

ADMINISTRATIVE DETAILS

for the 31st Annual General Meeting (“31st AGM”)

HYBRID 31st ANNUAL GENERAL MEETING

The 31st AGM of the Company will be conducted in a **hybrid mode** in accordance with the revised ‘Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia (“SC”) on 7 April 2022. This is in line with Principle C of the Malaysian Code on Corporate Governance 2021 whereby listed issuers are encouraged to leverage technology in conducting general meetings to facilitate voting and remote shareholders’ participation.

The date, time and venue for the 31st AGM of the Company are as below:

Date	: Tuesday, 16 July 2024
Time	: 10.30 a.m. (Malaysia time)
Main Venue	: The Gardens Ballroom, Level 5, The Gardens Hotel & Residences, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia
Online Platform	: Boardroom Smart Investor Portal (“BSIP”) at https://investor.boardroomlimited.com with Remote Participation and Electronic Voting (“RPV”) facilities

Shareholders shall have the option to attend the 31st AGM **either**:

- i. in person at the Main Venue (“**Physical Attendance**”); or
- ii. virtually using the RPV facilities (“**Virtual Attendance**”) which are available on the BSIP at <https://investor.boardroomlimited.com> provided by Boardroom Share Registrars Sdn Bhd (“**Boardroom**”), the appointed share registrar for this 31st AGM.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 31st AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors (“**General Meeting ROD**”) as at 9 July 2024. Only a depositor whose name appears on the aforesaid General Meeting ROD shall be entitled to attend, participate and vote at the 31st AGM or appoint proxies to attend, participate and vote on his/her behalf.

REGISTRATION PROCEDURES FOR 31st AGM

Key information for shareholders who wish to attend and participate in the 31st AGM:

Key steps	
1) Pre-registration (Section A)	All member(s), proxy(ies), corporate representative(s) or attorney(s) attending physically or virtually, must pre-register their attendance via the BSIP at https://investor.boardroomlimited.com from Friday, 31 May 2024 until Sunday, 14 July 2024 for verification of their eligibility to attend the 31 st AGM and to confirm their mode of attendance i.e. either Physical Attendance or Virtual Attendance. This is to enable the Company to make the necessary preparations for the 31 st AGM, particularly at the Main Venue. See Section A (2) for steps to pre-register.
2) Appointment of Proxy (Section B)	If you are unable to participate at the 31 st AGM, you may: <ul style="list-style-type: none">• appoint proxy/proxies to participate and vote on your behalf; or• appoint the Chairman as your proxy to vote on your behalf; and indicate your voting instructions in the Form of Proxy. <ul style="list-style-type: none">• For more details on the appointment of proxy/proxies, please refer to the steps in Section B (APPOINTMENT OF PROXY).• Please ensure that proxy/proxies appointed are registered BSIP users.

Key steps

3) Poll Voting (Section C)	Physical Attendance Via smartphone/tablet with the QR code provided upon registration on the day of the meeting.	Virtual Attendance Via the same BSIP. Please refer to the details in Section C (POLL VOTING FOR 31st AGM) .
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SECTION A: PRE-REGISTRATION TO ATTEND THE 31st AGM

To exercise your right to attend, participate and vote at the 31st AGM, whether by Physical Attendance or Virtual Attendance, please complete the pre-registration process by following these steps:

1. Register as a user with BSIP:

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account.

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP at <https://investor.boardroomlimited.com>.

Individual account (For Shareholders and Proxies)	Corporate account (For representatives of Corporate Holders or Authorised Nominees)
<ul style="list-style-type: none">Click Register to sign up for a user account and select "Sign up as Individual".Complete the registration.Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.Click Sign Up. <p><i>Note: Please ensure that you sign up for an Individual Account if you are an appointed proxy to attend the meeting.</i></p>	<ul style="list-style-type: none">Click Register to sign up for a user account and select "Sign up as Corporate Holder".Complete the registration.Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter.Click Sign Up. <p><i>Note: If you are appointed as the authorised representative for more than one (1) company, kindly click the home button and select "Edit Profile" to add your representation after your BSIP account has been approved.</i></p>

- You will receive an email from BSIP for email address verification. Click "**Verify Email Address**" from the email received to proceed with the registration.
- Once your email address is verified, you will be redirected to BSIP for the verification of your mobile number. Click "**Request OTP Code**" and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click "**Enter**" to complete the process.
- Once your mobile number has been verified, the registration of your new BSIP account will be pending for final system authentication.
- An email confirmation will be sent to you within **one (1) business day**, informing you of the approval of your BSIP account. Once account registration is complete, you may login to BSIP at <https://investor.boardroomlimited.com> using the email address and password you provided during registration. For assistance, please contact Boardroom as per the details under **Section H (ENQUIRY)**.

2. Register your attendance for the 31st AGM:

- a. All member(s), proxy(ies), corporate representative(s) or attorney(s) attending physically or virtually, are required to **pre-register** your attendance via the BSIP at <https://investor.boardroomlimited.com>. This is to enable the Company to ascertain your eligibility to participate in the 31st AGM based on the General Meeting ROD as at 9 July 2024 and to enable the Company to make the necessary preparations for the 31st AGM, particularly at the Main Venue.
- b. Pre-registration is open from the date of the Notice of 31st AGM on **Friday, 31 May 2024**.
- c. The closing date and time for pre-registration is 10.30 a.m. on **Sunday, 14 July 2024**.

Physical Attendance	Virtual Attendance
<ul style="list-style-type: none"> • Login your BSIP account with your registered email address and password. • Click "Meeting Event(s)", then select "YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING" from the list and click "Enter". • Go to "Physical", click "Pre-Register" and enter the 9-digit Central Depository System ("CDS") account number. • Read and check the box to accept the Terms & Conditions, then click "Register". • You will receive a notification confirming that your pre-registration has been received. 	<ul style="list-style-type: none"> • Login your BSIP account with your registered email address and password. • Click "Meeting Event(s)", then select "YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING" from the list and click "Enter". • Go to "Virtual", click "Register for RPV" and enter the 9-digit CDS account number. • Read and check the box to accept the Terms & Conditions, then click "Register". • You will receive a notification that your RPV registration has been received. • Upon system verification against the General Meeting ROD as of 9 July 2024, you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

3. Attending the 31st AGM on Tuesday, 16 July 2024 (Meeting Day)

Physical Attendance	Virtual Attendance
<ul style="list-style-type: none"> • Registration will start at 8.30 a.m. at the Main Venue. • Please present your original MYKAD or passport (for non-Malaysians) for verification purposes at the registration counters. Registration on behalf is strictly NOT ALLOWED. • Kindly note that only shareholders or proxies with a wristband are allowed to enter the Main Venue upon successful registration. 	<ul style="list-style-type: none"> • The online meeting platform will be available from 8.30 a.m. • Go to BSIP website at https://investor.boardroomlimited.com. • Login your BSIP account with your registered email address and password. • Click "Meeting Event(s)" then select "YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING". • Click "Join Live Meeting" to join the proceedings of the 31st AGM remotely.

Important Notes for Virtual Attendees:

- i. The quality of the connectivity to the virtual meeting platform for live webcast, as well as for remote online voting, depends on the bandwidth and the stability of the internet connection available at the location of the remote users.
- ii. Recommended requirements for live webcast:
 - a. Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.
 - b. Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video or 12 Mbps for Extra HD (EHD) video quality.
 - c. Device with working and good quality speakers.
- iii. You may not be able to gain access to the 31st AGM via the RPV facilities if your connecting device is on a network with a firewall and other security filtration.

SECTION B: APPOINTMENT OF PROXY

1. Cut-off date and time for lodgment of Form of Proxy

All Forms of Proxy and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representative for the 31st AGM, whether in hardcopy or by electronic means, must be deposited with or submitted to Boardroom no later than **10.30 a.m. on Sunday, 14 July 2024**. Please refer to the steps below for the Lodgment of Form of Proxy.

2. Lodgment of Form of Proxy

The appointment of proxy/proxies may be submitted in hardcopy or electronically.

a. In hardcopy:

The hard copy of Form of Proxy must be deposited at the office of Boardroom at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia. The Form of Proxy is available on the Company's website at <https://www.yinson.com/corporate-calendar/>.

b. Via electronic means:

If you wish to submit your Form of Proxy electronically, please refer to the procedures for electronic lodgment of Form of Proxy as set out below.

- Go to BSIP at <https://investor.boardroomlimited.com>.
- Login your BSIP account with your registered email address and password. [Note: If you do not have an account with BSIP, please sign up/register for free, in accordance with **Section A (1)**.]
- Click "**Meeting Event(s)**" and select "**YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING**" and click "**Enter**".

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none">• For Corporate Account User only, select the Company that you are representing.• Go to "PROXY" and click "Submit eProxy Form".• Enter your 9-digit CDS account number and number of securities held.• Select your proxy/proxies appointment – either the Chairman of the meeting or individually named proxy/proxies.• Read and accept the Terms & Conditions and click "Next".• Enter the required particulars of your proxy/proxies.• Indicate your voting instructions for each Resolution – FOR, AGAINST, or ABSTAIN. If no specific direction as to voting is given, your proxy/proxies will vote or abstain from voting at their discretion.• Review and confirm your proxy/proxies appointment. Click "Submit".• Download or print the eProxy Form as acknowledgement.	<ul style="list-style-type: none">• Select the Nominees Company that you are representing.• Go to "PROXY" and click "Submit eProxy Form".• Click "Download Excel Template" to download.• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions into the downloaded excel file template. Ensure inserted data is correct and organised.• Upload the completed excel file.• Review and confirm your proxy/proxies appointment and click "Submit".• Download or print the eProxy Form as acknowledgement.

c. Revocation of Proxy

If you have submitted your Form of Proxy prior to the 31st AGM and subsequently decide to appoint another person, or if you wish to participate in the 31st AGM yourself, please revoke the appointment of the proxy/proxies at least forty-eight (48) hours before the 31st AGM. Please find below the steps for the revocation of the eProxy Form or the hard copy Form of Proxy:

eProxy Form	Physical Form of Proxy
<ul style="list-style-type: none"> Go to “Submitted eProxy Form List” and click “View”. Click “Cancel/Revoke” at the bottom of the eProxy form. Click “Proceed” to confirm. 	<ul style="list-style-type: none"> Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, the proxy/proxies appointed earlier will not be permitted to participate in the 31st AGM. As such, please advise your proxy/proxies accordingly.

SECTION C: POLL VOTING FOR 31st AGM

The voting at the 31st AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Bursa Malaysia Securities Berhad Main Market Listing Requirements:

- All shareholders and proxies attending the 31st AGM physically at the Main Venue or virtually using the RPV facilities shall exercise their rights to vote using the RPV facilities through the BSIP accessible at <https://investor.boardroomlimited.com>. As such, all shareholders and proxies attending the 31st AGM physically at the Main Venue are advised to bring their own personal devices to vote via the BSIP.
- The Company has appointed Boardroom Share Registrars Sdn Bhd as the Poll Administrator to conduct the poll by way of online voting. During the meeting, the Chairman will invite the Poll Administrator to brief you on the online voting process using RPV facilities. This is in line with the SC’s Guidance which provides that member(s) shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.
- The Company has appointed SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results. Upon completion of the “real time” voting session for the 31st AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration of whether the resolutions are duly passed.
- Shareholders/proxies/corporate representatives/attorneys may proceed to vote on the resolutions from the commencement of the 31st AGM at **10.30 a.m. on Tuesday, 16 July 2024 (for both Physical and Virtual Attendance)** until the end of the voting session which will be announced by the Chairman.

Steps to vote:

Physical Attendance	Virtual Attendance
<ul style="list-style-type: none"> Please vote using your smartphone/tablet with the QR code which will be provided upon registration on the day of the meeting. All physical attendees are advised to bring their own personal devices to vote. 	<ul style="list-style-type: none"> Once the voting is open, click on the voting icon. The resolutions and voting choices will be displayed. To vote, please select your voting options as shown on screen. A confirmation message will appear indicating that your votes have been received. To change your vote, re-select another voting option. If you wish to cancel your vote, please click “Cancel”. After casting your vote, you may click the video button to continue viewing the live webcast for the announcement of the poll results by the Chairman.

SECTION D: SUBMISSION OF QUESTIONS

1. Prior to the meeting

Shareholders may submit questions in relation to the agenda items for the 31st AGM via <https://investor.boardroomlimited.com>. Login to your BSIP account and click “**Meeting Event(s)**” and go to “**YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING**” and click “**Enter**”. Thereafter, select “**SUBMIT QUESTION**” to pose your questions. Please submit your questions no later than **10.30 a.m. on Sunday, 14 July 2024**. The responses to these questions will be shared at the 31st AGM.

2. During the meeting

Physical Attendance	Virtual Attendance
<ul style="list-style-type: none">You may submit your questions via the QR Code which will be provided upon registration on the day of the meeting.Click on the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 31st AGM which is from 8.30 a.m. on Tuesday, 16 July 2024.You may also speak or raise questions during the meeting.	<ul style="list-style-type: none">You may use the Messaging window facility to submit your questions. The Messaging window facility will open two (2) hours before the 31st AGM which is from 8.30 a.m. on Tuesday, 16 July 2024.

SECTION E: NO DOOR GIFTS OR E-VOUCHERS

There will be no door gifts or e-vouchers given at the 31st AGM, whether you attend physically or virtually.

SECTION F: OTHER INFORMATION FOR PHYSICAL ATTENDANCE AT THE 31st AGM

1. Available mode of transportation to Main Venue:

- RapidKL Bus:** Several bus routes operated by RapidKL connect the area around Mid Valley to other parts of the city. You can take bus numbers T788, T790, T817, 822 from various locations in Kuala Lumpur.
- Light Rail Transit (“LRT”):** The closest LRT station to The Gardens, Mid Valley is the Abdullah Hukum Station, which is connected to the shopping mall. You can take the Kelana Jaya Line and get off at the Abdullah Hukum station. From there, it is a short walk to The Gardens.
- KTM Komuter:** The Mid Valley and Abdullah Hukum KTM Railway Stations are the nearest train stations to The Gardens, Mid Valley. From there, you can take a taxi or walk to the Gardens.
- Grab or Taxi:** Taxis and ride-hailing services like Grab are readily available in Kuala Lumpur. You can use them to reach The Gardens, Mid Valley from various locations in the city.

2. Parking validation:

- You may park your vehicle at the parking bays available at The Gardens Mall. Please use either Touch 'n Go (with minimum RM10.00 card balance required), Debit or Credit Card to enter the parking bay.
- The Company will only bear parking charges incurred by shareholders, proxies, or authorised corporate representatives attending the 31st AGM in person, who park their vehicles at The Gardens and Mid Valley Mall parking bays. Please be advised that the Company will not validate or reimburse any parking costs or payment for locations other than The Gardens and Mid Valley Mall parking bays.
- Before exiting, please validate your Touch 'n Go, Debit or Credit Card at the validation machine located at **Level 5** of The Gardens Ballroom.

3. Refreshments:

- Prior to the start of the 31st AGM, light refreshments will be available. Redeem your refreshments by presenting your meal voucher at the designated station in the foyer.
- Meal vouchers will be provided to shareholders/proxies upon registration based on the following:
 - One (1) meal voucher for a shareholder present in person.
 - For a shareholder who appoints more than one (1) proxy, the meal voucher will be provided to the first proxy listed on the Form of Proxy who successfully registers.
 - If you are a proxy representing more than one shareholder, you are entitled to one (1) meal voucher only.
 - If you are a shareholder and also appointed as proxy by another shareholder, you are only entitled to one (1) meal voucher.
 - If the proxy has collected the meal voucher earlier, shareholder(s) who decided to attend and request to revoke the proxy appointment will not be given any meal voucher.

SECTION G: INTEGRATED ANNUAL REPORT

The Integrated Annual Report 2024 is available on the Company's website at www.yinson.com and Bursa Malaysia's website at www.bursamalaysia.com under Company Announcements.

As part of our commitment to sustainability, we encourage you to refer to the softcopy version of the Integrated Annual Report 2024. However, if you require a printed copy, please make your request via BSIP at <https://investor.boardroomlimited.com>. Login your BSIP account and select "**INVESTOR SERVICES**" on the left menu tab and go to "**REQUEST FOR ANNUAL REPORT AND CIRCULAR**". Select "**YINSON HOLDINGS BERHAD 31st ANNUAL GENERAL MEETING**" and fill up the required information and click "**Submit**".

SECTION H: ENQUIRY

If you have any enquiries prior to the meeting or require any technical assistance to participate at the 31st AGM, please contact Boardroom's Helpdesk during office hours from Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except for public holidays):

Boardroom Share Registrars Sdn Bhd

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

Tel : +603 7890 4700

Email : bsr.helpdesk@boardroomlimited.com

The Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government, SC and other relevant authorities. In the event that any new procedures, guidelines or measures may affect the administration of the 31st AGM as set out in this Administrative Details and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Hence, please contact Boardroom or check the Company's website for announcements or updates (if any) in relation to the 31st AGM.

SECTION I: PERSONAL DATA PRIVACY

By using the BSIP, member(s), proxy(ies), corporate representative(s) or attorney(s) accept and agree to the collection, use and disclosure of your personal data by the Company (or its appointed service providers) for the purpose of preparation and compilation of documents relating to the 31st AGM (including any adjournment thereof).