

# administrative guide for annual general meeting

## SEVENTEENTH ANNUAL GENERAL MEETING (“17th AGM”) OF ECM LIBRA GROUP BERHAD (“Company”)

<b>Date</b>	: 9 June 2022 (Thursday)
<b>Time</b>	: 2.30 p.m.
<b>Online Meeting Platform</b>	: TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> or <a href="https://tiih.com.my">https://tiih.com.my</a> (Domain Registration No. with MYNIC - D1A282781)

### FULLY VIRTUAL MEETING

As part of the initiatives to curb the spread of COVID-19 and for the well-being of the members of the Company, the 17th AGM will be conducted on a fully virtual basis through live streaming and online remote participation and voting using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd via its TIIH Online website at <https://tiih.online>.

### ELIGIBILITY TO ATTEND AND APPOINTMENT OF PROXY

Only a depositor whose name appears in the Record of Depositors of the Company as at 1 June 2022 shall be regarded as a member entitled to attend, speak (via real time submission of typed texts) [attend and speak (via real time submission of typed texts) are collectively, “participate”] and vote, and appoint not more than two (2) proxies to participate and vote on his/her behalf, at the 17th AGM.

If you wish to appoint a proxy to participate and vote on your behalf at the 17th AGM, the original duly executed Form of Proxy must be deposited at the Registered Office of the Company at 2nd Floor, West Wing, Bangunan ECM Libra, 8 Jalan Damansara Endah, Damansara Heights, 50490 Kuala Lumpur, Malaysia not less than 48 hours before the time appointed for holding the meeting or adjourned meeting.

### PROCEDURES FOR THE RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 17th AGM using the RPV facilities:

#### **Before the day of the 17th AGM**

Procedure	Action Required
1. Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “<b>e-Services</b>”, select the “<b>Sign Up</b>” button followed by “<b>Create Account by Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via email.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.</li></ul>

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Procedure	Action Required
2. Submit your request to attend the 17th AGM	<ul style="list-style-type: none"> <li>Registration is open from Thursday, 28 April 2022 until the day of 17th AGM on Thursday, 9 June 2022. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 17th AGM to ascertain their eligibility to participate at the 17th AGM using RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: <b>"(REGISTRATION) ECM 17TH AGM"</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select <b>"Register for Remote Participation and Voting"</b>.</li> <li>Review your registration and proceed to register.</li> <li>System will send an email to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at 1 June 2022, the system will send you an email <b>on or after 7 June 2022</b> to inform whether your registration for remote participation has been approved or rejected.</li> </ul> <p>(Note: Please allow sufficient time for the approval of new user of TIIH Online and registration for the RPV).</p>

### On the 17th AGM Day

Procedure	Action Required
1. Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 17th AGM at any time from 1.30 p.m. [i.e. one (1) hour before the commencement of the 17th AGM at 2.30 p.m.] on Thursday, 9 June 2022.</li> </ul>
2. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>"(LIVE STREAM MEETING) ECM 17TH AGM"</b> to engage in the proceedings of the 17th AGM remotely.</li> <li>If you have any question for the Chairman/Board of Directors, you may use the query box to transmit your question. The Chairman/Board of Directors will try to respond to questions (related to the business of the 17th AGM) submitted by remote participants during the 17th AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the 17th AGM.</li> </ul>
3. Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 2.30 p.m. on Thursday, 9 June 2022 until a time when the Chairman announces the end of the voting session of the 17th AGM.</li> <li>Select the corporate event: <b>"(REMOTE VOTING) ECM 17TH AGM"</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
4. End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 17th AGM, the live streaming will end.</li> </ul>

### Notes to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the 17th AGM will indicate your presence at the virtual meeting.
- The quality of your connection to the live stream meeting or online voting is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the day of the 17th AGM, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or email to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

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## **DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of door gifts or food vouchers to members/proxies who participate at the 17th AGM.

## **SUBMISSION OF QUESTIONS FOR THE 17TH AGM**

Members may submit questions to the Board of Directors prior to the 17th AGM via the TIH Online website at <https://tiah.online> by selecting “**e-Services**” to login, pose questions and submit electronically no later than Tuesday, 7 June 2022 at 2.30 p.m. or may use the query box to transmit questions to the Board of Directors via the RPV facilities during live streaming of the 17th AGM.

## **ENQUIRY**

If you have any enquiries on the above, kindly contact Tricor Investor & Issuing House Services Sdn Bhd from Mondays to Fridays, 8.30 a.m. to 5.30 p.m. (except on public holidays):

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact Persons : Mr Eric Low (603-2783 9267 / [Eric.Low@my.tricorglobal.com](mailto:Eric.Low@my.tricorglobal.com))  
: Encik Amier Arief (603-2783 9250 / [Amier.Arief@my.tricorglobal.com](mailto:Amier.Arief@my.tricorglobal.com))