



Registration No. 197301001881 (15379-V)  
(Incorporated in Malaysia)

## NOTIFICATION TO SHAREHOLDERS OF A FULLY VIRTUAL FORTY-SEVENTH ANNUAL GENERAL MEETING

Dear Valued Shareholders of EcoFirst Consolidated Bhd (“ECB” or “the Company”),

On 28 September 2020, the Company had issued a Notice of the Forty-Seventh Annual General Meeting (“47<sup>th</sup> AGM”) will be held at Ballroom 1, Level 5, Summit Hotel Subang USJ, Persiaran Kewajipan USJ 1, 47600 UEP Subang Jaya, Selangor Darul Ehsan on **Tuesday, 27 October 2020 at 10.00 a.m.** to transact the businesses as stated in the said Notice.

On 12 October 2020, the Government of Malaysia announced the enforcement of the Conditional Movement Control Order (“CMCO”) in Selangor, Kuala Lumpur and Putrajaya effective from 14 October 2020 to 27 October 2020 to curb the spread of the COVID-19 in Malaysia.

In view of the COVID-19 outbreak and as part of the safety measures, the Board of Directors of ECB wishes to inform that the 47<sup>th</sup> AGM will be conducted **on fully virtual basis through electronic live streaming from the Broadcast Venue (as set out below) and online remote voting on 27 October 2020, as scheduled. For the avoidance of doubt, a physical AGM will no longer be applicable.**

**Broadcast Venue:** Meeting Room TR12-R02  
12th Floor, Menara Symphony  
No 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan

The broadcast venue is strictly for the purpose of compliance with Section 327 (2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the 47<sup>th</sup> AGM and in accordance with Clause 71 of the Company’s Constitution which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the general meeting. NO SHAREHOLDERS from the public should be physically present nor admitted at the broadcast venue on the day of the 47<sup>th</sup> AGM.

Kindly refer to the Administrative Guide for the 47<sup>th</sup> AGM enclosed to this Notification on the registration and voting process for the 47<sup>th</sup> AGM. The Administrative Guide is also available at the Company’s website, <https://www.ecofirst.my/investor-centre/>.

All details of the 47<sup>th</sup> AGM to be held on **Tuesday, 27 October 2020 at 10.00 a.m.** shall remain unchanged and valid, save for the Broadcast Venue and timing as set out above. Hence, a revised Notice and Proxy Form of the 47<sup>th</sup> AGM will not be issued.

Should you require any assistance on the above, kindly contact our Share Registrar, Boardroom Share Registrars Sdn Bhd at 03-7890 4700 or [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).

We thank you for your continued support to ECB.

BY ORDER OF THE BOARD

YEOH CHONG KEAT  
SSM PC NO. 201908004096 (MIA 2736)  
TAN FONG SHIAN  
SSM PC NO. 201908004045 (MAICSA 7023187)  
Secretaries

Kuala Lumpur  
22 October 2020

# Administrative Guide

FOR THE FULLY VIRTUAL FORTY-SEVENTH ANNUAL GENERAL MEETING (“47<sup>TH</sup> AGM”)

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Day and Date	: Tuesday, 27 October 2020
Time	: <b>10:00 a.m.</b>
Registration	: Virtual Meeting via Remote Participation and Electronic Voting (“RPV”) facilities
Broadcast Venue	: Meeting Room TR12-R02, 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
Virtual Meeting Platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> or download the free “Lumi AGM” app from the Apple App Store or Google Play Store
Mode of Communication	: 1) raise questions during live streaming at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a> ; 2) submit questions prior to the 47 <sup>th</sup> AGM by emailing to <a href="mailto:corpcomm@ecofirst.com.my">corpcomm@ecofirst.com.my</a> no later than 5.00 p.m. on 23 October 2020 (Friday)

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## A. FULLY VIRTUAL 47<sup>TH</sup> AGM (“AGM” OR “THE MEETING”)

1. In support of the Government of Malaysia’s (“the Government”) ongoing efforts to contain the spread of the Coronavirus (COVID-19) and the Government’s advice of social distancing and not having mass gatherings, EcoFirst Consolidated Bhd (“**the Company**”) would like to leverage on technology advancement by conducting the AGM of the Company on a **fully virtual and entirely via RPV facilities**.
2. The main and only venue of the virtual AGM as indicated above is strictly to serve as the Broadcast Venue where the Chairperson of the Meeting is physically present and no shareholders or proxies shall be physically present at the Broadcast Venue. The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 and Clause 71 of the Company’s Constitution which provides that the main venue of the virtual AGM shall be in Malaysia and the Chairperson must be present at the Broadcast Venue of the AGM. The electronic means of conducting the AGM on a fully virtual basis will facilitate and enable all shareholders to participate fully in the Meeting proceedings without the need to be physically present at the Broadcast Venue, which is advantageous given the current circumstances relating to COVID-19 and best health practices.
3. The Company will be using its Share Registrar, Boardroom Share Registrars Sdn Bhd’s (“**Boardroom**”) Lumi AGM solution which is available on the designated link at <https://web.lumiagm.com> or you may download the free **Lumi AGM** app from the Apple App Store or Google Play Store.
4. Shareholders are reminded to kindly check our website at <https://www.ecofirst.com.my> for the latest announcements or updates, if any, regarding the administration of the AGM.

## B. GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear in the General Meeting Record of Depositors on **20 October 2020** shall be entitled to virtually attend, participate, posing questions via text and vote at the AGM or appoint a proxy(ies) on his/her behalf.

## C. REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Shareholders are encouraged to go online, participate and vote at the AGM via remote participation. **Please follow the steps listed in Note E below on how to request for login ID and password.**

## D. APPOINTMENT OF PROXY

1. A shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.
2. The hard copy of the original Proxy Form must be deposited at the registered office of the Company at Suite 11.1A, Level 11, Menara Weld, 76 Jalan Raja Chulan, 50200 Kuala Lumpur, Malaysia not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof. Alternatively, the Proxy Form can be deposited electronically through electronic mail to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or Boardroom Smart Investor Online Portal at <https://boardroomlimited.my> not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof. i.e. Sunday, 25 October 2020 at **10:00 a.m.** Any alteration to the Proxy Form must be initialed.
3. Kindly follow the steps below to register online with Boardroom Smart Investor Online Portal and to lodge the Proxy Form electronically.

### Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad / Identification Card (front and back in JPEG and PNG format ) or Passport (front and back in JPEG and PNG format ).
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – eProxy Lodgement

- a. Login to <https://boardroomlimited.my> using your user ID and password above.
- b. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "**ECOFIRST CONSOLIDATED BHD FORTY-SEVENTH (47th) VIRTUAL ANNUAL GENERAL MEETING**" and click "APPLY".
- c. Read the Terms & Conditions and confirm the Declaration.
- d. Enter the CDS account number and the total number of securities held.
- e. Select your proxy – either the Chairman of the Meeting or individual named proxy(s) and enter the required particulars for your proxy(s).
- f. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- g. Review and confirm your proxy(s) appointment.
- h. Click submit.
- i. Download or print the eProxy form acknowledgement.

4. If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the Meeting. **You will not be allowed to participate in the AGM together with the proxy(ies) appointed by you.**
5. If you have submitted your Proxy Form prior to the AGM and subsequently decide to participate in the AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the commencement of the AGM. Your proxy(ies) on revocation would not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

## E. STEPS FOR REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. You will be able to view a live webcast of the Meeting proceedings, ask questions and submit your votes in real-time whilst the Meeting is in progress.
2. For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad, kindly follow the steps below on how to request for a login ID and password to participate in the AGM.
3. Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the 47<sup>th</sup> AGM.
4. If you wish to participate in the 47<sup>th</sup> AGM, you will be able to view a live webcast of the 47<sup>th</sup> AGM, ask questions and submit your votes in real time whilst the 47<sup>th</sup> AGM is in progress.
5. Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:

### Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first time registration only)

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad / Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – Submit Request for Remote Participation User ID and Password

#### For Individual Members

- Login to <https://www.boardroomlimited.my> using your user ID and password above.
- Select “**VIRTUAL MEETING**” from main menu and select the correct Corporate Event “**ECOFIRST CONSOLIDATED BHD FORTY-SEVENTH (47th) VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account number and thereafter submit your request

#### For Corporate Shareholders

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a softcopy of the Corporate Representative's MyKad / Identification Card (front and back) or Passport as well as his/her email address.

#### For Authorised Nominee and Exempt Authorised Nominee

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Proxy Form to submit the request.
- Please provide a softcopy of the Proxy Holder's MyKad / Identification Card (front and back) or Passport as well as his/her email address.

#### Thereafter:

- a. You will receive notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositories as at **20 October 2020**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
- d. **Please note that the closing time to submit your request is at 10:00 a.m. on 25 October 2020 (48 hours before the commencement of the AGM).**

### Step 3 – Login to Virtual Meeting Portal

*[Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- a. The Virtual Meeting Portal will be open for login one (1) hour before the commencement of the Virtual AGM at **9:00 a.m. on 27 October 2020.**
- b. Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).
- c. The steps will also guide you on how to view the live webcast, ask questions and vote.
- d. The live webcast will end and the Messaging window will be disabled once the Chairman announces the closure of the Virtual AGM.
- e. You can then logout from the Virtual Meeting Portal.

## F. PROCEDURE OF THE AGM

1. The Login User Guide for participation, posing questions and voting at the AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

## G. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE AGM

1. You will be able to view the Company's presentation or slides via the live webcast.
2. The Chairman and the Board of Directors will endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the AGM, as well as the financial performance/prospects of the Company, to the extent where time permits. In the event the Board is unable to respond to your questions during the Meeting, you may email your questions to [corpcomm@ecofirst.com.my](mailto:corpcomm@ecofirst.com.my) after the Meeting.

***[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]***

- i) If you would like to view the live webcast, select the "Broadcast" icon.
- ii) If you would like to ask a question during the Meeting, select the "Messaging" icon.

To submit a question, type your question within the chat box at the bottom of the messaging screen and click on the ">" arrow button to submit. To return to the main screen, click on the "i" icon.

## H. VOTING PROCEDURE AT THE AGM

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**") and Archer Consulting Group Sdn Bhd as Scrutineers to verify the poll results.
2. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the AGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.

4. There are 3 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
  - Download the free **Lumi AGM** app from Apple App Store or Google Play Store prior to the AGM; OR
  - Use the QR Scanner Code provided to you in the email received after successful registration; OR
  - Go to the website with URL <https://web.lumiagm.com>.
5. You may proceed to cast your votes on each of the proposed resolutions to be tabled at the AGM as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.
6. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.
  - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
  - To change your vote, simply select another voting direction.
  - If you wish to cancel your vote, please press "Cancel".
7. The Scrutineers will verify the poll results upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.

#### **I. VOUCHERS / DOOR GIFTS / FOOD AND BEVERAGE**

There will be NO DISTRIBUTION of door gifts, vouchers food and beverage for shareholders/proxies who participate at the Meeting and/or who turn up at the Broadcast Venue.

The Company would like to thank all shareholders/proxies for their kind co-operation, support and understanding in these challenging times.

#### **J. ENQUIRY**

1. If you have any enquiries on online registration and proxy lodgement, or if you wish to request for technical assistance to participate in the Virtual AGM, please contact Boardroom during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Boardroom Share Registrars Sdn Bhd

Tel No : +603-7890 4700 (Helpdesk)

Fax No : +603-7890 4670

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

2. If you have any general enquiries on the AGM, please email your queries to [corpcomm@ecofirst.com.my](mailto:corpcomm@ecofirst.com.my).