



EKOVEST BERHAD

Company Registration No. 198501000052 (132493-D)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING

Date : Thursday, 30 September 2021
Time : 10.30 a.m.
Meeting Platform : Dvote Online website at <https://Dvote.my>
Modes of Communication : Typed text in Online Meeting Platform during the Virtual EGM

MODE OF MEETING

As a precautionary measure amid the COVID-19 pandemic and taking into consideration the paramount safety and well-being of our shareholders, the Extraordinary General Meeting of Ekovest Berhad (“EGM”) will be conducted fully on a virtual basis through live streaming and online remote voting using the Remote Participation and Voting Facilities via online meeting platform at <https://Dvote.my>.

ENTITLEMENT TO PARTICIPATE AND VOTE

A shareholder whose name appears in the Record of Depositors as at 21 September 2021 shall be regarded as a shareholder entitled to participate and vote at the Virtual EGM or appoint a proxy(ies) to participate and/or vote in his/her behalf.

PROXY(IES)

1. A member entitled to participate and vote at the Virtual EGM is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to participate and vote in his place at the Virtual EGM. A proxy may but need not be a member of the Company.
2. A member of the Company who is entitled to participate and vote at the Virtual EGM may appoint not more than two (2) proxies to participate and vote in his/her stead. If two (2) proxies are appointed, the entitlement of those proxies to vote shall be in accordance with the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
3. Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 (“**Central Depositories Act**”), it may appoint not more than two (2) proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.

4. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“**Omnibus Account**”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.
5. Where a member appoints more than one (1) proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
6. An instrument appointing a proxy shall be in writing and in the case of an individual shall be signed by the appointor or by his attorney; and in the case of a corporate member, shall be either under its common seal or signed by its attorney or an officer on behalf of the corporation.
7. The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner, and must be received by the Company not less than 48 hours before the time appointed for holding the Virtual EGM or adjourned EGM at which the person named in the appointment proposes to vote or in case of poll not less than 24 hours before the time appointed for taking the poll:-
 - a. **In hard copy form**
In the case of an appointment made in hard copy form, the Proxy Form must be deposited at the Registered Office of the Company situated at Ground Floor, Wisma Ekovest, No.118, Jalan Gombak, 53000 Kuala Lumpur.
 - b. **By electronic form via facsimile**
In the case of an appointment made by facsimile transmission, the Proxy Form must be received via facsimile at 03-4021 5943.
 - c. **By electronic form via email**
In the case of an appointment made by email transmission, the Proxy Form must be received via email at proxy@ekovest.com.my.

For options (b) and (c), the Company may request the member to deposit the original Proxy Form at its Registered Office before or on the day of meeting for verification purpose.

Please ensure ALL the particulars as required in the Proxy Form are completed, signed and dated accordingly.

The Last date and time for lodging the Proxy Form is Tuesday, **28 September 2021 at 10.30 a.m.**

8. Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the registered office of the Company situated at Ground Floor, Wisma Ekovest, No. 118, Jalan Gombak, 53000 Kuala Lumpur not less than 48 hours before the time appointed for holding the Virtual EGM or adjourned EGM at which the person named in the appointment proposes to vote or in case of poll not less than 24 hours before the time appointed for taking the poll. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
9. A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the Virtual EGM via RPV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV Facilities via Dvote Online website at <https://Dvote.my>.

PROCEDURE FOR REMOTE PARTICIPATION AND VOTING

Shareholder(s)/ Proxy(ies)/ Corporate Representative(s)/ Attorney(s), who wish to participate in the Virtual EGM remotely are advised to read and follow the procedure as summarised below:

Before Meeting Day		
A. REGISTRATION AS USER		
Procedure		Action
Sign up as a user with Dvote Online		<p><i>Note : If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none"> • Access the website at https://Dvote.my. • Click on <<Sign up>> to register as a new user with Dvote Online. • Complete registration and upload softcopy of MyKad/Identification card or passport. • You will be notified via email once your user registration is accepted/ rejected by Dvote Online.
B. REGISTRATION FOR REMOTE PARTICIPATION AT MEETING		
Procedure		Action
Register Meeting with Dvote Online		<ul style="list-style-type: none"> • Registration for Remote Participation will remain open from 23 September 2021 until the commencement of the polling during the Virtual EGM. • Login to https://Dvote.my/user-login with your user ID (i.e: email address) and password. • Select event: “Ekovest Berhad – Extraordinary General Meeting”, and click <<Register>>. • You will receive an email notifying on your registration for the remote participation and verification. • Once your registration has been verified against the Record of Depositors as at 21 September 2021, you will be notified via email whether your request for remote participation is approved/rejected. • If approved, you will receive an invitation email, <i>Join Meeting</i>.
On Meeting Day		
Procedure		Action
Join the Live Stream Meeting		<ul style="list-style-type: none"> • Click on “<i>Join Meeting</i>” link in the invitation email and you will be directed to the live streaming room. • You are advised to log in early, at least 20 minutes, before the Meeting time.
Online Voting during Live Streaming		<ul style="list-style-type: none"> • Click on <<Proceed to Vote>>, to cast your votes for each resolution. • Review your casted votes, confirm and submit your votes. <p><i>Note : You can proceed to vote and submit your votes at any time during the proceedings of the meeting until the end of voting session which will be announced by the Chairman of the meeting.</i></p>
Post Questions during Live Streaming		<ul style="list-style-type: none"> • If you have any question for the Board of Directors, you may use the “Post Question” box to transmit your question.

Notes:-

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call 603-2276 6138 or email to Dvoteservice@gmail.com for assistance.

POLL VOTING

All the resolutions set out in the Notice of the EGM will be put to vote by way of poll in accordance to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Dvote Services Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting and Coopers Professional Scrutineers Sdn. Bhd. as Independent Scrutineers to verify the poll results.

CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

As part of our dedicated commitment to sustainable practices, the Circular to Shareholders can be viewed and downloaded from the Company's website at <https://ekovest.com.my/> or by scanning the QR Code below.



SCAN HERE

NO FOOD VOUCHERS OR DOOR GIFTS

There will be no distribution of food vouchers or door gifts during the Virtual EGM as the meeting is conducted on a fully virtual basis.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the Virtual EGM proceedings is allowed.

ENQUIRY

If you have any enquiry prior to the Virtual EGM, please contact our Share Registrar below during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

DVOTE SERVICES SDN. BHD.

201701006322 (1220487-P)

Lot 9-7 Menara Sentral Vista

No. 150 Jalan Sultan Abdul Samad Brickfield

50470 Kuala Lumpur

Tel: 03-2276 6138

Email: dvoteservice@gmail.com

Contact Person: Ms. Sangetha / Mr. Hugo Wong