

ADMINISTRATIVE GUIDE



Hengyuan Refining Company Berhad
Registration No. 196001000259 (3926-U)

63rd Annual General Meeting of Hengyuan Refining Company Berhad Registration No. 196001000259 (3926-U)

Date : Wednesday, 25 May 2022

Time : 10.00 a.m.

Venue : Spectrum Room, Level 3A, Connexion Conference & Event Centre (CCEC), Nexus Bangsar South City, No 7, Jalan Kerinchi, 59200 Kuala Lumpur ("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 63rd 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 63rd 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 63rd 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 Chairperson 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 63rd 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 2022** 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, please access the website at <https://tiih.online>. Register as a user under "e-Services" select the "Sign Up" button and followed by "**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 e-mail to notify you when registration for remote participation at the 63rd AGM is available at TIIH Online.

2. Register for 63rd AGM participation via RPV

- Registration is open from **Tuesday, 26 April 2022** until the day of the AGM on **Wednesday, 25 May 2022**.
- 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 63rd 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 2022, the system will send you an **e-mail on or after 23 May 2022 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 63rd AGM at any time from 9.00 a.m., i.e. 1 hour before the commencement of the AGM at **10.00 a.m. on Wednesday, 25 May 2022**.

4. Participate through Live Streaming

- Select the corporate event: "**(LIVE STREAM MEETING) HENGYUAN 63rd AGM**" to participate in the 63rd AGM remotely.
- If you have any question for the Chairperson / Board, you may use the query box to transmit your question. The Chairperson / Board will endeavour to respond to questions submitted by remote participants during the 63rd AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

5. Online Remote Voting

- Shareholders can submit their vote on the resolutions at any time from **10.00 a.m. on Wednesday, 25 May 2022** until a time when the Chairperson announces the end of the voting session.
- Select the corporate event: "**(REMOTE VOTING) HENGYUAN 63rd 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.

Further Notes on Voting at the Meeting

The voting at the AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed Tricor to conduct the poll voting electronically ("e-voting") via Tricor's e-Vote application ("Tricor e-Vote App").

The resolutions proposed at the AGM and the results of the voting will be announced at the AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

6. End of Remote Participation

Upon the announcement by the Chairperson on the conclusion of the 63rd AGM, the live streaming will end.

Further Notes to Users on the RPV Facilities

Should your registration for RPV to join the meeting be approved, we will make available to you the rights to participate in the 63rd AGM remotely. Your login to TIIH 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 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 for assistance.

Lodgment of Proxy Form

Original proxy forms and / or documents relating to the appointment of proxy / corporate representative / attorney for the AGM must be deposited, whether in hard copy or by electronic means, in the manner described below not later than **Monday, 23 May 2022 at 10.00 a.m** to participate in the 63rd AGM.

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

Electronic Lodgement

The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

1. Register as a User with TIIH Online

Instructions for Individuals

- Using your computer, please 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 TIIH Online, you are not required to register again.

Instructions for Corporations or Institutional Shareholders

- Access TIIH 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 TIIH Online at <https://tiih.online> with your user ID (i.e. email address) and password.
- Select the corporate event: "**HENGYUAN 63RD 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 TIIH Online at <https://tiih.online>.
- Select the corporate event: "**HENGYUAN 63RD 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.
- Submit the proxy appointment file.
- Log in to TIIH Online, select corporate event: "**HENGYUAN 63RD AGM - "SUBMISSION OF PROXY FORM"**".
- 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.

Hard Copy Lodgement

- For hard copy lodgements, the proxy form must be delivered by hand or post to the office of the Share Registrar at **Tricor Investor & Issuing House Services Sdn Bhd, Unit 32- 01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.**

Appointments of Corporate Representative / Power of Attorney

- Original appointments of corporate representative / power of attorney can be submitted either electronically or by hard copy in accordance with the instructions for lodgement above.
- Where the appointment is made by a power of attorney, the ORIGINAL document of authority pursuant to which such an appointment is made must be deposited with the Share Registrar not less than forty-eight (48) hours before the time appointed for holding the AGM or adjourned general meeting at which the person named in the appointment proposes to vote. 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
- For a corporate member who has appointed a representative, the certificate of appointment should be executed in the following manner:
 - 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.
 - 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:
 - at least two (2) authorised officers, of whom one shall be a director; or
 - any director and / or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

Pre-Meeting Submission of Questions

Shareholders may submit questions in relation to the agenda items of the 63rd AGM in advance via the TIIH Online website at <https://tiih.online>. Please select "e-Services" to login, pose questions and submit electronically no later than **Monday, 23 May 2022 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 e-mailed 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 63rd 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.

Enquiries

If you have any questions prior to the AGM, please contact the Share Registrar during office hours on Mondays to Friday 8.30 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