

**ADMINISTRATIVE DETAILS FOR THE 31<sup>st</sup> ANNUAL GENERAL MEETING (AGM) OF  
EVERGREEN FIBREBOARD BERHAD Registration no. 199101006810 (217120-W)**

**Virtual Annual General Meeting (“AGM”)**

1. The Board of Directors (“the Board”) and Management have considered all available options and decided that the 31<sup>st</sup> AGM shall be conducted on fully virtual basis via Remote Participation and Electronic Voting (“RPEV”) facilities as 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. Shareholders are encouraged to participate in our virtual AGM by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com/>
3. With the RPEV facilities, you can exercise your rights as a shareholder of the Company to participate (pose questions to the Board and management of the Company) and vote at the AGM, safely in the comfort of your home or office.
4. You will need to ensure the stability of your internet connectivity throughout the 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 participants.
5. Kindly note that, **no recording or photography of the meeting proceedings** is allowed without prior written permission from the Company.

**Entitlement to participate and vote**

1. Only members whose name appears in the Record of Depositors (“ROD”) as at 23 May 2022 shall be entitled to attend the AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form which can be downloaded from [www.evergreengroupcom.my](http://www.evergreengroupcom.my).

**Lodgement of Proxy Form**

1. If you are unable to attend the the AGM via RPEV facilities and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, you may deposit your proxy form at the Share Registrar’s office, Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) at Ground Floor or 11<sup>th</sup> 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 AGM or no later than 9.00 a.m. on 28 May 2022. Please note that any alteration to the Form of Proxy must be initialled.
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 AGM or no later than 9.00 a.m. on 28 May 2022 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 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.

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. 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](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the 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.

### **Corporate Shareholder**

1. Corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their original certificate of appointment of corporate representative to the Share Registrar no later than 9.00 a.m. on 27 May 2022.
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.

### **Voting Procedures**

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements.
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.
3. During the 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.
4. For the purpose of this AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
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. 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.

### **Remote Participation and Electronic Voting ("RPEV")**

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 AGM.
2. 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.

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

BEFORE 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"> <li>Access website <a href="https://investor.boardroomlimited.com/">https://investor.boardroomlimited.com/</a></li> <li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li> <li>Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PDF or PNG format.</li> <li>Please enter a valid email address and wait for Boardroom's email verification.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
2. Submit Request for Remote Participation User ID and Password	<p><i>[Note: Registration for remote access will be open on 30 April 2022. Please note that the closing time to submit your request is not less than forty-eighth (48) hours before the time of holding the AGM or no later than 9.00 a.m. on 28 May 2022].</i></p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com/">investor.boardroomlimited.com/</a> using your email address and password.</li> <li>Select "<b>EVERGREEN FIBREBOARD BERHAD ANNUAL GENERAL MEETING</b>" from the list of Corporate Meeting and click "Enter".</li> <li>Click on "<b>Register for RPEV</b>".</li> <li>Read and agree to the Terms &amp; Conditions and click "<b>Next</b>".</li> <li>Enter your CDS Account Number and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> 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.</li> <li>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.</li> </ul>
3. Email Notification	<ol style="list-style-type: none"> <li>You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>Upon system verification against the General Meeting</li> </ol>

**BEFORE AGM DAY**

	<p>ROD as at 23 May 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>c. 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.</p>
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ON THE DAY OF 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 AGM at 8.00 a.m. on 30 May 2022.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>• Launch Lumi AGM by scanning the QR Code provided in the email notification received after successful registration; or</li> <li>• Access to Lumi AGM web portal via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> .</li> </ul> <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 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 “<b>Cancel</b>”.</p>
4. End of Participation	Upon the announcement by the Chairman on the closure of AGM, the live webcast will end.

## Enquiries

1. The Company welcomes questions and views from shareholders for the 31<sup>st</sup> AGM resolutions and Annual Report 2021 to be raised at the AGM.
2. Please email your question(s) to [irevergreen@efb.com.my](mailto:irevergreen@efb.com.my) no later than 9.00 a.m. on Friday, 25 May 2022. 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 31<sup>st</sup> virtual AGM session. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

3. If you have any enquiry prior to the 31<sup>st</sup> 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](mailto:bsr.helpdesk@boardroomlimited.com)