

VELESTO energy

VELESTO ENERGY BERHAD

(Registration No.: 200901035667(878786-H))

(Incorporated in Malaysia under the Companies Act, 1965 and is deemed registered under Companies Act, 2016)

ADMINISTRATIVE GUIDE

10TH ANNUAL GENERAL MEETING (“AGM”) OF VELESTO ENERGY BERHAD (the “Company”)

Date : Monday, 29 June 2020
Time : 2:00 p.m.
Broadcast Venue : Tricor Leadership Room
Unit 32-01, Level 32, Tower A, Vertical Business Suite,
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Fully Virtual Meeting

With priority to the well-being and safety of our Shareholders and in support of the Government’s initiative to curb the spread of COVID-19, the 10th AGM of the Company will be conducted entirely through live streaming from the Broadcast Venue.

As the Broadcast Venue is for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholders/proxies **WILL NOT BE ALLOWED** to attend the 10th AGM in person at the Broadcast Venue on the day of the meeting.

Remote Participation and Voting (“RPV”)

1. As no Shareholders should be physically present at the Broadcast Venue, we request Shareholders to attend and vote at the 10th AGM remotely via the RPV facilities, which are available on the Company’s appointed Share Registrar for the 10th AGM, Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor” or “Share Registrar”) TIIH Online website at <https://tiih.online>.
2. Shareholders who appoint proxy/proxies to participate in the AGM via RPV must ensure that the duly executed proxy form(s) are deposited in hard copy form or by electronic means to Tricor, no later than **Saturday, 27 June 2020 at 2.00 p.m.**
3. Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor, not later than **Saturday, 27 June 2020 at 2.00 p.m.** to participate in the AGM via RPV.
4. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor, not later than **Saturday, 27 June 2020 at 2.00 p.m.** to participate via RPV in the AGM.
5. Shareholder(s) who have appointed a proxy or attorney or authorised representative to attend, participate and vote at this AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>

Procedures for RPV

Shareholders/proxies/corporate representatives/attorney who wish to participate the AGM remotely using the RPV are to follow the requirements and procedures as summarized below:-

	Procedure	Action
BEFORE THE AGM DAY		
(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.

	Procedure	Action
(b)	Submit your request	<ul style="list-style-type: none"> • Registration is open from 2:00 p.m. Tuesday, 19 May 2020 up to 2.00 p.m. Saturday, 27 June 2020. • Login in with your user ID and password and select the corporate event: “(REGISTRATION) VELESTO 10TH AGM REMOTE PARTICIPATION”. • 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 ROD as at 22 June 2020, the system will send you an email to approve or reject your registration for remote participation.
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 10th AGM at any time from 1:40 p.m. i.e. 20 minutes before the commencement of meeting at 2:00 p.m. on Monday, 29 June 2020.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAMING MEETING) VELESTO 10TH AGM” to engage in the proceedings of the 10th AGM remotely. • If you have any question for the Chairman/Board, you may use the query box to transmit your question. • Take 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.
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 2:00 p.m., Monday, 29 June 2020 until a time when the Chairman announces the completion of the voting session at the 10th AGM. • Select the corporate event: “(REMOTE VOTING) VELESTO 10TH 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 commencement by the Chairman on the closure of the 10th AGM, the Live Streaming will end.

Note to users of the RPV facilities:

1. Should your application to join the meeting be approved we will make available to you the rights to join the live stream 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 stream 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.

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	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 QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 10th 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 **2.00 p.m. Saturday, 27 June 2020**. The Board will endeavour to answer the questions received at the AGM.

General Meeting Record of Depositors

Only depositors whose **names appear in the General Meeting Record of Depositors as at 22 June 2020 will be entitled to attend the AGM via RPV facilities** or to appoint only **one proxy** to attend through live streaming and/or vote remotely on the depositor's behalf.

Annual Report 2019

1. The Annual Report 2019 is available under "Financial Reports" of the "Investor Relations" page on the Company's website at <https://velesto.com> and also on Bursa Malaysia's website at www.bursamalaysia.com under "Company Announcements" of the Listed Companies tab.
2. In support of paperless reports, we encourage Shareholders to access online version of the Annual Report 2019. If you need a printed Annual Report 2019, kindly request at <https://tiih.online> by selecting "Request for Annual Report/ Circular" under the "Investor Services". Following the Malaysia Government's announcement dated 10 May 2020 relating to the further extension of the Movement Control Order until 9 June 2020, there may be some delay in the delivery of the printed copies of the Annual Report 2019, as requested by the shareholders. The printed copies will be delivered once they are made available to the Company.

No Door gifts

There will be no door gifts and no vouchers for attending the virtual AGM.

Enquiry

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

Share Registrar : Tricor Investor & Issuing House Services Sdn. Bhd. (Registration No. 197101000970 (11324-H))		
Address : Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No.8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia		
General Line : +603 2783 9299	Fax Number : +603 2783 9222	Email : is.enquiry@my.tricorglobal.com
Share Registrar Representative: Ms. Lee Siew Li	Tel : +603 2783 9234	Email : Siew.Li.Lee@my.tricorglobal.com
Encik Zulhafri Abdul Rahman	Tel : +603 2783 9287	Email : Zulhafri@my.tricorglobal.com