



BORNEO OIL BERHAD

Registration No. 198901005309 (121919-H)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS

EXTRAORDINARY GENERAL MEETING OF BORNEO OIL BERHAD

Date : Monday, 25 January 2021
Time : 3.00 p.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 Extraordinary General Meeting ("**EGM**") of Borneo Oil Berhad ("**Bornoil**" or the "**Company**") will be conducted through live streaming i.e. virtual meeting from 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 requires the Chairman of the EGM to be present at the main venue of the EGM. Shareholders/ proxies **WILL NOT BE PHYSICALLY PRESENT** at the Broadcast Venue on the day of the EGM.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

Shareholders of the Company are to participate, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote remotely using RPV at the EGM 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 the EGM via RPV 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 no later than **Saturday, 23 January 2021 at 3.00 p.m.**

Corporate representatives of corporate shareholders of the Company must deposit their 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 not later than **Saturday, 23 January 2021 at 3.00 p.m.** to participate the EGM via RPV.

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 not later than **Saturday, 23 January 2021 at 3.00 p.m.** to participate the EGM via RPV.

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

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

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

	Procedure	Action
BEFORE THE DAY OF EGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the "e-Services". 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Friday, 8 January 2021 until the day of EGM on Monday, 25 January 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to register or ascertain their eligibility to participate in the EGM using the RPV. Login with your user ID and password and select the corporate event: "(REGISTRATION) BORNOIL EGM 2021". 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. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 18 January 2021, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE EGM (25 JANUARY 2021)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 2.30 p.m. i.e. 30 minutes before the commencement of the EGM on Monday, 25 January 2021 at 3.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(LIVE STREAM MEETING) BORNOIL EGM 2021" to engage in the proceedings of the EGM remotely. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the EGM.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 3.00 p.m. on Monday, 25 January 2021 until a time when the Chairman announces the completion of the voting session of the EGM. Select the corporate event: "(REMOTE VOTING) BORNOIL EGM 2021". 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.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

Note to users of the RPV:

1. Should your application to join the EGM be approved, we will make available to you the rights to join the live streamed EGM and to vote remotely. Your login to TIIH Online on the day of EGM will indicate your presence at the virtual EGM.
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 EGM 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.

NO DOOR GIFT/FOOD VOUCHER

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

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

GENERAL MEETING'S RECORD OF DEPOSITORS ("ROD")

- Only a depositor whose name appears on the ROD as at **18 January 2021** shall be entitled to participate, speak and vote at the EGM or appoint proxies to participate and/or vote on his/her behalf.

PROXY

- The EGM will be conducted via virtual EGM, if you are unable to attend the EGM via RPV on 25 January 2021, you may appoint the Chairman of the EGM 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. 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 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 EGM 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.
- As an alternative, you may submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Saturday, 23 January 2021 at 3.00 p.m.** Please read and follow the procedures to submit Proxy Form electronically as set out below.

Poll Voting

- The Voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. 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 EGM at 3.00 p.m. but before the end of the voting session which will be announced by the Chairman of the EGM. 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 EGM, 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 TIH Online website are summarised below:

	Procedure	Action
(a)	Register as a User with TIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please 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.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After the release of the Notice of EGM by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: "BORNOIL EGM 2021 – 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 Chairman 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.

PRE-EGM SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders of the Company may submit questions for the Board prior to the EGM via Tricor's **TIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose and submit questions electronically no later than **Saturday, 23 January 2021 at 3.00 p.m.** The Board will endeavour to answer the questions received at the EGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO unauthorised recording or photography** of the proceedings of the EGM.

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 : is.enquiry@my.tricorglobal.com

Contact persons : Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
: Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com