMINISTRATIVE DETAILS

FOR THE 29TH ANNUAL GENERAL MEETING

In light of the Covid-19 pandemic, the 29th Annual General Meeting (“**29th AGM**”) of the Company shall be conducted on a virtual basis by way of live streaming and online remote voting via Remote Participation and Voting (“**RPV**”) facilities. The meeting will be conducted online (without a physical meeting venue) and shareholders will participate by audio and/or video capabilities. The only venue involved is the broadcast venue which will only admit individuals who are essential to organising the virtual general meeting. This is done out of concern for the health and wellbeing of the Shareholders of the Company.

Yinson shall conduct a virtual general meeting for its 29th AGM on the date, time and at the broadcast venue as set out below:

Date : **Thursday, 14 July 2022**
 Time : **10.30 a.m. (Malaysia time)**
 Broadcast venue : **Rising Cloud Boardroom, Level 16, Menara South Point, Mid Valley City, Medan Syed Putra Selatan, 59200 Kuala Lumpur, Malaysia**

We have provided the broadcast venue address above to comply to Section 327(2) of the Companies Act 2016 and Clause 49(E) of the Company’s Constitution. **Shareholders from the public should not be physically present, and will not be admitted, at the broadcast venue on the day of the 29th AGM.**

ADMINISTRATIVE GUIDE OF VIRTUAL GENERAL MEETING

Remote Participation and Voting at a virtual 29th AGM

- Shareholders shall attend the 29th AGM through the **Securities Services e-Portal** accessible at <https://sshb.net.my/>.

Securities Services e-Portal is a secure online platform provided by **SS E Solutions Sdn. Bhd.**, whom Yinson has engaged to allow individual and body corporate shareholders, through their appointed representatives, to:

- Submit proxy forms electronically – paperless submission
- Register for remote participation and voting at meetings
- Attend and participate in meetings via live streaming
- Vote online on resolutions tabled at meetings

(referred to as “**e-Services**”)

All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the Security Services e-Portal.

- With the RPV facilities, you may exercise your right as a shareholder of the Company to participate and vote at the 29th AGM through the e-Services, from the comfort of your home. Shareholders may use the text box to submit questions real time during the meeting. Shareholders may also send questions relating to 29th AGM agenda items before the meeting to corpcomms@yinson.com.

General Meeting Record of Depositors (“**ROD**”)

- The Company has requested Bursa Malaysia Depository Sdn Bhd to issue a General Meeting ROD as at 7 July 2022. Only a depositor whose name appears on the aforesaid ROD shall be entitled to attend the 29th AGM or appoint proxies to attend and/or vote on his/her behalf.

Proxy

- If a shareholder is not able to attend the 29th AGM via RPV facilities on 14 July 2022, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy. Please submit your Form of Proxy to the Share Registrar by fax to +603-2094 9940 or by email to eservices@sshb.com.my. Alternatively, you may submit an e-Proxy form via **Securities Services e-Portal**, no later than **10.30 a.m.** on **Tuesday, 12 July 2022**.

A shareholder who has appointed a proxy may revoke his/her appointment should he/she decide to personally participate in the 29th AGM subsequently. Please contact the Share Registrar no later than **10.30 a.m.** on **Tuesday, 12 July 2022** to request revocation.

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Poll Voting

5. The voting at the 29th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. Shareholders can submit votes on the resolutions upon commencement of the 29th AGM at **10.30 a.m. on Thursday, 14 July 2022** until the end of the voting session which will be announced by the Chairman of the meeting. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

Remote Participation and Voting ("RPV")

6. Corporate Shareholder or its authorised representative who wish to participate and vote remotely at the 29th AGM must contact the Share Registrar [refer to contact persons in item 10] and will be required to provide the following documents to the Share Registrar no later than **10.30 a.m. on Tuesday, 12 July 2022**:
- Original certificate of appointment of its Corporate Representative under the seal of the corporation;
 - Copy of the Corporate Representative's MyKad (front and back separately) or valid Passport; and
 - Corporate Representative's email address and mobile number.

The Share Registrar will respond to your remote participation request upon receipt of these documents.

7. For the beneficiary who holds shares of the Company under a Nominee Company's Central Depository System ("CDS") account, and who wishes to use the RPV facilities to participate and vote at the 29th AGM remotely, he/she can request his/her Nominee Company to appoint him/her as a proxy. In this respect, he/she must contact the Share Registrar and will be required to provide the following documents to the Share Registrar no later than **10.30 a.m. on Tuesday, 12 July 2022**:
- Duly executed Form of Proxy by the Nominee Company;
 - Copy of the proxy holder's MyKad (front and back separately) or valid Passport; and
 - Proxy holder's email address and mobile number.

The Share Registrar will respond to your remote participation request upon receipt of these documents.

8. The procedures for the RPV facilities are as summarised below:

	Procedures	Action
	BEFORE 29th AGM	
(i)	Register as a USER with Securities Services e-Portal	<ul style="list-style-type: none"> • Log on to https://sshsb.net.my/. • Click on 'SIGN UP' to register. You will be prompted to submit a copy of your MyKad (front and back separately) or valid Passport for verification purposes. • Users must register before 10.30 a.m. on Monday, 11 July 2022. • You will receive a notification email within one (1) working day. Your email address is your User ID. • Verify your user account within seven (7) days from receiving the notification email. • This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you are not required to register again.
(ii)	Submit your request for RPV registration/ e-Proxy form	<ul style="list-style-type: none"> • Registration for RPV will be opened from 10.30 a.m. on Wednesday, 1 June 2022 until 10.30 a.m. on Thursday, 14 July 2022. • Submission for e-Proxy Form will be opened from 10.30 a.m. on Wednesday, 1 June 2022 until 10.30 a.m. on Tuesday, 12 July 2022. • Registration options <ul style="list-style-type: none"> (a) RPV Registration <ul style="list-style-type: none"> - Login with your user ID and password. - Select Company name: Yinson Holdings Berhad – 29th AGM on Thursday, 14 July 2022 at 10.30 a.m. – Registration for Remote Participation. - Click ">" to register for remote participation at the 29th AGM.

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	Procedures	Action
		<p>(b) Submission of e-Proxy form</p> <ul style="list-style-type: none"> - Login in with your user ID and password. - Select Company name: Yinson Holdings Berhad – 29th AGM on Thursday, 14 July 2022 at 10.30 a.m. – Submission of Proxy Form. - Click ">" to submit your e-Proxy form for the meeting. - Appointed proxies need not register for remote participation, but they will need to be registered users of the Securities Services e-Portal before 10.30 a.m. on Monday, 11 July 2022. - The proxy will be given access to remote participation at the meeting to which he/she is appointed for. <ul style="list-style-type: none"> • Upon registering with option (a) or (b): <ul style="list-style-type: none"> - Select individual shareholder/corporate/authorised representative of a body corporate. - Insert EVERY CDS account numbers and indicate the number of shares accordingly. - Submit your remote participation/e-Proxy Form. - You will receive a notification email acknowledged receipt your remote participation/e-Proxy Form. - After the General Meeting ROD as at 7 July 2022, you will receive an email that will advise if your registration for remote participation/e-Proxy Form has been approved or rejected. - A copy of your remote participation/e-Proxy Form can be accessed via My Records in the Securities Services e-Portal. - Read and agree to the Terms & Conditions and confirm the Declaration. • Evidence of Authority: <ul style="list-style-type: none"> - For body corporates, the appointed corporate/authorised representative must upload the evidence of authority, such as: <ul style="list-style-type: none"> - Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority. - Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. For verification, the original evidence of authority and translation thereof, if required, must be submitted to: <p style="text-align: center;"><i>Share Registrar at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia.</i></p>
ON THE 29th AGM DAY		
(iii)	Login to Securities Services e-Portal	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation. • Login 30 minutes before the commencement of 29th AGM at 10.30 a.m. on Thursday, 14 July 2022.
(iv)	Submit questions through live streaming	<ul style="list-style-type: none"> • Select "Event". • Select Company name: Yinson Holdings Berhad – 29th AGM on Thursday, 14 July 2022 at 10.30 a.m. – Live Stream Meeting. • Click ">" to join the 29th AGM remotely. • Read and agree to the Terms & Conditions and confirm the Declaration. • Use the text box to submit a question for the Chairman/Board. Your questions will be responded during the 29th AGM. If there is time constraint, the responses will be emailed to you after the meeting. • NOTE: Quality of the live streaming is dependent on the bandwidth and stability of the internet connection of the remote participants' location.

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	Procedures	Action
(v)	Online remote voting	<ul style="list-style-type: none"> • Select "Event". • Select Company name: Yinson Holdings Berhad – 29th AGM on Thursday, 14 July 2022 at 10.30 a.m. – Remote Voting. • Click the radio button against each resolution to review and confirm your vote, then click ">" to submit your votes online for the resolutions tabled. • Voting commences at 10.30 a.m. on Thursday, 14 July 2022 and will end at the time announced by the Chairman. • Read and agree to the Terms & Conditions and confirm the Declaration prior to submitting your votes. • Your votes casted will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. Where you are attending as a proxy, we will take the shareholder's indicated votes in the Form of Proxy. • A copy of your submitted remote voting record can be accessed via My Records in the Securities Services e-Portal.
(vi)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 29th AGM, the live streaming will end.

Door Gifts/Vouchers

9. The provision of door gifts/vouchers is at the discretion of the Company and it is not Yinson's practice to give such items during the 29th AGM of the Company, whether it is a physical or virtual meeting.

Enquiry

10. For enquiries prior to the 29th AGM, please contact Corporate Secretary Department of Yinson at +603 2289 3888 or the following contact on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except for weekend and public holidays):

Share Registrar : **Securities Services (Holdings) Sdn. Bhd.**

Contact person : Mr Wong Piang Yoong +603 2084 9168

Puan Nurhayati Ang +603 2084 9162

Ms. Lee Pei Yeng +603 2084 9169

Ms. Rachel Ou +603 2084 9161

Email address : eservices@sshsb.com.my