



ECOFIRST CONSOLIDATED BHD
(Registration No.: 197301001881 (15379-V))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL FORTY-EIGHTH ANNUAL GENERAL MEETING

- Day and Date : Wednesday, 27 October 2021
- Time : 3:00 p.m.
- Broadcast Venue : A-19, Menara Allianz Sentral, 203 Jalan Tun Sambanthan, KL Sentral, 50470 Kuala Lumpur
- Remote Participation and Voting (“RPV”) Facilities / Online Meeting Platform : <https://web.vote2u.my>
- Domain Registration No. of Online Meeting Platform registered with MYNIC : D6A471702
- Mode of Communication : (i) Submit questions to the Company prior to the AGM via e-mail to corpcomm@ecofirst.com.my not later than 3:00 p.m. on Monday, 25 October 2021.
(ii) Post questions to the Board via real time submission of typed text during live streaming of AGM.

MODE OF MEETING

We continue to exercise prudence in this situation where COVID-19 outbreak is still ongoing. In the best interest of public health and the health and safety of our shareholders, Board of Directors and employees whilst adhering to the Guidance and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC”) (“Guidance Note”), EcoFirst Consolidated Bhd’s (“ECB” or “the Company”) Forty-Eighth Annual General Meeting (“48th AGM” or “the Meeting”) will be conducted fully virtual through live streaming and online remote voting from the Broadcast Venue using RPV facilities provided by Agmo Digital Solutions Sdn Bhd (“AGMO”) via its Vote2U Online website at <https://web.vote2u.app>.

The Broadcast Venue of the 48th AGM is strictly 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 in Malaysia. Members/proxies/corporate representatives WILL NOT BE ALLOWED to attend the 48th AGM at the Broadcast Venue in person on the day of the Meeting.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor whose name appears in the Record of Depositors of the Company as at 20 October 2021 shall be regarded as a member entitled to attend, participate, speak and vote, and to appoint two (2) or more proxies to attend, participate, speak and vote on his/her behalf, at the AGM. Where a member appoints more than 1 proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:-

BEFORE AGM DAY

A: REGISTRATION AS USER		
	Description	Procedure
i.	<p>Shareholders to Register with Vote2U</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> ➤ Individual Shareholders 	<ol style="list-style-type: none"> a. Access website at https://web.vote2u.my b. Select “Sign Up” to sign up as user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/>. Then select “Next”. d. Fill-in your details:– <ol style="list-style-type: none"> (i) ensure your email address is valid; and (ii) create your own password. Then select “Continue”. e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). f. Click “Submit” to complete the registration g. Your registration will be verified and an email notification will be sent to you. Please check your email. <p><u>Note:</u></p> <p>(a) If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p> <p>(b) Your eligibility to attend the AGM will be verified against the ROD.</p> <p>(c) Check your email address is keyed in correctly.</p> <p>(d) Remember the password you have keyed-in.</p>
B: REGISTRATION OF PROXY		
	Description	Procedure
i.	<p>Submission of Electronic Proxy Form (e-Proxy Form)</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> ➤ Individual Shareholders 	<ol style="list-style-type: none"> a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U. b. Select the general meeting event that you wish to attend. c. Scroll down and select “Register a Proxy”. d. Read and indicate your acceptance of the ‘Declarations’ by clicking on a small box <input type="checkbox"/>. Then select “Next”. e. Select/ add your Central Depository System (“CDS”) account number and number of shares. f. Select “Appoint Proxy”. g. Fill-in the details of your proxy(ies):– <ol style="list-style-type: none"> (i) ensure proxy(ies) email address(es) is/are valid. h. Indicate your voting instruction should you prefer to do so. i. Thereafter, select “Submit”. j. Your submission will be verified. k. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U. <p><u>Note:</u></p> <p>You need to register as a user before you can register a proxy and submit the e-Proxy form. Please refer above ‘A: Registration as User’.</p>
ii.	<p>Submission of Proxy Form (hard copy)</p>	<ol style="list-style-type: none"> a. Fill-in the details on the hard copy of Proxy Form by providing the following information:

	<p>Applicable to:-</p> <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	<ul style="list-style-type: none"> ○ Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> • Name • Number of MyKAD for Malaysian or passport for non-Malaysian • Email address – ensure email address is valid • Telephone number b. Corporate Representative only – deposit the hard copy of Proxy Form together with a copy of Certificate of Appointment as Corporate Representative to the address as stated on the Proxy Form. c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy of Proxy Form to the address as stated on the Proxy Form. d. Submitted hard copy of Proxy Form will be verified. e. After verification, proxy(ies) and corporate representative(s) will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U.
C:	REVOCAION OF PROXY	
	Description	Procedure
i.	<p>Revoke a Proxy Electronically</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> ➤ Individual Shareholders 	<ul style="list-style-type: none"> a. Log in to Vote2U using your registered email address and password. b. Select general meeting event that you wish to attend. c. Scroll down and select “Revoke a Proxy”. <p><u>Note:</u> <i>Only applicable to individual shareholders who have appointed proxy(ies) through e-Proxy Form.</i></p>

ON AGM DAY

1. Log in to <https://web.vote2u.my> with your registered email address and password.
For proxy(ies) and corporate representative(s), log in with the temporary credentials in the email which you have received from Vote2U.
2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedures
i.	Live Streaming	Select “ Watch Live ” button to view the live streaming.
ii.	Ask Question (real-time)	<ul style="list-style-type: none"> a. Select “Ask Question” button to pose a question. b. Type in your question and select “Submit”. <p><u>Note:</u> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders, proxies and corporate representatives during the general meeting.</i></p>
iii.	Remote Voting	<ul style="list-style-type: none"> a. On the main page, scroll down and select “Confirm Details & Start Voting”. b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “Next” to continue voting for all resolutions. c. To change your vote, click “Back” and select another voting choice. d. After you have completed voting, a Voting Summary page appears to show all the resolutions with you voting choices. Select “Confirm” to submit your vote. <p><u>Note:</u> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i></p>

iv.	View Voting Results	a. On the main page, scroll down and select “ View Voting Results ”.
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed AGMO as the Poll Administrators to conduct the polling process and SKY Corporate Services Sdn Bhd as the Independent Scrutineers to verify the results of the poll.

Broadcast Venue

Broadcast venue is a place where the broadcasting is taking place to transmit or air the meeting online.

Only essential individuals are permitted to be physically present at the broadcast venue, namely the Chairman of the general meeting, Directors, Financial Controller, Auditors, Company Secretary, Management, and those involved in organising and conducting the virtual meeting, in accordance with the SC’s Guidance Note. In this regard, shareholders, proxy(ies), and corporate representatives will not be allowed to be physically present nor enter the broadcast venue.

No e-Voucher, Gift, and Food Voucher

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

Enquiry

- a. For enquiries relating to the general meeting, please contact the Company’s Investor Relation during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-27251888
Email : corpcomm@ecofirst.com.my

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8521/03-7664 8520
Email : vote2u@agmostudio.com