

## ADMINISTRATIVE GUIDE FOR THE 24TH ANNUAL GENERAL MEETING (“AGM”)

Date : Monday, 29 June 2020  
Time : 6.00 p.m.  
Broadcast Venue : Tricor Leadership Room  
Unit 32-01, Level 32, Tower A  
Vertical Business Suite, Avenue 3, Bangsar South,  
No. 8, Jalan Kerinchi  
59200 Kuala Lumpur, Malaysia

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 24th Annual General Meeting (“AGM”) will be conducted entirely through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Corporations issued by the Securities Commission Malaysia on 18 April 2020.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the 24th AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 24th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 24th AGM must ensure that the duly executed Form of Proxies are deposited in a hard copy form or by electronic means to Tricor no later than **Saturday, 27 June 2020 at 6.00 p.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Saturday, 27 June 2020 at 6.00 p.m.** to participate via RPV in the 24th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Saturday, 27 June 2020 at 6.00 p.m.** to participate via RPV in the AGM.

**A shareholder who has appointed a proxy or attorney or authorised representative to participate at this Annual General Meeting via RPV must request his/her proxy or attorney or authorized representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>**

As the 24th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.
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## PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 24th AGM remotely using the RPV are to follow the requirements and procedures as summarized below: -

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. on Wednesday, 3 June 2020 up to 6.00 p.m. on Saturday, 27 June 2020.</b></li> <li>Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) BINTULU PORT HOLDINGS BERHAD 24th AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register</li> <li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 22 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.</li> </ul>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 24th AGM at any time from <b>5.40 p.m.</b> i.e. 20 minutes before the commencement of the AGM on <b>Monday, 29 June 2020 at 6.00 p.m..</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) BINTULU PORT HOLDINGS BERHAD 24th AGM”</b> to engage in the proceedings of the 24th AGM remotely.</li> <li>If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the 24th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 6.00 p.m. on Monday, 29 June 2020</b> until a time when the Chairperson announces the completion of the voting session of the 24th AGM.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) BINTULU PORT HOLDINGS BERHAD 24th AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> </ul>

		<ul style="list-style-type: none"> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairperson on the closure of the 24th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities: -**

1. Should your application to join the meeting be approved we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**ELECTRONIC LODGEMENT OF FORM OF PROXY**

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

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

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 24th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Saturday, 27 June 2020 at 6.00 p.m.** The Board will endeavor to answer the questions received at the AGM.

## NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 24th AGM since the meeting is being conducted on a fully virtual basis.

Bintulu Port Holdings Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

## ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Monday to Friday 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](mailto:is.enquiry@my.tricorglobal.com)  
Contact persons : -

1.	Mr. Mohd Kamal Bin Mohd Din	+6 03-2783 9237 kamal.mohd@my.tricorglobal.com
2.	Ms. Esther Loo	+6 03-2783 9293 Esther.Loo@my.tricorglobal.com
3.	Mr. Muhammad Ashraff Bin Mohd Khaizan	+6 03-2783 9276 Muhammad.Ashraff@my.tricorglobal.com