



CARIMIN PETROLEUM BERHAD

201201006787 (908388-K)

(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR THE TENTH ANNUAL GENERAL MEETING (“10TH AGM” OR “MEETING”) OF CARIMIN PETROLEUM BERHAD (“CARIMIN” OR “THE COMPANY”):

Day/ Date : Tuesday, 29 November 2022
Time : 2:30 p.m.
Venue : Mauna Lani B, Glenmarie Golf Country Club, No. 3, Jalan Usahawan U1/8, 40150 Shah Alam, Selangor Darul Ehsan

Pursuant to the Reopening Safely Guidelines issued by the Ministry of Health on 1 April 2022, please find the below requirements and method of participating in the 10th AGM of the Company:-

- If you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath, you are required to comply with the directives issued by the Ministry of Health to self-quarantine or seek medical advice and will not be allowed to attend the 10th AGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the 10th AGM.
- To safeguard the health and safety of shareholders, proxies and invited guests who may be attending the 10th AGM in person, the Company will also implement the following precautionary measures for the 10th AGM:-
 - Shareholders present in person or by proxy or attorney or authorised representative are required to pre-register themselves with the Company to allow the Company to make the necessary arrangement in relation to the meeting i.e. infrastructure, logistic and meeting venue.
 - All attendees are advised to sanitise their hands and wear face mask before entering the venue. Wearing a face mask throughout the 10th AGM proceedings is highly encouraged.

REGISTRATION ON THE DAY OF 10TH AGM

1. Registration will commence at 1:30 p.m.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
3. A voting slip and an identification wristband will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle the verification of identity, registration and revocation of proxy/proxies.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the 10th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **22 November 2022** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the 10th AGM.

APPOINTMENT OF PROXY(IES)

Shareholders who appoint proxy(ies) to participate at the 10th AGM must ensure that the duly executed Proxy Forms are deposited in a hard copy form or by electronic means to Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) not later than **Sunday, 27 November 2022 at 2:30 p.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner: -

(i) **In hardcopy form**

In the case of an appointment made in hardcopy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

(ii) **By electronic means**

The proxy form shall be electronically lodged with the Share Registrar of the Company via TIIH Online website at <https://tiih.online>. Kindly refer to the procedures below for the electronic lodgement of a proxy form via TIIH Online.

ELECTRONIC LODGEMENT OF FORM OF PROXY

The procedures to lodge your Form of Proxy electronically via Tricor’s TIIH Online website are summarised as below:

	Procedures	Actions
<u>i. Steps for Individual Members</u>		
(a)	Register as a User with Tricor’s TIIH Online website	<ul style="list-style-type: none">Using your computer, please access the website at https://tiih.online Register as a user under the “e-Services” by selecting “Create Account by Individual Holder”. Please do refer to the tutorial guide posted on the homepage for assistance.If you are already a user of TIIH Online, you are not required to register again.
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “CARIMIN PETROLEUM BERHAD 10TH AGM – Submission of Proxy Form”.Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(ies) appointment.Print the Form of Proxy for your record.

ii. Steps for Corporation or Institutional Members		
(a)	Register as an User with Tricor's TIIH Online website	<ul style="list-style-type: none"> • Access TIIH online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and reset your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to Tricor’s TIIH Online website at https://tiih.online • Select the corporate event: “CARIMIN PETROLEUM BERHAD 10TH AGM. – Submission of Proxy Form”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording or photography of the proceedings of the 10th AGM is **strictly not allowed**. The Company reserves the right to take appropriate legal actions against anyone who violates this rule.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays): -

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact persons : Mohammad Khairudin : +603-2783 7973
Mohamad.Khairudin@my.tricorglobal.com
: Mohammad Amirul Iskandar : +603-2783 9263
Mohammad.Amirul@my.tricorglobal.com