

# ADMINISTRATIVE GUIDE

## FOR THE ANNUAL GENERAL MEETING OF REACH ENERGY BERHAD

### **Mode of Meeting**

1. The Twelfth Annual General Meeting ("12<sup>th</sup> AGM") of Reach Energy Berhad ("REB") will be conducted on a virtual basis with proceedings of the AGM being streamed live from the broadcast venue on the date and time as set out below:

|                                |  |
|--------------------------------|--|
| <b>Online Meeting Platform</b> | : <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>  |
| <b>Day and Date</b>            | : Tuesday, 17 June 2025  |
| <b>Time</b>                    | : 2.00 p.m.  |
| <b>Broadcast Venue</b>         | : 12 <sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan  |
| <b>Mode of Communication</b>   | : 1) Typed text in the Online Meeting Platform. The messaging window facility will be opened concurrently with the Online Meeting Platform, one (1) hour before the 12 <sup>th</sup> AGM, that is from 1.00 p.m. on Tuesday, 17 June 2025.<br>2) Alternatively, you may also submit your questions in advance to <a href="mailto:info@reachenergy.com.my">info@reachenergy.com.my</a> by 2.00 p.m. on 15 June 2025 (48 hours before the commencement of the 12 <sup>th</sup> AGM). |

2. Shareholders will be able to access and participate in the proceedings through Remote Participation and Electronic Voting ("**RPEV**") facilities, which will be made available on the online portal of Boardroom Share Registrars Sdn Bhd at <https://meeting.boardroomlimited.my>.
3. The broadcast venue is only meant to facilitate the conduct of the virtual AGM. **No shareholder or proxy shall be physically admitted to the broadcast venue on the day of the AGM.**

### **Entitlement to Participate and Vote Remotely**

1. A shareholder whose name appears on the Record of Depositors as at 21 April 2025 shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/ her behalf.
2. If a shareholder is unable to participate at the AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

### **Voting Procedure**

1. Voting will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn Bhd ("**Boardroom**") as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting).
2. As the Company is no longer listed on the Main Market of Bursa Malaysia Securities Berhad and is therefore not subject to the Main Market Listing Requirements, an independent scrutineer is not required. Accordingly, the poll results will be verified by the Company Secretary, Synergy Professionals Group Sdn. Bhd..
3. e-Voting for the resolution set out in the Notice of AGM will take place immediately after questions on all resolutions have been addressed.
4. Members and proxies are required to use one of the following methods to vote remotely:
  - a. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
  - b. Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>.

For the purpose of this AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

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### **Voting Procedure (Cont'd)**

5. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of poll.
6. Upon the closing of the poll session by the Chairman, the poll result reports will be verified by the Company Secretary, Synergy Professionals Group Sdn. Bhd. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were carried or not.

### **Lodgement of Proxy Form**

1. If you are unable to attend the AGM via RPEV facilities and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, you may deposit your Proxy Form at the office of the Poll Administrator, Boardroom at **11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by 15 June 2025 at 2.00 p.m. Any alteration to the Form of Proxy must be initialled.
2. Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by 15 June 2025 at 2.00 p.m..

For further information, kindly refer to the “Electronic Lodgement of Form of Proxy” below:

#### **Step 1 Register Online with Boardroom Smart Investor Portal (“BSIP”) (for first time registration only)**

*(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 on eProxy Lodgement.)*

- a. Access BSIP website at <https://investor.boardroomlimited.com>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.
- d. Please enter a valid email address, follow the instruction for registration and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

#### **Step 2 eProxy Lodgement**

- a. Access BSIP website at <https://investor.boardroomlimited.com>
  - b. Login with your User ID and Password given above.
  - c. Go to “**E-PROXY LODGEMENT**” and browse the Meeting List for “**REACH ENERGY BERHAD 12<sup>th</sup> ANNUAL GENERAL MEETING**” and click “**APPLY**”.
  - d. Select “**Submit eProxy Form**”.
  - e. Read the terms & conditions and confirm the Declaration.
  - f. Enter your CDS Account Number and indicate the number of securities.
  - g. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
  - h. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
  - i. Review and confirm your proxy(ies) appointment.
  - j. Click submit.
3. **If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.**

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### Revocation of Proxy

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM through the following options:

- Hardcopy Form  
-Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies)
- eProxy Form  
-Go to **"Submitted eProxy Form list"** and click **"View"**;  
Click **"Cancel/Revoke"** at the bottom of the eProxy Form; and  
Click **"Proceed"** to confirm.

On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.




### Remote Participation and Electronic Voting ("RPEV")

1. All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorized nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
2. Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.
3. Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

| Procedure                        |  | Action  |
|----------------------------------|--|---|
| <b>Before the day of the AGM</b> |  |   |
| 1.                               | Register online with Boardroom Smart Investor Portal ("BSIP")<br><b>(for first time registration only)</b> | <p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> <li>a. Access BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b. Click <b>&lt;&lt;Login&gt;&gt;</b> and click <b>&lt;&lt;Register&gt;&gt;</b> to sign up as a user.</li> <li>c. Complete registration and upload softcopy of MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.</li> <li>d. Please enter a valid email address, follow the instruction for registration and wait for Boardroom's email verification.</li> <li>e. Your registration will be verified and approved within one business day and an email notification will be provided.</li> </ol> |
| 2.                               | Submit request for remote participation <b>(user ID and password)</b>                                      | <p><i>(Note: Registration for remote access will be opened on 26 May 2025. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Sunday, 15 June 2024 at 2.00 p.m.)</i></p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>, using your user ID and password.</li> <li>b. Select "Virtual Meeting" from main menu and select the correct Meeting Event(s) <b>"REACH ENERGY BERHAD ANNUAL GENERAL MEETING"</b>, then click <b>"Register for RPEV"</b>.</li> <li>c. Read and agree to the Terms &amp; Condition.</li> <li>d. Enter your CDS Account Number and thereafter submit your request.</li> </ol>                    |

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| Procedure                                 |                           | Action  |
|---|---------------------------|---|
| <b>Before the day of the AGM (cont'd)</b> |                           |   |
|   |                           | <b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b><br>a. Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.<br>b. Please provide a copy of Corporate Representative's MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format as well as his/her email address.  |
| 3.  | Email notification        | a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.<br>b. Upon system verification against the AGM Record of Depositories as at 21 April 2025, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.<br>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.<br>d. Please note that the closing date and time to submit your request is by Sunday, 15 June 2025 at 2.00 p.m. |
| <b>On the day of the AGM</b>              |                           |   |
| 4.  | Login to Meeting Platform | a. The AGM virtual meeting portal will be opened for login at 17 June 2025 at 1.00 p.m. which can be accessed via one of the following methods:-<br>➤ Launch Lumi AGM by scanning the QR Code provided in the email notification;<br>➤ Access to Lumi AGM via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a><br>b. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3 above.  |
| 5.  | Participate               | <i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i><br>a. If you would like to view the live webcast, select the broadcast icon. <br>b. If you would like to ask a question during the AGM, select the messaging icon. <br>c. Type your message within the chat box, once completed click the send button.   |
| 6.  | Voting                    | a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. <br>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.<br>c. To change your vote, simply select another voting direction.<br>d. If you wish to cancel your vote, please press "Cancel".  |
| 7.  | End of Participation      | a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.<br>b. You can now logout from the virtual meeting platform.  |

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### **Submission of Questions**

1. Shareholders may submit questions in advance on the AGM resolutions commencing from 26 May 2025 and in any event no later than 2.00 p.m., Sunday, 15 June 2025 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step (3) above, and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").
2. Thereafter, on the day of the AGM, shareholders may also submit questions via the messaging box on Lumi AGM website at <https://meeting.boardroomlimited.my> starting at 1.00 p.m. This website will remain open throughout the virtual AGM session.
3. The Board will endeavour to respond to Pre-AGM Meeting Questions and questions submitted from 1.00 p.m. on the day of the AGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the responses will be posted on the Company's website as soon as practicable.

### **Gift policy**

No gift voucher will be given to shareholders/ proxy holders who participate in the AGM.

### **No Recording or Photography**

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

### **Digital Copies of AGM Documents**

1. As part of our commitment to protect the environment from paper waste, the following documents can be accessed from our website at [www.reachenergy.com.my](http://www.reachenergy.com.my):
  - a. Annual Report 2024 (inclusive of the Audited Financial Statements for the Financial Year ended 31 December 2024)
  - b. Notice of the 12<sup>th</sup> AGM, Proxy Form and Administrative Guide
  - c. New Constitution ("Appendix I")
2. If you wish to receive a copy of the Annual Report 2024, you may submit your on-line request via the poll administrator's website at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) and submit the Request Form in the Annual Report 2024 (abridged version). The printed Annual Report 2024 will be sent to you by ordinary post within four (4) market days from the date of the receipt of your request.

### **Enquiry**

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.) except on public holidays:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11<sup>th</sup> 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.