



Dear Valued Shareholders,

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF VENUE FOR THE 61st ANNUAL GENERAL MEETING (61st AGM) OF PETRON MALAYSIA REFINING & MARKETING BHD (“PETRON”)

On 30 April 2020, PETRON had issued the Notice of its 61st AGM scheduled to be held on Thursday, 18 June 2020 at Pullman Grand Ballroom, Level 2, Pullman Kuala Lumpur Bangsar, No. 1 Jalan Pantai Jaya, Tower 3, 59200 Kuala Lumpur at 2.00 p.m.

In light of:

1. the current COVID-19 pandemic that has not only plagued Malaysia but the whole world;
2. our obligation as individuals to be responsible and heed the call to continue with social distancing (including avoiding ‘mass gatherings’ even after the Movement Control Order is lifted), to prevent exposure to or infecting others with the COVID-19 virus; and
3. the need to safeguard the health and safety of our valued Shareholders, Directors and Management personnel

the Board of Directors of PETRON has decided that the 61st AGM of PETRON shall proceed as scheduled on 18 June 2020 but:

- A. shall be conducted entirely through live streaming from the Broadcast Venue via REMOTE PARTICIPATION AND VOTING (“RPV”); and
- B. the venue of the 61st AGM shall be changed as set out below :-

DATE	TIME	BROADCAST VENUE
18 June 2020, (No change)	2.00 p.m. (No change)	PETRON TRAINING ROOM Level 13, Menara MBSB, Jalan Dungun, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan.

The conduct of the 61st AGM will adhere to the Securities Commission Malaysia Guidance on the Conduct of General Meetings for Listed Issuers dated 18 April 2020 (including any amendment that may be made from time to time) (“SC Guidance”). Pursuant to the SC Guidance and Section 327 (2) of the Companies Act, 2016, the Chairman of the meeting shall be present at the Broadcast Venue, the main venue of the AGM to chair the AGM.

Attendance at 61st AGM

Shareholders **WILL NOT BE ALLOWED** to attend the 61st AGM in person at the Broadcast Venue on the day of the AGM. However, shareholders shall register their attendance at the 61st AGM remotely by using the Remote Participation and Voting Facilities (“RPV”) provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

A shareholder who has appointed a proxy or authorised representative to attend, participate, speak and vote at the AGM via RPV must request his/her proxy to register himself/herself for RPV at the said **TIIH Online** website at <https://tiih.online> (following the procedures as set out in in the Administrative Details of the AGM) latest by **Wednesday, 17 June 2020 at 2:00 p.m.**

Other than the above changes, please take note that the **Agenda and Resolutions, Book Closure Date and Statement Accompanying Notice of AGM** stated in the Notice of 61st AGM dated 30 April 2020 **remain unchanged.**

Submission of Proxy Form

If you wish to appoint a proxy to attend and vote on your behalf at the 61st AGM, you may deposit your proxy form with our Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, or by electronic lodgment via TIIH Online website at <https://tiih.online> no later than **Wednesday, 17 June 2020 at 2:00 p.m.** For electronic lodgment, please follow the procedures as set out in the Administrative Details of 61st AGM.

We would like to thank you for your continued support of the Company. If you have any enquiries, you may contact the following personnel during office hours: -

Share Registrar - Tricor Investor & Issuing House Services Sdn. Bhd.

Telephone : General Line +603 2783 9299 / Email: is.enquiry@my.tricorglobal.com
: Mr. Alven Lai +603 2783 9283 / Email: Siew.Wai.Lai@my.tricorglobal.com
: Ms. Vivien Khoh +603 2783 9091 / Email: Vivien.Khoh@my.tricorglobal.com

Yours faithfully,

Manoj Devadasan

Company Secretary (LS0006885/SSM202008001784)

1 June 2020

ADMINISTRATIVE DETAILS

61st ANNUAL GENERAL MEETING OF PETRON MALAYSIA REFINING & MARKETING BHD (VIA REMOTE PARTICIPATION AND VOTING ("RPV"))

Date : 18 June 2020, Thursday
Time : 2:00 p.m.
Broadcast Venue : PETRON TRAINING ROOM, Level 13 Menara MBSB, Jalan Dungun, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan.

MODE OF MEETING

In view of the COVID-19 outbreak and as part of the necessary safety measures, the Sixty-First (61st) Annual General Meeting of Petron Malaysia Refining & Marketing Bhd (the "Company" or "Petron") ("61st AGM" or "AGM") will be conducted entirely through live streaming 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.

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 shall be present at the main venue of the AGM. Shareholders WILL NOT BE ALLOWED to attend the 61st AGM in person at the Broadcast Venue on the day of the AGM.

REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")

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

Shareholders who appoint proxies to participate via RPV in the 61st AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Wednesday, 17 June 2020 at 2:00 p.m.**

Corporate representatives of corporate shareholders must deposit their original certificate of appointment of corporate representative to Tricor not later than **Wednesday, 17 June 2020 at 2:00 p.m.** to participate via RPV in the 61st AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Wednesday, 17 June 2020 at 2:00 p.m.** to participate via RPV in the 61st AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this 61st AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As 61st AGM of Petron is a fully virtual AGM, shareholders 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.

PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 61st AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	PROCEDURE	ACTION
BEFORE THE DAY OF 61 ST AGM		
(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. Monday, 1 June 2020 up to 2:00 p.m. Wednesday, 17 June 2020.Login with your user ID and password and select the corporate event: "(REGISTRATION) PETRON 61ST 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.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 10 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE 61 ST AGM (18 JUNE 2020)		
(c)	Login to TIIH Online	<ul style="list-style-type: none">Login with your user ID and password for remote participation at the AGM at any time from 1.40 p.m. i.e. 20 minutes before the commencement of AGM on Thursday, 18 June 2020 at 2:00 pm.

	PROCEDURE	ACTION
ON THE DAY OF THE 61 ST AGM (18 JUNE 2020)		
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) PETRON 61ST AGM” to engage in the proceedings of the AGM remotely. 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 AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 2:00 p.m. on Thursday, 18 June 2020 until a time when the Chairman announces the completion of the voting session of the AGM. Select the corporate event: “(REMOTE VOTING) PETRON 61ST AGM”. 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 61st AGM, the Live Streaming will end.

Note to users of the RPV:

- Should your application to join the 61st 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.
- 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.

NO DOOR GIFT/GIFT VOUCHER/MEALS

- There will be no distribution of door gifts or gift vouchers or meals at the 61st AGM since the meeting is being conducted on a fully 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 **10 June 2020** shall be entitled to attend, speak and vote at the AGM or appoint proxies to attend and/or vote on his/her behalf.

PROXY

- The 61st AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 18 June 2020, you may appoint a proxy and indicate the voting instructions in the Proxy Form. You may also appoint the Chairman as proxy.
- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com. However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than twenty-four (24) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.
- You may also submit the Proxy Form electronically via TIIH Online website at <https://tiih.online> no later than **Tuesday, 17 June 2020 at 2:00 p.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

POLL VOTING

- The Voting at the 61st AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 61st AGM at 2:00 p.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 61st 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">Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do 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.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "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-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 61st AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Tuesday, 17 June 2020 at 2:00 p.m.**. The Board will endeavor to answer the questions received at the 61st AGM.

RECORDING OR PHOTOGRAPHY

Strictly **No** unauthorized recording or photography of the proceedings of the AGM are 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 : is.enquiry@my.tricorglobal.com

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

: Ms. Vivien Khoh : +603-2783 9291 / Email : Vivien.Khoh@my.tricorglobal.com