

# ADMINISTRATIVE GUIDE



**Hengyuan Refining Company Berhad**

Registration No. 196001000259 (3926-U)

## 62<sup>nd</sup> Annual General Meeting of Hengyuan Refining Company Berhad Registration No. 196001000259 (3926-U)

**Date : Tuesday, 25 May 2021**

**Time : 10.00 a.m.**

**Venue : Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia ("Broadcast Venue") and will be conducted, in its entirety, via online streaming and remote participation and voting facilities at the website of Tricor Investor & Issuing House Services Sdn Bhd at <https://tiih.online>**

### Mode of Meeting

In view of the COVID-19 outbreak and as part of the safety measures, the 62<sup>nd</sup> Annual General Meeting ("AGM") will be conducted entirely through live streaming from the Broadcast Venue.

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 62<sup>nd</sup> 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 of Directors ("Board") via real time submission of typed texts) and vote (collectively, "participate") remotely at the 62<sup>nd</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Share Registrar") via its **TIIH Online website at <https://tiih.online>**.

Members who are unable to participate in this AGM may appoint the Chairman of the meeting or another person as his / her proxy and indicate the voting instructions in the proxy form. Please refer to the section titled "**Lodgement of Proxy Form**" in this Guide for instructions on how to lodge the Proxy Form.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this Annual General Meeting via RPV must request his / her proxy to register himself / herself for RPV at the **TIIH Online website at <https://tiih.online>** in accordance with the Procedures for RPV set out below.

We recommend that the appointment of proxy be done **as early as possible** so that the appointed proxy has sufficient time to complete the AGM registration.

If you wish to participate in the virtual 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.

### Record of Depositors

For the purpose of determining whether a member shall be entitled to attend the 62<sup>nd</sup> AGM via RPV, the Company shall refer to the Record of Depositors and only a depositor whose name appears on the Record of Depositors as at **18 May 2021** shall be entitled to attend the said meeting or appoint proxies to participate and / or vote on his / her behalf.

### Procedures For RPV

Shareholders / proxies / corporate representatives / attorneys who wish to participate in the AGM remotely using the RPV are to follow the requirements and procedures summarised below:

#### **Before the AGM**

##### **1. Register as a user at TIIH Online**

- Using your computer, access to website at <https://tiih.online>. Register as a user under "e-Services" by selecting "**Create Account by Individual Holder**". Kindly refer to the tutorial guide posted on the homepage for assistance.
- Registration as a user will be approved within one (1) working day and you will be notified via e-mail.
- If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.

##### **2. Submit your request to attend 62<sup>nd</sup> AGM remotely**

- Registration is open from **Monday, 26 April 2021** until the day of the AGM on **Tuesday, 25 May 2021**.
- Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV.
- Log in with your user ID (i.e. email address) and password and select the corporate event: "**(REGISTRATION) HENGYUAN 62<sup>ND</sup> AGM**".
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select "**Register for Remote Participation and Voting**".
- Review your registration and proceed to register.
- The system will send an **email to notify** that your registration for remote participation is received and will be verified.
- After verification of your registration against the Record of Depositors as at 18 May 2021, the system will send you an **email on or after 23 May 2021 to approve or reject** your registration for remote participation.

Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.

#### **On the Day of the AGM**

##### **3. Log in to TIIH Online**

- Log in with your user ID and password for remote participation of the 62<sup>nd</sup> AGM at any time from 9.30 a.m., i.e. 30 minutes before the commencement of the AGM at 10.00 a.m. on Tuesday, 25 May 2021.

##### **4. Participate through Live Streaming**

- Select the corporate event: "**(LIVE STREAM MEETING) HENGYUAN 62<sup>ND</sup> AGM**" to participate in the 62<sup>nd</sup> AGM remotely.
- If you have any question for the Chairman of the Meeting ("Chairman") / Board, you may use the query box to transmit your question. The Chairman / Board will endeavour to respond to questions submitted by remote participants during the 62<sup>nd</sup> AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

##### **5. Online Remote Voting**

- Voting session commences from 10:00 a.m. on Tuesday, 25 May 2021 until a time when the Chairman announces the end of the session.
- Select the corporate event: "**(REMOTE VOTING) HENGYUAN 62<sup>ND</sup> AGM**" or if you are on the live stream meeting page, you can select the "**GO TO REMOTE VOTING PAGE**" button below the Query Box.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select the CDS account that represents your shareholdings.
- Indicate your votes for the resolutions that are tabled for voting.
- Confirm and submit your votes.

##### **6. End of Remote Participation**

Upon the announcement by the Chairman on the conclusion of the 62<sup>nd</sup> AGM, the live streaming will end.

### **Further Notes to Users on the RPV Facilities**

Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.

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.

In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

### **Lodgment of Proxy Form**

Proxy forms and / or documents relating to the appointment of proxy / corporate representative / attorney for the AGM whether in hard copy or by electronic means must be deposited or submitted in the following manner not later than **Sunday, 23 May 2021 at 10.00 a.m.**:

(i) In Hard Copy:

By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

(ii) By Electronic Form:

All shareholders can have the option to submit proxy forms electronically via TIH Online and the steps to submit are summarised below:

#### **1. Register as a User with TIH Online**

##### Instructions for Individuals

- Using your computer, access the website at <https://tiih.online>. Register as a user under "e-Services". Kindly refer to the tutorial guide posted on the homepage for assistance.
- If you are already a user with TIH Online, you are not required to register again.

##### Instructions for Corporations or Institutional Shareholders

- Access TIH Online at <https://tiih.online>.
- Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the "Sign Up" button and followed by "**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 re-set your own password.

Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he / she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.

#### **2. Proceed with submission of Proxy Form**

##### Instructions for Individuals

- Log in to TIH Online at <https://tiih.online> with your user ID (i.e. email address) and password.
- Select the corporate event: "**HENGYUAN 62<sup>ND</sup> 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(s) to vote on your behalf.
- Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairperson as your proxy.
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy(s) appointment.
- Print proxy form for your record.

##### Instructions for Corporations or Institutional Shareholders

- Log in to TIH Online at <https://tiih.online>
- Select the corporate event: "**HENGYUAN 62<sup>ND</sup> AGM - SUBMISSION OF PROXY FORM**".
- Agree to the Terms & Conditions and 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.
- Log in to TIH Online, select corporate event: "**HENGYUAN 62<sup>ND</sup> AGM - SUBMISSION OF PROXY FORM**".
- Proceed to upload the duly completed proxy appointment file.
- Select "Submit" to complete your submission.

#### **Appointments of Corporate Representative / Power of Attorney**

3. Appointments of corporate representative / power of attorney can be submitted either electronically or by hard copy in accordance with the instructions for lodgement above.
4. The certificate of appointment of a corporate representative should be executed in the following manner:
  - (a) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
  - (b) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
    - (i) at least two (2) authorised officers, of whom one shall be a director; or
    - (ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
5. A copy of the power of attorney may be accepted, provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

#### **Pre-Meeting Submission of Questions**

Shareholders may submit questions in relation to the agenda items of the 62<sup>nd</sup> AGM in advance via the TIH Online website at <https://tiih.onlin>. Please select "e-Services" to login, pose questions and submit electronically no later than **Sunday, 23 May 2021 at 10.00 a.m.**. The Board / Company will endeavour to answer the questions received at the AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.

#### **No Door Gifts / Food Vouchers**

There will be no distribution of door gifts or food vouchers for the 62<sup>nd</sup> AGM as the meeting will be conducted on a fully virtual basis.

The Company would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

#### **Enquiries**

If you have any questions prior to the AGM, please contact the Share Registrar during office hours on Mondays to Friday 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

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)