



ECONPILE HOLDINGS BERHAD

Registration No.: 201201032676 (1017164-M)

ADMINISTRATIVE GUIDE FOR THE 11TH ANNUAL GENERAL MEETING (“AGM”)

Day, Date & Time	: Wednesday, 29 November 2023 at 10.00 a.m.
Broadcast Venue	: Meeting Room, Level 8, Tower Block, Plaza Dwtasik, Jalan Sri Permaisuri, Bandar Sri Permaisuri, 56000 Kuala Lumpur, Malaysia
Meeting Platform	: TIIH Online website at https://tiih.online

MODE OF MEETING

Econpile Holdings Berhad (“the Company”) will conduct its 11th AGM on a virtual basis through live streaming from the broadcast venue and online remote voting via Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor”) via TIIH Online website at <https://tiih.online>.

The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) **WILL NOT BE ALLOWED** to attend the 11th AGM in person at the broadcast venue on the day of the meeting.

REMOTE PARTICIPATION AND VOTING FACILITIES

Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 11th AGM using RPV facilities provided by Tricor via its TIIH Online website at <https://tiih.online>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 11th AGM via RPV facilities must request his/her proxy(ies) or authorised representative(s) or attorney(s) to register himself/herself for RPV facilities at TIIH Online website at <https://tiih.online>.

Kindly refer to the Procedures for RPV facilities as set out below.

PROCEDURES FOR RPV FACILITIES

Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) who wish to participate in the 11th AGM remotely using the RPV facilities are required to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE 11TH AGM		
(a)	Register as a user with TIIH Online website	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online.Register as a user under the “e-Services”, select the “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.

	Procedure	Action
		<ul style="list-style-type: none"> Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online website.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Monday, 30 October 2023 until the day of the 11th AGM on Wednesday, 29 November 2023. Shareholder(s) or proxy(ies) or authorised representative(s) or attorney(s) are required to pre-register their attendance for the 11th AGM to ascertain their eligibility to participate in the 11th AGM using the RPV facilities. Login with your user ID and password and select the corporate event: “(REGISTRATION) ECONPILE 11th AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. TIIH Online system will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 22 November 2023, the TIIH Online system will send you an e-mail after 27 November 2023 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as registration for the RPV facilities.)</i></p>
ON THE DAY OF THE 11TH AGM (29 NOVEMBER 2023)		
(c)	Login to TIIH Online website	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 11th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 11th AGM on Wednesday, 29 November 2023 at 10.00 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) ECONPILE 11th AGM” to engage in the proceedings of the 11th AGM remotely. If you have any question for the Chairperson/ Board, you may use the query box to transmit your question. The Chairperson/ Board will endeavor to respond to questions submitted by remote participants during the 11th AGM. If there is time constraint, the responses will be published at the Company’s website at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 29 November 2023 until a time when the Chairperson announces the end of the voting session of the 11th AGM. Select the corporate event: “(REMOTE VOTING) ECONPILE 11th AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the 11th AGM, the live streaming will end.

Note to users of the RPV facilities:

1. 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 meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only members whose names appear on the ROD as at **22 November 2023** shall be eligible to participate at the 11th AGM or appoint proxy(ies) to participate on his/her behalf.

APPOINTMENT OF PROXY OR AUTHORISED REPRESENTATIVE OR ATTORNEY

If you are unable to attend the meeting via RPV facilities on 29 November 2023, you may appoint the Chairperson of the meeting as proxy and indicate the voting instructions in the Proxy Form.

If you wish to participate in the 11th AGM, please do not submit any Proxy Form for the 11th AGM. You will not be allowed to participate in the 11th AGM together with a proxy appointed by you.

Shareholders who appoint proxy(ies) or authorised representative(s) or attorney(s) to participate in the 11th AGM must ensure that the duly executed proxy forms and/or documents are deposited in hard copy form or by electronic means in the following manner **not later than Monday, 27 November 2023 at 10.00 a.m.**:

(i) In hard copy form:

By hand or post to Tricor 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, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

(ii) By electronic means:

You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online>. Please refer to the Procedure for Electronic Submission of Proxy Form as set out below for further information.

For corporate members who have appointed corporate representatives, please deposit the **ORIGINAL** certificate of appointment of corporate representative to Tricor not later than **Monday, 27 November 2023 at 10.00 a.m.** to participate via RPV facilities in the 11th AGM.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with Tricor not later than **Monday, 27 November 2023 at 10.00 a.m.** to participate via RPV facilities in the 11th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:

	Procedure	Action
Steps for individual shareholders		
a	Register as a User with TIIH Online website	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online website, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of 11th AGM by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "ECONPILE 11TH AGM - Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(s) or appoint the Chairperson as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
Steps for corporation or institutional shareholders		
a	Register as a User with TIIH Online website	<ul style="list-style-type: none"> Access TIIH Online website at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>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.</p>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online website at https://tiih.online. Select the corporate event: "ECONPILE 11TH AGM - Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxy(ies) by inserting the required data. Submit the proxy appointment file. Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

POLL VOTING

The voting at the 11th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from the commencement of the 11th AGM at **10.00 a.m.** on **29 November 2023** but before the end of the voting session which will be announced by the Chairperson of the meeting. Kindly refer to item (e) of the above Procedures for RPV facilities for guidance on how to vote remotely from TIIH Online website.

PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 11th AGM via Tricor's TIIH Online website at <https://tjih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Monday, 27 November 2023 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 11th AGM.

DOOR GIFT/ VOUCHER

There will be **NO distribution** of door gifts or vouchers for shareholders/proxies/authorised representatives/attorneys who participate in the 11th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 11th AGM of the Company.

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons :

Ms. Lim Lay Kiow: +603-2783 9232 / Email: lay.kiow.lim@my.tricorglobal.com

Pn. Zakiah Binti Wardi: +603-2783 9287 / Email: zakiah@my.tricorglobal.com

Cik Dina Qistina Binti Zulkanain: +603-2783 9165 / Email: Dina.Qistina@my.tricorglobal.com

Pn. Azizah Binti Kadir: +603-2783 9260 / Email: azizah@my.tricorglobal.com