

**ADMINISTRATIVE GUIDE FOR THE SIXTEENTH ANNUAL GENERAL MEETING (“16<sup>th</sup> AGM”)**

Date and Time : Thursday, 12 November 2020 at 10.00 a.m.  
Venue : Cheras 1 Meeting Room, UG Floor, Silka Cheras Hotel Kuala Lumpur, KM10, Jalan Cheras, 56000 Kuala Lumpur

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Dear Shareholders of Ecobuilt Holdings Berhad (“Ecobuilt” or the “Company”)

**SAFETY MEASURES IN LIGHT OF THE COVID-19 OUTBREAK**

1. The Company places paramount importance on the well-being and safety of all stakeholders including shareholders, proxies, staff and other attendees, and measures have been implemented, and will continue to implement the applicable directive, safety and precautionary requirements prescribed by the Government, Ministry of Health Malaysia (“MOH”), Malaysian National Security Council and other relevant authorities to curb the spread of COVID-19.
2. All resolutions set out in the Notice of the 16<sup>th</sup> AGM dated 30 September 2020 by the Company will be voted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. In view of the COVID-19 outbreak, physical attendance at the 16<sup>th</sup> AGM may present a risk to the shareholders. As such, shareholders are strongly encouraged to appoint the Chairman of the meeting as their proxy to attend and vote at the 16<sup>th</sup> AGM on their behalf or submit their proxy forms with predetermined voting instruction for the Chairman of the meeting to represent them.
3. If you have travelled overseas in the past 14 days prior to the date of the 16<sup>th</sup> AGM or have been in contact with a COVID-19 affected person, and/or person suspected of COVID-19 case or if you are unwell with sore throat/fever/flu/cough/shortness of breath or any symptoms of the COVID-19, please quarantine yourself at home. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the 16<sup>th</sup> AGM on your behalf.
4. We will be conducting temperature checks on all persons upon arrival at the 16<sup>th</sup> AGM venue. Any person with a body temperature of above 37.5 degrees Celsius or showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.
5. For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the 16<sup>th</sup> AGM as well as maintain social distancing throughout the meeting.
6. To comply with social distancing requirements, the seats allocated for meeting participants at the 16<sup>th</sup> AGM venue will be maintained at a physical distance of at least one meter between each meeting participant at all times.

**PRE-REGISTRATION TO ATTEND THE ANNUAL GENERAL MEETING**

1. Shareholders are required to register ahead of the 16<sup>th</sup> AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities.
2. Please do read and follow the following procedures to pre-register your physical attendance at the 16<sup>th</sup> AGM via the TIIH Online website at <https://tiih.online>.

- Login in to TIIH Online website with your user name (i.e. e-mail address) and password under the “e-Services”. If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: “**(REGISTRATION) ECOBUILT HOLDINGS BERHAD 16TH AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “Register for Physical Attendance at Meeting Venue”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Record of Depositors as at 5 November 2020, the system will send you an e-mail after **10 November 2020** to approve or reject your registration to attend physically at the Meeting Venue.

#### **ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS**

Only a shareholder whose name appears on the Record of Depositor as at 5 November 2020 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

#### **REGISTRATION ON THE DAY OF THE 16<sup>TH</sup> AGM**

1. Registration counter will open at 9.00 a.m. on Thursday, 12 November 2020 at Cheras 1 Meeting Room, UG Floor, Silka Cheras Hotel Kuala Lumpur, KM10, Jalan Cheras, 56000 Kuala Lumpur.
2. Please produce/show your original MyKad/passport (for foreigners) to the registration staff for verification purpose. Please make sure your MyKad/passport is returned to you thereafter.
3. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
4. You will also be given an identification wristband. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that you lost or misplaced it.
5. No person will be allowed to register on behalf of another person, even with the original MyKad/passport of that person.
6. The registration counter will handle only verification of identity and registration of shareholders and proxies.

#### **APPOINTMENT OF PROXY**

A shareholder who is unable to attend the 16<sup>th</sup> AGM on 12 November 2020 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form to 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, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

For individual shareholders, you have the option of submitting the proxy form electronically via TIIH Online website at <https://tiih.online>. Please do read and follow the procedures below to submit proxy form electronically which are summarized below.

	<b>Procedure</b>	<b>Action</b>
a	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 do 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>
b	Proceed with	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with</li> </ul>

	submission of Proxy Form	<p>your user name (i.e. email address) and password.</p> <ul style="list-style-type: none"> <li>• Select the corporate event: "Submission of Proxy Form".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>
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The late date and time for lodging the proxy form is Tuesday, 10 November 2020 at 10.00 a.m.

### COMMUNICATION GUIDANCE

Shareholders are advised to check the Company's website at [www.eco-built.com.my](http://www.eco-built.com.my) and announcements from time to time for any changes to the administration of the 16<sup>th</sup> AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

### ENQUIRY

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

<p><b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b>  Registration No. 197101000970 (11324-H)</p> <p>Unit 32-01, Level 32, Tower A  Vertical Business Suite, Avenue 3  Bangsar South No. 8, Jalan Kerinchi  59200 Kuala Lumpur, Malaysia</p>		
<b>Telephone Number</b>	General Line	603-2783 9299
	Encik Amier Arief	603-2783 9250 <a href="mailto:Amier.Arief@my.tricorglobal.com">Amier.Arief@my.tricorglobal.com</a>
	Encik Sazali Husin	603-2783 9280 <a href="mailto:Sazali.Husin@my.tricorglobal.com">Sazali.Husin@my.tricorglobal.com</a>
<b>Fax Number</b>	603-2783 9222	
<b>Email</b>	<a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>	