

**NOTICE OF 36TH ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the Thirty-Sixth Annual General Meeting ("36th AGM") of BORNEO OIL BERHAD ("Borneoil" or "the Company") will be conducted by way of virtual meeting through live streaming and online remote participation using Remote Participation and Voting ("RPV") Facilities from the Broadcast Venue at Lot 27, Jalan Kolam, Luyang, 88300, Kota Kinabalu, Sabah on Wednesday, 16 December 2020 at 10.00 am for the transaction of the following businesses :-

**AGENDA**

**AS ORDINARY BUSINESSES :**

1. To receive the Audited Financial Statements for the financial year ended 30 June 2020 together with the Reports of the Directors and Auditors thereon.  
**Please refer to Explanatory Note (i)**
2. To re-elect the following directors who are retiring pursuant to Clause 143 of the Constitution of the Company and being eligible, have offered themselves for re-election:
  - (a) Mr. Chan Keng Leong. **Ordinary Resolution 1**
  - (b) Mr. Tan Kok Chor. **Ordinary Resolution 2****Please refer to Explanatory Note (ii)**
3. To approve the payment of Directors' fees of RM351,960.00 to Non-Executive Directors for the financial year ended 30 June 2020. **Ordinary Resolution 3**  
**Please refer to Explanatory Note (iii)**
4. To approve the Directors' fees and benefits of up to an amount of RM1,800,000 payable from the 17th December 2020 until the next 37th AGM of the Company, or at any adjournment thereof. **Ordinary Resolution 4**
5. To re-appoint STYL Associates PLT as the External Auditors of the Company to hold office until the conclusion of the next Annual General Meeting and to authorize the Directors to fix their remuneration. **Ordinary Resolution 5**
6. **AS SPECIAL BUSINESSES:**  
To consider and, if thought fit, to pass the following Ordinary Resolutions:
  - (a) **Continuation in office as Independent Non-Executive Director**
    - (i) "That approval be and is hereby given to Mr. Tan Kok Chor who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve(12) years, be and is hereby retained as an Independent Non-Executive Director of the Company until the conclusion of the next AGM". **Ordinary Resolution 6**  
**Please refer to Explanatory Note (iv)**
    - (ii) "That authority be and is hereby given to Mr. Michael Moo Kai Wah who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than twelve (12) years, be and is hereby retained as an Independent Non-Executive Director of the Company until the conclusion of the next AGM". **Ordinary Resolution 7**  
**Please refer to Explanatory Note (v)**
  - (b) **Authority To Allot Shares Pursuant To Section 75 and Section 76 of the Companies Act, 2016:** **Ordinary Resolution 8**  
"THAT subject always to the Companies Act 2016 ("Act"), the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and approvals of any other relevant governmental/regulatory bodies where such approval is required, the Directors be and are hereby authorized and empowered pursuant to Section 75 and 76 of the Companies Act 2016, to allot and issue shares in the Company, to such persons, at any time upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares issued does not exceed 20% of the total number of issued shares (excluding treasury shares) of the Company for the time being AND THAT the Directors be and are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Securities AND THAT such authority shall continue in force until the conclusion of the next AGM of the Company after the approval was given or at the expiry of the period within which the next AGM is required to be held after the approval was given, whichever is earlier, unless such approval is revoked or varied by the Company at a General Meeting".  
**Please refer to Explanatory Note (v)**
  - (c) **Proposed Renewal of Authority for Share Buy-Back** **Ordinary Resolution 9**  
"That subject to compliance with Section 127 of the Companies Act 2016, the Constitution of the Company, the Main Market Listing Requirements of Bursa Securities and all other applicable laws and regulations, the Company be and is hereby authorized to allocate an amount not exceeding the total available retained profits of the Company for the purpose of and to purchase such amount of ordinary shares in the Company ("Proposed Purchase") as may be determined by the Directors of the Company from time to time through Bursa Securities as the Directors may deem fit in the interest of the Company provided that the aggregate number of shares purchased and/or held pursuant to this resolution does not exceed ten percent (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at the point of purchase;  
AND THAT upon completion of the purchase by the Company of its own shares, the Directors are authorized to retain the shares as treasury shares or cancel the shares or retain part of the shares so purchased as treasury shares and cancel the remainder;  
AND THAT the Directors are further authorized to resell the treasury shares on Bursa Securities or distribute the treasury shares as dividends to the Company's shareholders or to deal with the treasury shares in the manner as allowed by the Act;  
AND THAT the Directors be and are hereby empowered to carry out the above immediately upon the passing of this resolution and from the date of the passing of this resolution until:  
    - (i) the conclusion of the next AGM of the Company, following this at which time the authority shall unless by an ordinary resolution passed at the meeting, the authority is renewed, either unconditionally or subject to conditions; or
    - (ii) the expiration of the period within which the next AGM is required by law to be held; or
    - (iii) revoked or varied by ordinary resolution passed by the shareholders at a general meeting,
 whichever occur first but not so as to prejudice the completion of purchase(s) by the Company before the aforesaid expiry date and in any event, in accordance with the provision of the Listing Requirements and any other relevant authorities;  
AND THAT authority be and is hereby given to the Directors of the Company to take all steps as are necessary and/or to do all such acts and things as the Directors deem fit and expedient in the interest of the Company to give full effect to the Proposed Purchase with full powers to assent to any condition, modification, revaluation, variation and/or amendment (if any) as may be imposed by the relevant authorities".  
**Please refer to Explanatory Note (vi)**
7. To transact any other business for which due notice shall have been given.

By Order of the Board

CHIN SIEW KIM (L.S. 0000982)  
ANDREA HUONG JIA MEI (MIA 36347)  
Company Secretaries

Labuan FT.  
Dated : 30 October 2020

**NOTES :**

1. **IMPORTANT NOTICE**  
The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (including any amendment that may be made from time to time) which require the Chairman of the meeting to be present at the main venue of the meeting.
  2. Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 36th AGM in person at the Broadcast Venue on the day of the meeting.
  3. Shareholders of the Company are to participate, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 36th AGM via the Remote Participation and Voting facilities ("RPV") provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") via its **TIH Online** website at <https://tjh.online>. Please follow the Procedures for RPV provided in the Administrative Details for the 36th AGM and read the notes below in order to participate remotely via RPV.
  4. A shareholder of the Company who is entitled to participate, speak and vote at the meeting via RPV is entitled to appoint one (1) or more proxies to participate, speak and vote in his stead. Where a shareholder appoints more than one (1) proxy in relation to the meeting, the appointments shall be invalid unless he specifies the proportions of his holding to be represented by each proxy. The proxy may but need not be a shareholder of the Company. There shall be no restriction as to the qualification of the proxy. A proxy appointed to participate, speak and vote at the meeting shall have the same rights as the Shareholder to speak at the meeting.
  5. Shareholders of the Company may submit questions to the Board of Directors prior to the 36th AGM via Tricor's **TIH Online** website at <https://tjh.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 14 December 2020 at 10.00 a.m.** or to use the query box to transmit questions to the Chairman/Board via RPV during live streaming.
  6. Where a shareholder of the Company is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 ("SICDA") which holds ordinary shares in the Company for multiple beneficial owners in one securities account (omnibus account), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
  7. A shareholder of the Company who has appointed a proxy or attorney or authorised representative to participate, speak and vote at this 36th AGM via RPV must request his/her proxy to register himself/herself for RPV at **TIH Online** website at <https://tjh.online>. Please follow the Procedures for RPV in the Administrative Details for the 36th AGM.
  8. The appointment of a proxy may be made by electronic means or in a hard copy form in the following manner and must be received by the Company 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:
    - (i) **By electronic form**  
The proxy form can be submitted via fax at: 087-410515 or email to [borneo.re20@gmail.com](mailto:borneo.re20@gmail.com) or by electronically lodged.
    - (ii) **Online via TIH Online**  
The proxy form can be electronically lodged via TIH Online website at <https://tjh.online> (applicable to individual shareholders only). Kindly refer to the Administrative Details for the 36th AGM on the procedures for electronic lodgement of proxy form via TIH Online.
    - (iii) **In hard copy form**  
In the case of an appointment made in hard copy form, the proxy form must be deposited with the Registered Office of the Company situated at 1st & 2nd Floor, Victoria Point, Jalan OKK Awang Besar, 87007, Wilayah Persekutuan Labuan.
  9. Please ensure **ALL** the particulars as required in the proxy form are completed, signed and dated accordingly.
  10. Last date and time for lodging the proxy form is **Monday, 14 December 2020 at 10.00 a.m.**
  11. Any authority pursuant to which such an appointment is made by a power of attorney or appointment of corporate representative must be deposited with the Registered Office of the Company situated at 1st & 2nd Floor, Victoria Point, Jalan OKK Awang Besar, 87007, Wilayah Persekutuan Labuan not less than forty-eight (48) hours before the time appointed for holding the 36th 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.
  12. A corporate shareholder who has appointed a representative, please deposit the original/duly certified certificate of appointment with the Registered Office of the Company situated at 1st & 2nd Floor, Victoria Point, Jalan OKK Awang Besar, 87007, Wilayah Persekutuan Labuan. The certificate of appointment should be executed in the following manner:
    - (i) If the corporate shareholder has a common seal, the certificate of appointment should be executed under seal in accordance to the Section 66(2) of the Companies Act 2016.
    - (ii) If the corporate shareholder does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate shareholder (if any) and executed by:
      - a. at least two (2) authorised officers, of whom one shall be a director; or
      - b. any director and/or authorised officers in accordance with the laws of the country under which the corporate shareholder is incorporated.
  13. For the purpose of determining a shareholder who shall be entitled to participate in the 36th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd., in accordance with Clause 77 of the Company's Constitution and Section 34(1) of the SICDA to issue a General Meeting Record of Depositors as at 8 December 2020. Only a depositor whose name appears therein shall be entitled to participate the said meeting or appoint a proxy to participate and/or vote on his stead.
- Explanatory Notes on Ordinary and Special Businesses:-**
- (i) **Audited Financial Statements for the financial year ended 30 June 2020**  
The audited financial statements are for discussion only under Agenda 1, as it does not require shareholders' approval under the provision of Section 340(1)(a) of the Companies Act, 2016. Hence, this agenda is not put forward for voting by shareholders of the Company.
  - (ii) **Ordinary Resolution 1 and 2 : Retirement of Directors**  
Pursuant to Clause 143 of the Company's Constitution and paragraph 7.26(2) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (Listing Requirements), one-third (1/3) of the Directors shall retire from office at least once in three(3) years and shall be eligible for re-election at each AGM. A retiring Director shall retain office until the close of the meeting at which he retires. The Directors to retire shall be those who have been longest in office since their last election or appointment.
  - (iii) **Ordinary Resolution 3 and 4 : Directors' fees**  
Section 230(1) of the Companies Act 2016 which came into effect on 31 January 2016, provides amongst others, that "the fees" of the Directors and "any benefits" payable to the Directors of a listed company and its subsidiaries shall be approved at a general meeting.  
Clause 119 of the Company's Constitution on "Fees and benefits of Directors" states that the fees and benefits payable to Directors shall be subject to annual shareholders' approval at a general meeting.  
Clause 120 of the Company's Constitution on "Fees of non-executive Directors" states that the fees payable to non-executive Directors shall be by a fixed sum, and not by a commission on or percentage of profits or turnover. Salaries payable to executive Directors may not include a commission on or percentage of turnover.  
Resolution 3 on payment of Directors' fees for Non-Executive Directors in respect of the year ended 30 June 2020.  
Note : The Executive Directors are also receiving Directors fees amounting to RM1,338,500.00 for the financial year ended 30 June 2020.
  - (iv) **Ordinary Resolution 6 and 7 : Continuation in office as Independent Non-Executive Directors**  
The proposed Ordinary Resolution No.6, if passed, will allow Mr. Tan Kok Chor to be retained as Independent Non-Executive Director ("INED") of the Company. The Board of Directors had, vide the Nomination Committee assessed the independence of Mr. Tan Kok Chor, who has served as INED of the Company for a cumulative term of more than twelve (12) years and recommended him to continue to act as an INED of the Company. The justification of the Board of Directors for recommending and supporting the resolutions for him continuing in office as INED are set out under the Corporate Governance Overview Statement in the Company's 2020 Annual Report. The proposed Ordinary Resolution No.7, if passed, will allow Mr. Michael Moo Kai Wah to be retained as Independent Non-Executive Director ("INED") of the Company. The Board of Directors had, vide the Nomination Committee assessed the independence of Mr. Michael Moo Kai Wah, who has served as INED of the Company for a cumulative term of more than twelve (12) years and recommended him to continue to act as an INED of the Company. The justification of the Board of Directors for recommending and supporting the resolutions for him continuing in office as INED are set out under the Corporate Governance Overview Statement in the Company's 2020 Annual Report. Resolutions No. 6 & 7 if passed, will authorize Mr. Tan Kok Chor and Mr. Michael Moo Kai Wah to continue in office as INEDs of the Company until the conclusion of the next AGM of the Company.
  - (v) **Ordinary Resolution 8 : Authority to Allot Shares pursuant to Section 75 and Section 76 of the Companies Act 2016**  
Ordinary Resolution No. 8 is to seek a renewal of the general mandate for the issue of new ordinary shares pursuant to Sections 75 and 76 of the Companies Act 2016 which was approved by shareholders at the AGM last year ("the previous mandate"). Bursa Securities had vide its letter dated 16 April 2020 allows listed issuer to seek a higher limit of General Mandate of not more than 20% of the total number of issued shares for issue of new securities ("20% General Mandate"). The 20% General Mandate may be utilized by listed issuer to issue new securities until 31 December 2021, and thereafter, the 10% general mandate will be reinstated.  
Having considered the challenging times due to the Covid-19 pandemic and to ensure the long term sustainability and interest of the Company, the Board would like to procure approval for the 20% General Mandate from the shareholders at the 36th AGM of the Company. The Board is of the opinion that this 20% General Mandate is in the best interest of the Company and its Shareholders.  
The renewed mandate will provide flexibility to the Company for any possible fund-raising activities, including but not limited to further placing of shares, for the purpose of funding investment projects, working capital and/or acquisition.
  - (vi) **Ordinary Resolution 9 : Proposed Renewal of Authority for Share Buy Back**  
Ordinary Resolution 9, if passed, will empower the Company to purchase and/or hold up to ten percent (10%) of the issued shares of the Company. This authority will, unless revoked or varied by the Company in general meeting, expire at the conclusion of the next AGM of the Company.  
The details of this proposed Ordinary Resolution are set out in the Statement to Shareholders of the Company dated 30 October 2020 which is despatched together with the Company's 2020 Annual Report.

# Administrative Details

## 36th Annual General Meeting of Borneo Oil Berhad

Date : Wednesday, 16 December 2020  
Time : 10.00 a.m.  
Broadcast Venue : Lot 27, Jalan Kolam, Luyang, 88300 Kota Kinabalu, Sabah

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 36th Annual General Meeting (“36th AGM” or “AGM”) of Borneo Oil Berhad (“Bornoil” or the “Company”) will be conducted through live streaming and online remote participation using Remote Participation and Voting (“RPV”) Facilities as a **VIRTUAL** meeting at the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (including any amendment that may be made from time to time) (“Guidance Note”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairman of the meeting to be present at the main venue of the meeting. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the 36th AGM in person at the Broadcast Venue on the day of the meeting.

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

Shareholders of the Company are to participate, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 36th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders of the Company who appoint proxies to participate via RPV in the 36th AGM must ensure that the duly executed Proxy Form are deposited in a hard copy form or by electronic means to Registered Office of the Company by fax at 087-410515 or email to [borneo.re20@gmail.com](mailto:borneo.re20@gmail.com) no later than Monday, 14 December 2020 at 10.00 a.m.

Corporate representatives of corporate shareholders of the Company must deposit their original or duly certified certificate of appointment of corporate representative to Registered Office of the Company by fax at 087-410515 or e-mail to [borneo.re20@gmail.com](mailto:borneo.re20@gmail.com) not later than **Monday, 14 December 2020 at 10.00 a.m.** to participate via RPV in the AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Registered Office of the Company by fax at 087-410515 or e-mail to [borneo.re20@gmail.com](mailto:borneo.re20@gmail.com) not later than **Monday, 14 December 2020 at 10.00 a.m.** to participate via RPV in the AGM.

**A shareholder of the Company who has appointed a proxy or attorney or authorised representative to participate at this 36th AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 36th AGM of Bornoil is a virtual AGM, shareholders of the Company who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

## Administrative Details

### 36th Annual General Meeting of Borneo Oil Berhad (cont'd)

#### PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 36th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE DAY OF 36th AGM</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>Registration as a user will be approved within one (1) working day and you will be notified via email.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail from Tricor to notify</b> you that the remote participation for the 36th AGM 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. Friday, 30 October 2020 until the day of 36th AGM on Wednesday, 16 December 2020. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to register or ascertain their eligibility to participate in the 36th AGM using the RPV.</b></li> <li>Login with your user ID and password and select the corporate event: <b>"(REGISTRATION) BORNOIL 36TH 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 <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at <b>8 December 2020</b>, the system will send you an <b>e-mail to approve or registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email.</b> <i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 36th AGM remotely).</i></li> </ul>
<b>ON THE DAY OF THE 36th AGM (16 DECEMBER 2020)</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 36th AGM at any time from <b>9.30 a.m.</b> i.e. 30 minutes before the commencement of the 36th AGM on <b>Wednesday, 16 December 2020 at 10.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>"(LIVE STREAM MEETING) BORNOIL 36th AGM"</b> to engage in the proceedings of the 36th AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 36th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

## Administrative Details

### 36th Annual General Meeting of Borneo Oil Berhad (cont'd)

	Procedure	Action
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from <b>10.00 a.m. on Wednesday, 16 December 2020</b> until a time when the Chairman announces the completion of the voting session of the AGM. Select the corporate event: “<b>(REMOTE VOTING) BORNOIL 36TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</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> <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 Chairman on the closure of the 36th AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV:

1. Should your application to join the 36th AGM 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.

#### NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 36th AGM since the meeting is being conducted on a virtual basis.

We would like to thank our shareholders for your kind co-operation and understanding in these challenging times.

#### GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the ROD as at 8 December 2020 shall be entitled to participate, speak and vote at the 36th AGM or appoint proxies to participate and/or vote on his/her behalf.

#### PROXY

- The 36th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 16 December 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- You may submit your Proxy Form to Registered Office of the Company by fax at 087-410515 or e-mail to [borneo.re20@gmail.com](mailto:borneo.re20@gmail.com). The Proxy Form or any authority pursuant to which such an appointment is made by a power of attorney or appointment of corporate representative must be deposited at Registered Office of the Company situated at 1st & 2nd Floor, Victoria Point, Jalan OKK Awang Besar, 87007, Wilayah Persekutuan Labuan not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise, the Proxy form or any authority pursuant to which such an appointment is made by a power of attorney or appointment of corporate representative shall **not** be treated as valid.

## Administrative Details

### 36th Annual General Meeting of Borneo Oil Berhad (cont'd)

- As an alternative, you may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> (applicable to individual shareholders only) no later than **Monday, 14 December 2020 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

#### Poll Voting

- The Voting at the 36th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Leou Associates PLT as Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 36th AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 36th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form 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 Proxy Form	<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: "Submission of Proxy Form".</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 proxy form for your record.</li> </ul>

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

Shareholders of the Company may submit questions for the Board prior to the 36th 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 **Monday, 14 December 2020 at 10.00 a.m.** The Board will endeavour to answer the questions received at the 36th AGM.

## Administrative Details

### 36th Annual General Meeting of Borneo Oil Berhad (cont'd)

#### RECORDING OR PHOTOGRAPHY

Strictly NO unauthorised recording or photography of the proceedings of the 36th AGM is allowed.

#### 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	:	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
Contact Persons	:	Mr. Jake Too +603-2783 9285 / Email: <a href="mailto:Chee.Onn.Too@my.tricorglobal.com">Chee.Onn.Too@my.tricorglobal.com</a>
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