

**ADMINISTRATIVE GUIDE FOR THE  
TENTH ANNUAL GENERAL MEETING (“10<sup>TH</sup> AGM”)**

DAY AND DATE	TIME	BROADCAST VENUE	ONLINE MEETING PLATFORM
Monday 25 March 2024	10.30 a.m.	EcoWorld Gallery @ Eco Grandeur, Lot 6232, Persiaran Mokhtar Dahari, Eco Grandeur, 42300 Bandar Puncak Alam, Selangor Darul Ehsan, Malaysia.	Securities Services e-Portal at <a href="https://sshbsb.net.my/">https://sshbsb.net.my/</a>

**Virtual Meeting**

- The 10<sup>th</sup> AGM of the Company will be conducted virtually by way of live streaming and online remote voting using the Remote Participation and Voting facilities (“RPV”) to be provided by SS E-Solutions Sdn Bhd (“SSESB”) via Securities Services e-Portal platform (“SS e-Portal”) at <https://sshbsb.net.my/>.
- Only members whose names appear in the Record of Depositors as at 18 March 2024 (General Meeting Record of Depositors) shall be eligible to participate and vote at the 10<sup>th</sup> AGM. No members or proxies shall be allowed to be physically present at the Broadcast Venue.
- Please note that the SS e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari. The quality of connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at the location and the device used by the participants.

**Remote Participation and Voting Facilities**

- With the RPV, members may exercise their rights as a member of the Company to participate and vote remotely at the 10<sup>th</sup> AGM. Alternatively, members may also appoint proxies or the Chairman of the 10<sup>th</sup> AGM as their proxy to attend and vote on their behalf at the 10<sup>th</sup> AGM. Please refer to the SS e-Portal User Guide set out in Appendix A for further details.
- Members or corporate/authorised representatives/attorneys of corporate members who wish to participate at the 10<sup>th</sup> AGM are required to:

(i)	Register as a user of the SS e-Portal	no later than Thursday, 21 March 2024.
(ii)	Register for the remote participation	no later than Monday, 25 March 2024 at 10.30 a.m.

- Corporate members via their representatives or attorneys appointed by power of attorney who wish to participate at the 10<sup>th</sup> AGM via RPV, may need to submit their original/certified certificate of appointment of corporate representative or power of attorney upon request for verification purposes to SSESB at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia or upload the certified certificate of appointment of corporate representative or power of attorney to the SS e-Portal at <https://sshbsb.net.my/> no later than Monday, 25 March 2024 at 10.30 a.m.

7. Should participants' application to join the 10<sup>th</sup> AGM be approved, the system will make available to participants the rights to join the live streamed meeting and thereafter to vote remotely. The login to SS e-Portal by members, proxies or corporate/authorised representatives/attorneys of corporate members on the day of the 10<sup>th</sup> AGM will indicate their presence at the 10<sup>th</sup> AGM.

### **Appointment of Proxy**

8. Members who appoint proxies to participate at the 10<sup>th</sup> AGM via RPV must ensure that the duly executed Proxy Form are deposited in accordance with the notes and instructions printed therein **no later than Saturday, 23 March 2024 at 10.30 a.m.** If members wish to submit their Proxy Form electronically via SS e-Portal, please follow the procedures set out in the SS e-Portal User Guide as enclosed in Appendix A. Members are strongly encouraged to appoint the Chairman of the 10<sup>th</sup> AGM as their proxy if they are unable to participate and vote at the 10<sup>th</sup> AGM.
9. Corporate members who wish to appoint proxies or the Chairman of the 10<sup>th</sup> AGM as their proxy(ies) to attend and vote on their behalf at the 10<sup>th</sup> AGM via the SS e-Portal, may need to submit their original/certified certificate of appointment of corporate representative or power of attorney upon request for verification purposes to SSESB at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, Malaysia **no later than Saturday, 23 March 2024 at 10.30 a.m.**
10. Members who wish to appoint proxies who are not existing users of SS e-Portal to participate at the 10<sup>th</sup> AGM via RPV must request their proxies to register themselves as users of the SS e-Portal at <https://sshbsb.net.my/> in accordance with the procedures set out in the SS e-Portal User Guide (as enclosed in Appendix A), **no later than Thursday, 21 March 2024.** All appointed proxies need not register for remote participation. Upon processing your Proxy Form, the proxies will be granted access to the RPV at the 10<sup>th</sup> AGM.
11. Members who have submitted their Proxy Form appointing proxies to participate at the 10<sup>th</sup> AGM and subsequently wish to either appoint another proxy or personally participate at the 10<sup>th</sup> AGM, please email to [eservices@sshbsb.com.my](mailto:eservices@sshbsb.com.my) to revoke the earlier appointed proxy(ies) **no later than Saturday, 23 March 2024 at 10.30 a.m.**

### **Poll Voting**

12. The voting at the 10<sup>th</sup> AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed SSESB as the Poll Administrator to conduct the poll voting via SS e-Portal and GovernAce Advisory & Solutions Sdn Bhd as the Scrutineers to verify the poll results. Upon completion of the voting session for the 10<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

### **Submission of Questions**

13. Members, proxies or corporate representatives may submit questions before the 10<sup>th</sup> AGM to the Chairman or Board of Directors ("**Board**") electronically by email to [eservices@sshbsb.com.my](mailto:eservices@sshbsb.com.my) **no later than Saturday, 23 March 2024 at 10.30 a.m.** or via real time submission of typed texts through a text box within SS e-Portal at <https://sshbsb.net.my/> before the start or during the live streaming of the 10<sup>th</sup> AGM.

### **Enquiry**

14. If you have any enquiries relating to the SS e-Portal or proxy appointment prior to the 10<sup>th</sup> AGM, or encounter any technical issues to participate in the virtual 10<sup>th</sup> AGM, please contact the following persons during office hours from Monday to Friday, 8.30 a.m. to 12.15 p.m. and from 1.15 p.m. to 5.30 p.m.:

#### **SS E Solutions Sdn Bhd**

General Line : +603-2084 9000

Email : [eservices@sshbsb.com.my](mailto:eservices@sshbsb.com.my)

Officers : Mr Wong Piang Yoong (DID: +603 2084 9168)  
Ms Rachel Ou (DID: +603 2084 9161)  
Ms. Jasmine Lim (DID: +603 2084 9006)

**Securities Services e-Portal (“SS e-Portal”) User Guide**

BEFORE THE 10 <sup>th</sup> ANNUAL GENERAL MEETING (“10 <sup>th</sup> AGM”)	
<b>(A) Sign-Up for A User Account at SS e-Portal</b> <b>(PLEASE SIGN-UP BY THURSDAY, 21 MARCH 2024)</b>	
<p>Step 1: Visit <a href="https://sshbs.net.my/">https://sshbs.net.my/</a></p> <p>Step 2: Sign-up for a user account.</p> <p>Step 3: A notification email will be sent to you within one (1) working day.</p> <p>Step 4: Please verify your user account by logging into the SS e-Portal within seven (7) days of the notification email.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>• SSESB requires one (1) working day to process all user sign-ups. If you do not have a user account with the SS e-Portal, you will need to sign up for a user account by 21 March 2024.</li> <li>• <b>This is a ONE-TIME registration.</b> If you are already a registered user of SS e-Portal, you need not register again.</li> <li>• Your email address is your User ID.</li> <li>• Please proceed to either (B) or (C) below if you are already a registered user.</li> </ul>
<b>(B) Register for Remote Participation at the 10<sup>th</sup> AGM</b> <b>(PLEASE REGISTER BY MONDAY, 25 MARCH 2024 AT 10.30 A.M.)</b>	
<p>Step 1: Log in to <a href="https://sshbs.net.my/">https://sshbs.net.my/</a> with your registered User ID (email address) and password.</p> <p>Step 2: Search for <b>Eco World International Berhad</b> under Company Name and <b>10<sup>th</sup> AGM on 25 March 2024 at 10:30 a.m. – Registration for Remote Participation</b> under Event and click “&gt;” to register for remote participation at the 10<sup>th</sup> AGM.</p> <p>Step 3: Select whether you are participating as:</p> <ul style="list-style-type: none"> <li>▪ Individual shareholder; or</li> <li>▪ Corporate or authorised representative of a body corporate #.</li> </ul> <p>Step 4: Submit your registration.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>• A copy of your e-Registration for remote participation can be accessed via <b>My Records</b> (refer to the left navigation panel).</li> <li>• Your registration will apply to all the <b>CDS account(s)</b> of each individual shareholder/body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.</li> <li>• Upon verification by the Poll Administrator against the Record of Depositors as at 18 March 2024, you will receive an email on your eligibility to participate at the 10<sup>th</sup> AGM.</li> </ul>
<b>(C) Submit e-Proxy Form</b> <b>(PLEASE SUBMIT BY SATURDAY, 23 MARCH 2024 AT 10.30 A.M.)</b>	
<p>Step 1: Log in to <a href="https://sshbs.net.my/">https://sshbs.net.my/</a> with your registered User ID (email address) and password.</p> <p>Step 2: Search for <b>Eco World International Berhad</b> under Company Name and <b>10<sup>th</sup> AGM on 25 March 2024 at 10:30 a.m. – Submission of Proxy Form</b> under Event and click “&gt;” to submit your e-Proxy Form online for the 10<sup>th</sup> AGM.</p> <p>Step 3: Select whether you are submitting the e-Proxy Form as:</p> <ul style="list-style-type: none"> <li>▪ Individual shareholder; or</li> <li>▪ Corporate or authorised representative of a body corporate #.</li> </ul> <p>Step 4: Enter your CDS account number or the CDS account number of the body corporate and the corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p>Step 5: Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 6: Review and confirm your e-Proxy Form details before submission.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>• You are strongly encouraged to appoint the Chairman of the 10<sup>th</sup> AGM as the proxy in the event you are unable to participate.</li> <li>• A copy of your submitted e-Proxy Form can be accessed via <b>My Records</b> (please refer to the left navigation panel).</li> <li>• You need to submit your e-Proxy Form for every CDS account(s) you have or represent.</li> <li>• <b>All appointed proxies need not register for remote participation under (B) above but if they are not registered users of the SS e-Portal, they will need to register as users under (A) above by 21 MARCH 2024. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY.</b></li> <li>• Upon processing the e-Proxy Forms, access for the remote participation at the 10<sup>th</sup> AGM will be granted to the proxy(ies) instead of the shareholder(s), provided the proxy(ies) are the registered user(s) of the SS e-Portal, failing which, the proxy(ies) will not be able to participate at the 10<sup>th</sup> AGM.</li> <li>• Upon verification by the Poll Administrator, your proxy will receive an email of his/her eligibility to participate at the 10<sup>th</sup> AGM.</li> </ul>

# Body corporates and appointed corporate/authorised representatives must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file.

ON THE DAY OF THE 10 <sup>th</sup> AGM	
<b>(A) Joining the Live Stream Meeting (eLive)</b>	
<b><u>eLive Access Date and Time</u></b> Monday, 25 March 2024 at 10:00 a.m.	<b><u>Commencement of 10<sup>th</sup> AGM</u></b> Monday, 25 March 2024 at 10:30 a.m.
<p>Step 1: Log in to <a href="https://sshbs.net.my/">https://sshbs.net.my/</a> with your registered User ID (email address) and password.</p> <p>Step 2: Search for <b><u>Eco World International Berhad</u></b> under Company Name and <b><u>10<sup>th</sup> AGM on 25 March 2024 at 10:30 a.m. – Live Stream Meeting</u></b> under Event and click "&gt;" to join the 10<sup>th</sup> AGM.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>You can start to login 30 minutes before the commencement of the 10<sup>th</sup> AGM as mentioned above.</li> <li>If you have any questions to raise, you may use the text box to transmit your question. The Chairman/Board/Management will endeavour to respond to your questions during the 10<sup>th</sup> AGM.</li> </ul>
<b>(B) Remote Online Voting during the Meeting (eVoting)</b>	
<b><u>eVoting Access Date and Time</u></b> Monday, 25 March 2024 at 10:30 a.m.	<b><u>eVoting Closing Date and Time</u></b> As directed by the Chairman of the 10 <sup>th</sup> AGM.
<p>Step 1: If you are logged in to the SS e-Portal and already accessing the Live Stream Meeting, click <b>Proceed to Vote</b> under the live stream player. <i>OR</i> If you are not logged in yet, please log in to the SS e-Portal, at <a href="https://sshbs.net.my/">https://sshbs.net.my/</a> with your registered User ID (email address) and password. Search for <b><u>Eco World International Berhad</u></b> under Company Name and <b><u>10<sup>th</sup> AGM on 25 March 2024 at 10:30 a.m. – Remote Voting</u></b> under Event and click "&gt;" to remotely cast and submit the votes online for the resolutions tabled at the 10<sup>th</sup> AGM.</p> <p>Step 2: Cast your votes by clicking on the radio buttons against each resolution.</p> <p>Step 3: Review your casted votes and submit the votes.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>The access to eVoting will be opened on the abovementioned date and time.</li> <li>Your casted votes will apply throughout <b>all</b> the CDS accounts that you represent as an individual shareholder, corporate/authorised representative and proxy. If you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form.</li> <li>A copy of your submitted e-Voting can be accessed via <b>My Records</b> (please refer to the left navigation panel).</li> </ul>
<b>(C) End of the Live Stream Meeting (eLive)</b>	
The live streaming will end upon the announcement by the Chairman on the closure of the 10 <sup>th</sup> AGM.	