



YINSON HOLDINGS BERHAD
Registration No. 199301004410 (259147-A)

ADMINISTRATIVE DETAILS FOR THE 30TH ANNUAL GENERAL MEETING

Date : **Thursday, 13 July 2023**
Time : **10.30 a.m. (Malaysia time)**
Broadcast Venue : **Yinson Global Headquarters, Level 16, Menara South Point, Mid Valley City, Medan Syed Putra Selatan, 59200 Kuala Lumpur, Malaysia**
Online Platform : **Securities Services e-Portal at <https://sshsb.net.my/> with Remote Participation and Voting facilities**

Virtual General Meeting

The 30th AGM of the Company will be conducted virtually from the broadcast venue through live streaming and online remote voting via Remote Participation and Voting ("**RPV**") facilities. The broadcast venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 and Clause 49(E) of the Constitution of the Company together with essential individuals. **As such, shareholders from the public should not be physically present, and will not be admitted, at the broadcast venue on the day of the 30th AGM.**

ADMINISTRATIVE GUIDE OF VIRTUAL GENERAL MEETING

Remote Participation and Voting at a virtual 30th AGM

1. Shareholders are encouraged to participate and vote at the 30th AGM using the RPV facilities through the **Securities Services e-Portal** accessible at <https://sshsb.net.my/>.

Securities Services e-Portal is a secure online platform provided by **SS E Solutions Sdn. Bhd.**, whom the Company 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.

2. With the RPV facilities, you may exercise your right as a shareholder of the Company to participate and vote at the 30th AGM through the Securities Services e-Portal, from the comfort of your home. Shareholders may use the text box to submit questions real time (in the form of typed text) during the meeting. Shareholders may also send questions relating to 30th AGM agenda items before the meeting to corpcomms@yinson.com.

General Meeting Record of Depositors ("ROD")

3. For the purpose of determining a member who shall be entitled to attend the 30th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting ROD as at 6 July 2023. Only a depositor whose name appears on the aforesaid ROD shall be entitled to attend the 30th AGM or appoint proxies to attend and/or vote on his/her behalf.

Proxy

4. If a shareholder is not able to attend the 30th AGM via RPV facilities on Thursday, 13 July 2023, 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, by email to **eservices@sshsb.com.my** or deposited at the office of the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia. Alternatively, you may submit an e-Proxy Form via **Securities Services e-Portal** at **<https://sshsb.net.my/>**, no later than **10.30 a.m. on Tuesday, 11 July 2023**.

A shareholder who has appointed a proxy may revoke his/her appointment should he/she decides to personally participate in the 30th AGM subsequently. Please contact the Share Registrar no later than **10.30 a.m. on Tuesday, 11 July 2023** to request for such revocation. In such event, kindly advise your proxy(ies) accordingly.

Poll Voting

5. The voting at the 30th 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 30th AGM at **10.30 a.m. on Thursday, 13 July 2023** 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

6. Corporate Shareholder or its authorised representative who wish to participate and vote remotely at the 30th AGM must contact the Share Registrar (refer to contact persons in item 10 below) and will be required to provide the following documents to the Share Registrar no later than **10.30 a.m. on Tuesday, 11 July 2023**:
 - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation;
 - (b) Copy of the Corporate Representative's MyKad (front and back separately) or valid Passport; and
 - (c) 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 beneficiary who holds shares of the Company under a Nominee Company's Central Depository System ("CDS") account, and wish to use the RPV facilities to participate and vote at the 30th 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, 11 July 2023**:
 - (a) Duly executed Form of Proxy by the Nominee Company;
 - (b) Copy of the proxy holder's MyKad (front and back separately) or valid Passport; and
 - (c) Proxy holder's email address and mobile number.

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

Procedures	Action
BEFORE 30th AGM	
(i) Register as a USER with Securities Services e-Portal (for first time registration only)	<p>Step 1</p> <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. <p>Step 2</p> <ul style="list-style-type: none"> 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. <p>Notes:</p> <ul style="list-style-type: none"> If you have signed up with Securities Services e-Portal, you are not required to register again. You may proceed to Step (ii) to submit your request for RPV registration/e-Proxy Form. Users must register before 10.30 a.m. on Monday, 10 July 2023.
(ii) Submit your request for RPV registration/e-Proxy Form	<p>1. Registration for Remote Participation and Voting ("<u>Remote Participation</u>") Registration for Remote Participation is open from 10.30 a.m. on Wednesday, 31 May 2023 until 10.30 a.m. on Thursday, 13 July 2023.</p> <p>Step 1</p> <ul style="list-style-type: none"> Log on to https://sshsb.net.my/ with your user ID (email address) and password. <p>Step 2</p> <ul style="list-style-type: none"> Select Company name: Yinson Holdings Berhad – 30th AGM on Thursday, 13 July 2023 at 10.30 a.m. – Registration for Remote Participation. Click ">" to register for remote participation at the 30th AGM. <p>Step 3</p> <ul style="list-style-type: none"> Select individual shareholder/corporate/authorised representative of a body corporate. Click "submit". <p>Notes:</p> <ul style="list-style-type: none"> Appointed proxies are not required to register for remote participation under (ii)1 herein. However, if they are not registered users of the Securities Services e-Portal, they will need to register under (i) above before 10.30 a.m. on Monday, 10 July 2023. The proxy will be given access to remote participation at the meeting to which he/she is appointed for. <p>2. Submission of e-Proxy Form</p> <ul style="list-style-type: none"> Submission for e-Proxy Form is open from 10.30 a.m. on Thursday, 1 June 2023 until 10.30 a.m. on Tuesday, 11 July 2023. Please note that you are required to submit your e-Proxy Forms in two (2) separate batches. <p>Step 1</p> <ul style="list-style-type: none"> Log on to https://sshsb.net.my/ with your user ID (email address) and password.

BEFORE 30th AGM

Step 2

Batch 1: Resolutions 1 to 13

- Select Company name: **Yinson Holdings Berhad – 30th AGM** on **Thursday, 13 July 2023** at **10.30 a.m.** – Submission of Proxy Form (R1-R13).
- Click ">" to submit your e-Proxy Form for Resolutions 1 to 13 for the meeting.
- Please follow the instructions provided in **Step 3** and **Step 4** below before proceeding with the next e-Proxy Form submission under Batch 2.

Batch 2: Resolutions 14 to 27

- Select Company name: **Yinson Holdings Berhad – 30th AGM** on **Thursday, 13 July 2023** at **10.30 a.m.** – Submission of Proxy Form (R14-R27).
- Click ">" to submit your e-Proxy Form for Resolutions 14 to 27 for the meeting.

Step 3

- Select **individual shareholder/corporate/authorised representative of a body corporate**.

Step 4

- Insert **EVERY** CDS account numbers and indicate the number of shares accordingly.
- Enter the information of your proxy(ies) and the proportion of securities (in %) to be represented by your proxy(ies).
- Proceed to indicate how your votes are to be cast against each resolution.
- Click "**submit**".

Notes for 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 6 July 2023, 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 Forms 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:

- For body corporates, the appointed corporate/authorised representative must upload the evidence of authority, such as:
 - 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:

Share Registrar at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia.

Procedures	Action
ON THE 30th AGM DAY	
(iii) Login to Securities Services e-Portal to join the Live Streaming	<ul style="list-style-type: none"> The Securities Services e-Portal will open for login starting an hour (1 hour) before the commencement of 30th AGM, which is from 9.30 a.m. on Thursday, 13 July 2023. <p>Step 1</p> <ul style="list-style-type: none"> Log on to https://sshsb.net.my/ with your user ID (email address) and password. <p>Step 2</p> <ul style="list-style-type: none"> Select "Event". Select Company name: Yinson Holdings Berhad – 30th AGM on Thursday, 13 July 2023 at 10.30 a.m. – Live Stream Meeting. Click ">" to join the 30th AGM remotely. Read and agree to the Terms & Conditions and confirm the Declaration.
(iv) Submit questions through live streaming	<ul style="list-style-type: none"> Use the text box to submit a question for the Chairman/Board. The Chairman/Board/Management will endeavour to respond to your questions during the 30th AGM. <p>Note:</p> <ul style="list-style-type: none"> The quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the remote participants' location.
(v) Online remote voting	<p>Please note that you are required to cast your votes in <u>two (2) separate batches.</u></p> <p>Step 1</p> <ul style="list-style-type: none"> Select "Event". <p>Step 2</p> <p>Batch 1 (Resolutions 1 to 13)</p> <ul style="list-style-type: none"> Select Company name: Yinson Holdings Berhad – 30th AGM on Thursday, 13 July 2023 at 10.30 a.m. – Remote Voting (R1-R13). Click the radio button against each resolution to review and confirm your vote, then click ">" to submit your votes online for the resolutions 1 to 13 as tabled. <p>Step 3</p> <ul style="list-style-type: none"> Upon casting your votes, you will be redirected back to the Live Stream. Please proceed with Step 4 to cast your votes for the remaining resolutions 14 to 27. <p>Step 4</p> <p>Batch 2 (Resolutions 14 to 27)</p> <ul style="list-style-type: none"> Select Company name: Yinson Holdings Berhad – 30th AGM on Thursday, 13 July 2023 at 10.30 a.m. – Remote Voting (R14-R27). Click the radio button against each resolution to review and confirm your vote, then click ">" to submit your votes online for the resolutions 14 to 27 as tabled. <p>Notes:</p> <ul style="list-style-type: none"> Voting commences at 10.30 a.m. on Thursday, 13 July 2023 and will end at such 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 Forms 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 30th 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 30th AGM of the Company, whether it is a physical or virtual meeting.

Enquiry

10. For enquiries prior to the 30th 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.**

Address : Level 7, Menara Milenium, Jalan Damanlela
Pusat Bandar Damansara, Damansara Heights
50490 Kuala Lumpur, Malaysia

Contact person : Mr. Wong Piang Yoong +603 2084 9168
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