



## **BM GREENTECH BERHAD**

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

### **ADMINISTRATIVE GUIDE FOR THE CONDUCT OF THE EXTRAORDINARY GENERAL MEETING (“EGM”)**

#### **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 EGM. You are hereby strongly advised and encouraged to submit your Proxy Form prior to the EGM to appoint a proxy or the Chairman of the EGM 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 EGM proceedings is highly encouraged.

#### **2. Eligibility to attend based on the Record of Depositors**

Only a shareholder whose name appears on the Record of Depositors as at **11 October 2024** shall be entitled to attend and/or vote or appoint proxy(ies) to attend and/or vote on his/her behalf.

#### **3. Registration on the day of the EGM**

- 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 will be given to you thereafter for electronic voting purpose. 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 EGM.

#### **5. Refreshments**

Refreshments will be served at this EGM.

#### **6. Appointment of Proxy**

A shareholder who is unable to attend the EGM on 18 October 2024 may appoint proxy and indicate the voting instructions in the Proxy Form. Please deposit the Proxy Form with 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 or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

Please follow the procedures to submit your Proxy Form electronically which are summarised below:

Procedure	Action
<b><u>i. Steps for individual shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: <b>“BM GREENTECH BERHAD EGM 2024 - SUBMISSION OF PROXY FORM”</b>.</li> <li>Read and agree to the terms and conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the Proxy Form for your record.</li> </ul>
<b><u>ii. Steps for corporation or institutional shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(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 our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event name: <b>“BM GREENTECH BERHAD EGM 2024 - SUBMISSION OF PROXY FORM”</b>.</li> <li>Agree to the terms &amp; conditions and Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate event name: <b>“BM GREENTECH BERHAD EGM 2024 - SUBMISSION OF PROXY FORM”</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

The last date and time for lodging the Proxy Form is **Wednesday, 16 October 2024 at 10.00 a.m.**

## **7. Communication Guidance**

Shareholders are advised to check the Company's website at [www.bmgreentech.com](http://www.bmgreentech.com) and announcements from time to time for any changes to the administration of the EGM.

## **8. Enquiry**

If you have any enquiries prior to the EGM, you may contact our Share Registrar during office hours (9.00 a.m. to 5.30 p.m.) from Monday to Friday (except Public Holiday) at:

### **Tricor Investor & Issuing House Services Sdn Bhd**

Telephone: +603 2783 9299

Fax : +603 2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)