

ADMINISTRATIVE NOTES – THE POSTPONED NINTH ANNUAL GENERAL MEETING (FULLY VIRTUAL)

DAY, DATE AND TIME

Thursday,
30 July 2020 at 10.00 a.m.

BROADCAST VENUE FOR THE MEETING

Multi-Purpose Hall, Ground Floor, Sapura@Mines, No. 7, Jalan Tasik
The Mines Resort City, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia
("Broadcast Venue")

MODE OF MEETING

The Company's Postponed Ninth Annual General Meeting ("Postponed 9th AGM") will be conducted fully virtual via Remote Participation and Voting Platform ("RPV") in view of the COVID-19 outbreak and in line with the Guidance on the conduct of general meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and was recently revised on 18 June 2020 which includes any amendments and updates that may be made from time to time.

Shareholders are not allowed to attend the Postponed 9th AGM of the Company in person at the Broadcast Venue on the day of the meeting. The Broadcast Venue which is the main venue is for the purpose of compliance with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting ("Chairman") to be present at the main venue of the Postponed 9th AGM.

HOW TO JOIN THE MEETING

Step 1 – Register/Sign-up as Online User

[Note: The registration/sign-up as online user will be opened on 30 June 2020 and closed at 10.00 a.m. on 28 July 2020]

Register online with Boardroom Smart Investor Portal (for first time registration only) in the manner stated below. Please proceed to Step 2, if you have already registered/signed up with Boardroom Smart Investor Portal earlier.

- Access website <https://www.boardroomlimited.my>
- Click <<Login>> and click <<Register>> to sign-up as a user.
- Complete registration and upload softcopy of MyKad (front and back) or Passport.
- Please enter a valid email address and wait for Boardroom's email verification.
- Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 30 June 2020 and closed at 10.00 a.m. on 28 July 2020]

Individual Members

- Login to www.boardroomlimited.my using your user ID and password from Step 1 above.
- Select "Virtual Meeting" from main menu and select the correct Corporate Event "**SAPURA ENERGY BERHAD NINTH (9TH) VIRTUAL ANNUAL GENERAL MEETING**".
- Read and agree to the terms & conditions and thereafter submit your request by clicking NEXT.
- Enter your CDS Account Number.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Please provide a copy of corporate representative's MyKad (Front and Back) as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. Authorised Nominee and Exempt Authorised Nominee must also provide a copy of the Proxy Holder's MyKad (Front and Back) as well as his/her email address.

For any of the above request:

- You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.
- Upon system verification against the General Meeting Record of Depositor as at 23 July 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- Please note that the closing time to submit your request is at 10.00 a.m. on 28 July 2020 (48 hours before the commencement of the virtual AGM).
- The Login User Guide for participation, posing questions and voting at the Postponed 9th AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

Step 3 – Login to RPV (<https://web.lumiagm.com>)

[The quality of the connectivity to the RPV for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- The RPV will be opened for login starting one (1) hour before the commencement of the Postponed 9th AGM at 10.00 a.m. on 30 July 2020.
- Follow the steps given to you in the email along with your remote access user ID and password to login to the RPV Platform, Boardroom Smart Investor Portal. (refer to item (e) of step 2 above)
- The steps will also guide you on how to view live web cast, ask questions and vote.
- The live web cast will end and the messaging window will be disabled upon the Chairman announces the closure of the Postponed 9th AGM.
- You can then logout from the RPV.

ADMINISTRATIVE NOTES – THE POSTPONED NINTH ANNUAL GENERAL MEETING (FULLY VIRTUAL) (CONT'D.)

VIRTUAL MEETING

- In line with the Malaysian Code on Corporate Governance 2017 Practice 12.3, by conducting a fully virtual Annual General Meeting (“AGM”), this would allow greater participation as it facilitates electronic voting and remote shareholders'/proxies' participation. With the Remote Participation and Voting Platform (“RPV”), you may exercise your right as a member/proxy holder of the Company to participate remotely (including to pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the virtual AGM.
- Alternatively, you may also appoint the Chairman as your proxy to attend and vote on your behalf at the virtual AGM.

PROXY

- Shareholders are encouraged to go online, participate, and vote at the Postponed 9th AGM using RPV. Shareholders who are unable to join the virtual AGM are encouraged to appoint the Chairman or their proxy to vote on their behalf.
- If you wish to attend the virtual AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the virtual AGM together with a proxy appointed by you.
- The Proxy Form can be deposited with the Share Registrars, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia, or by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal, not later than forty-eight (48) hours before the Meeting, i.e., no later than 28 July 2020 at 10.00 a.m. Kindly follow the link at <https://www.boardroomlimited.my/> to login and deposit your Proxy Form electronically.

REMOTE PARTICIPATION AND ELECTRONIC VOTING

- Please note that the remote participation and electronic voting is available to:
 - Individual member;
 - Corporate shareholder;
 - Authorised Nominee; and

(iv) Exempt Authorised Nominee.

- If you choose to participate in the virtual AGM, you will be able to view a live webcast of the AGM proceedings, pose questions to the Board, and submit your votes in real-time whilst the meeting is in progress.

VOTING

- The voting 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 Boardroom Share Registrars Sdn. Bhd. as the poll administrator to conduct the poll by way of electronic voting (“E-Voting”) and Boardroom Corporate Services Sdn. Bhd. as scrutineers to verify the poll result.
- During the AGM, real-time voting will be implemented and the Chairman will make the declaration of the poll result of each resolution after completion of voting for each resolution.
- For the purposes of this AGM, E-Voting will be carried via personal smart mobile phones , tablets  or laptops .
- There are three (3) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - Download the free Lumi AGM from Apple App Store or Google Play Store prior to the meeting; OR
 - Use QR Scanner Code given to you in the email received after successful registration; OR
 - Go to the website with URL <https://web.lumiagm.com>.

PROCEDURES DURING ONLINE AGM

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

You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

NO VOUCHERS AND DOOR GIFTS

There will be no voucher(s) or any door gift(s) for shareholders/proxies who participate in the Postponed 9th AGM.

ANNUAL REPORT

The Annual Report 2020 is available on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com under Company Announcements of Sapura Energy Berhad and also at the Company's website at www.sapuraenergy.com. Alternatively, you may scan the QR code which is printed on the 9th AGM Postcard which was circulated to shareholders on 15 June 2020 (“AGM Postcard”) for the Annual Report 2020. No CD-ROM for Annual Report 2020 be provided to shareholders.

If you do require a printed copy of the Annual Report 2020, please contact the contact number below or complete the Requisition Form printed on the AGM Postcard and mail it to Cik Hastini Hassim of Boardroom Share Registrars Sdn. Bhd. whose contact details are listed below. Please take note that the printed copy of Annual Report 2020 will only be available from 10 July 2020 onwards:

Boardroom Share Registrars Sdn. Bhd.

11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan, Malaysia

Telephone Number

General Line : +603-7890 4700
Hastini Hassim : +603-7890 4702
Hastini.Hassim@boardroomlimited.com

ENQUIRIES

If you have any queries prior to the meeting, please contact the following persons during office hours:

Sapura Energy Berhad

Sapura@Mines
No. 7, Jalan Tasik
The Mines Resort City
43300 Seri Kembangan
Selangor Darul Ehsan, Malaysia

Telephone Number

Azrim Akhtar Abdul Karim : +603-8659 9204
Muhammad Farid Dzulkapri : +603-8659 9212