BM GREENTECH BERHAD
Registration No. 201001013463 (897694-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE CONDUCT OF THE 16TH ANNUAL GENERAL MEETING ("AGM")

1. Safety measures to minimise risks of COVID-19 infection

In view of the Coronavirus Disease (Covid-19), your safety remains our utmost priority. The precautionary and safety measures applicable to all attendees are as follows:

If you are unwell with sore throat, flu, fever, cough, aches and pains, nasal congestion, diarrhoea or shortness of breath, you are required to comply with the directives issued by Ministry of Health to self-quarantine or seek medical advice and will not be allowed to attend the 16th AGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the 16th AGM to appoint a proxy or the Chairman of the meeting to attend and vote on your behalf.

All attendees are advised to sanitise their hands and wear face mask before entering. Wearing a face mask throughout the 16th AGM proceedings is highly encouraged.

2. Eligibility to attend based on the Record of Depositors

Only a shareholder whose name appears on the Record of Depositor as at **13 August 2026** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

3. Registration on the day of the 16th AGM

a. Registration will commence at 9.00 a.m.
b. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
c. An identification wristband with passcode will be given to you thereafter. No one will be allowed to enter the meeting room without an identification wristband.
d. Registration must be done in person. No person is allowed to register on behalf of another.
e. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

4. Door gifts

There will be no distribution of door gifts at this AGM.

5. Refreshments

Refreshments will be served at this AGM.

6. Appointment of Proxy

A shareholder who is unable to attend the 16th AGM on 20 August 2026 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form at the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, you may place it in the drop box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please follow the procedures to submit your proxy form electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") which are summarised below:

<table>
<tr><th>Procedure</th><th>Action</th></tr>
<tr><td colspan="2">(i) Steps for Individual Members</td></tr>
<tr><td>Register as a User at The Portal</td><td>

Visit the website at https://srmy.vistra.com.
Click "Register" and select "Individual Holder" and complete the New User Registration Form.
For guidance, you may refer to the tutorial guide available on the homepage.
Once registration is completed, you will receive an email notification to verify your registered email address.
After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.
Once you receive the confirmation, activate your account by creating your password.

If you are an existing user with The Portal or our TIIH Online portal previously, you are not required to register again.</td></tr>
<tr><td>Proceed with Submission of Proxy Form</td><td>

After the release of the Notice of Meeting by the Company, login with your email address and password.
Select the corporate event: "BM GREENTECH BERHAD 16TH AGM".
Navigate to the 3 dots at the end of the corporate event and choose
"SUBMISSION OF PROXY FORM".
Read and agree to the Terms and Conditions and confirm the Declaration.
Indicate the total number of shares assigned to your proxy(s) to vote on your behalf.
Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.
Indicate your voting instructions – FOR or AGAINST or ABSTAIN.
Print the proxy form for your record.
</td></tr>
<tr><td colspan="2">(ii) Steps for Corporate or Institutional Members</td></tr>
<tr><td>Register as a User at The Portal</td><td>

Visit the website at https://srmy.vistra.com.
Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form.
Complete the registration form with your personal details.
Once registration is completed, you will receive an email notification to verify your registered email address.
After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.
Once you receive the confirmation, activate your account by creating your password.

Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need clarifications on the user registration.</td></tr>
</table>

Procedure	Action
Proceed with Submission of Proxy Form	• Login to https://srmy.vistra.com with your email address and password. • Select the corporate event: "**BM GREENTECH BERHAD 16TH AGM**". • Navigate to the icon ">" at the end of the corporate event. • Read and agree to the Terms and Conditions and confirm the Declaration. • Select the corporate holder's name. • Proceed to download the submission file. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select "**Confirm**" to complete your submission. • Print the confirmation report of your submission for your record.

The last date and time for lodging the proxy form is **Tuesday, 18 August 2026 at 10.00 a.m.**

7. Communication Guidance

Shareholders are advised to check the Company's website at www.bmgreentech.com and announcements from time to time for any changes to the administration of the 16th AGM.

8. Personal Data Protection

By lodging a completed proxy form to the Company for appointing proxy(ies) and/or representative(s) to attend and vote at the 16th AGM of the Company and any adjournment thereof, the shareholder accepts and agrees to the use of such data for purposes of processing and administration by the Company (or its agents), and to comply with any laws, listing rules, regulations and/or guidelines. The shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of Warranty.

9. Enquiry

If you have any enquiries prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn. Bhd.

Telephone: +603 2783 9299
Email : is.enquiry@vistra.com