

Administrative Guides for the Postponed Annual General Meeting

1. Date, Time and Venue of the Postponed Annual General Meeting (“AGM”)

Meeting day and date :	Monday, 16 August 2021
Meeting Platform :	Online Meeting Platform via Boardroom Share Registrars Sdn. Bhd. at https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Time :	9.00 a.m.

2. Virtual

- 2.1 In view of the Coronavirus (COVID-19) pandemic and for the safety of the Company’s shareholders, employees and directors being the primary concern, the Board of Directors (“BOD”) and Management have considered all available options and decided that the Postponed AGM shall be conducted on a fully virtual basis via Remote Participation and Electronic Voting (“RPEV”) facilities.
- 2.2 The Securities Commission of Malaysia had on 1 June 2021, revised the Guidance Note and Frequently Asked Questions (“FAQ”) on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 (“the Revised Guidance Note and FAQ”), to require all meeting participants of a fully virtual general meeting including the Chairperson of the meeting, board members, senior management and shareholders to participate in the meeting online. Physical gatherings no matter how small are prohibited. According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.
- 2.2 Shareholders can participate in our virtual Postponed AGM by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com/>
- 2.3 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the BOD and Management of the Company) and vote at the Postponed AGM, safely from your home.
- 2.4 Kindly ensure the stability of the internet connectivity throughout the Postponed AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 2.5 **No recording or photography of the meeting proceedings** is allowed without the prior written permission of the Company.

3. Entitlement to participate and vote

- 3.1 Only members whose name appears in the Record of Depositors (“ROD”) as at 11 August 2021 shall be entitled to attend the Postponed AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form which can be downloaded from the company's website at www.evergreengroupcom.my.

4. Lodgement of Proxy Form

- 4.1 If you are unable to attend the Postponed AGM via RPEV facilities and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy form at the Share Registrar's office, Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) at Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the Postponed AGM or no later than 9.00 a.m. on 14 August 2021. Any alteration to the Form of Proxy must be initialed.
- 4.2 Alternatively, the proxy appointment may also be lodged electronically via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com/>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the Postponed AGM or no later than 9.00 a.m. on 14 August 2021 in accordance with the steps below:

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

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.]

- a. Access website <https://investor.boardroomlimited.com/>
- b. Click <<**Register**>> to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PDF or 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://investor.boardroomlimited.com/> using your User ID and password from Step 1 above.
- b. Select “**EVERGREEN FIBREBOARD BERHAD POSTPONED ANNUAL GENERAL MEETING**” from the list of Corporate Meeting and click “**Enter**” and select “**Submit eProxy Form**”.
- c. Read the Terms & Conditions and confirm Declaration by clicking “**Next**”.
- 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(ies) and enter the required particulars of your proxy(ies).
- f. Indicate your voting instructions – **For** or **Against**, otherwise your proxy will decide your vote.
- g. Review and confirm your proxy appointment.
- h. Click “**Apply**”.
- i. Download or print the eProxy form acknowledgement.

- 4.3 If you wish to participate in the meeting yourself, please do not submit any proxy form for the meeting. You will not be allowed to participate in the meeting together with a proxy appointed by you.
- 4.4 If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the Postponed AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

5. Corporate Shareholder

- 5.1 Corporate shareholders who require their corporate representative to participate and vote at the Postponed AGM must deposit their **original** certificate of appointment of corporate representative to the Share Registrar no later than 9.00 a.m. on 14 August 2021.
- 5.2 Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom providing the User Name and Password. Please note that one (1) User Name will be provided to each corporate representative.

6. Voting Procedures

- 6.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements.
- 6.2 The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Scrutineers to verify the poll results.
- 6.3 During the Postponed AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence 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.
- 6.4 For the purpose of this Postponed AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 6.5 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- 6.6 The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

7. Remote Participation and Electronic Voting ("RPEV")

- 7.1 Please note that all members including **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees** shall use the RPEV facilities to participate and vote remotely at the Postponed AGM.
- 7.1 If you wish to participate in the meeting, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.

- 7.3 Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities:

BEFORE

BEFORE POSTPONED AGM DAY	
PROCEDURES	ACTIONS
1. Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.]</i></p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com/ Click <<Register>> to sign up as a user. Complete registration and upload a softcopy of your MyKad /Identification Card (front and back) or Passport in JPEG, PDF or PNG format. Please enter a valid email address and wait for Boardroom's email verification. Your registration will be verified and approved within one (1) business day and an email notification will be provided.
2. Submit Request for Remote Participation User ID and Password	<p><i>[Note: Registration for remote access will be open on 16 July 2021. Please note that the closing time to submit your request is not less than forty-eighth (48) hours before the time of holding the Postponed AGM or no later than 9.00 a.m. on 14 August 2021].</i></p> <p>Individual Members</p> <ul style="list-style-type: none"> Login to investor.boardroomlimited.com/ using your email address and password. Select "EVERGREEN FIBREBOARD BERHAD POSTPONED ANNUAL GENERAL MEETING" from the list of Corporate Meeting and click "Enter". Click on "Register for RPEV". Read and agree to the Terms & Conditions and click "Next". Enter your CDS Account Number and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. Please provide a copy of Corporate Representative's or proxy's MyKad/Identification Card (front and back) or Passport in JPEG, PDF or PNG as well as his/her email address.
3. Email Notification	<ol style="list-style-type: none"> You will receive a notification from Boardroom that your request has been received and is being verified. Upon system verification against the General Meeting ROD as at 11 August 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. You will also be notified in the event your registration is rejected.

POSTPONED 30TH AGM DAY

ON THE DAY OF THE POSTPONED AGM	
PROCEDURES	ACTIONS
1. Login to RPEV	<p>a. The Virtual Meeting portal will be open for login an hour (1 hour) before the commencement of Postponed AGM at 8.00 a.m. on 16 August 2021.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> • Launch Lumi AGM by scanning the QR Code provided in the email notification received after successful registration; or • Access to Lumi AGM web portal via website at https://meeting.boardroomlimited.my . <p>c. Enter the Meeting ID No. and sign in with the user ID and password provided in the confirmation email from Boardroom.</p>
2. Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>a. If you would like to view live webcast, select the broadcast icon.</p> <p>b. If you would like to ask a question during the Postponed AGM, select the messaging icon.</p> <p>c. Type your message within the chat box, click the send button once completed.</p>
3. Voting	<p>a. Once the meeting is open for voting, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.</p> <p>b. To vote, select your voting direction from the options provided.</p> <p>c. A confirmation message will appear to show your vote has been received.</p> <p>d. To change your vote, re-select your voting direction preference.</p> <p>e. If you wish to cancel your vote, please press “Cancel”.</p>
4. End of Participation	Upon the announcement by the Chairman on the closure of Postponed AGM, the live webcast will end.

8. Enquiries

- 8.1 The Company welcomes questions and views from shareholders on the Postponed AGM resolutions and Annual Report 2021 to be raised at the Postponed AGM.
- 8.2 Please email your question(s) to irevergreen@efb.com.my no later than 9.00 a.m. on Wednesday, 11 August 2021. Shareholders may type their questions in the chat box at any time during the virtual AGM. We will endeavour to provide responses to the queries during the virtual Postponed AGM session. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.
- 8.3 If you have any enquiry prior to the Postponed AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):
- Boardroom Share Registrars Sdn. Bhd.
Tel: +603 7890 4700 (Helpdesk)
+603 7890 4744) (Nu'man Al-muqarrin)
Fax: +603 7890 4670
Email: bsr.helpdesk@boardroomlimited.com

❖ NO VOUCHERS/SOURVENIRS

There will be no vouchers nor souvenirs for shareholders/proxies who participate in the 30th Postponed AGM.