



ECONPILE HOLDINGS BERHAD

(Registration No.: 201201032676) (1017164-M)

ADMINISTRATIVE GUIDE FOR THE 12TH ANNUAL GENERAL MEETING (“AGM”)

Day and Date : **Wednesday, 27 November 2024**
Time : **10.00 a.m.**
Venue : **Banquet Hall, Level 1, Main Lobby, Kuala Lumpur Golf & Country Club (KLGCC), No. 10, Jalan 1/70D, Off Jalan Bukit Kiara, 60000 Kuala Lumpur**

ELIGIBILITY TO ATTEND THE 12TH AGM BASED ON THE RECORD OF DEPOSITORS

Only members whose names appear in the Record of Depositors as at **20 November 2024** shall be eligible to attend, speak and vote (collectively, “**participate**”) at the 12th AGM or appoint a proxy(ies) to attend and/or vote on their behalf.

REGISTRATION ON THE DAY OF THE 12TH AGM

The registration counter will open at 9.00 a.m. on Wednesday, 27 November 2024. Shareholders or proxies are requested to produce/show their original MyKAD or Passport (for non-Malaysians) during registration for verification purpose. Please ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person. Upon verification, shareholders or proxies are required to write their names and sign on the Attendance List placed on the registration table. Shareholders or proxies will also be given identification wristbands for voting purposes.

PROXY

If you are unable to participate in the 12th AGM, you may appoint proxy(ies) by submitting your proxy form to Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W. P. Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, W. P. Kuala Lumpur, Malaysia, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid. You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> not later than **10.00 a.m. on Monday, 25 November 2024**. Please do read and follow the procedures below for submission of proxy form electronically.

ELECTRONIC SUBMISSION OF PROXY FORM

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

	Procedure	Action
i. Steps for Individual Shareholders		
a	Register as a User with TIIH Online	<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”.

	Procedure	Action
		<p>Please do refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> • If you are already a user with TIIH Online, 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 Meeting by the Company, login with your username (i.e. email address) and password. • Select the corporate event: “ECONPILE HOLDINGS BERHAD 12TH 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(ies) or appoint the Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. • Review and confirm your proxy(ies) appointment. • Print proxy form for your record.
ii. Steps for corporation or institutional shareholders		
a.	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online 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 with your own password. <p><i>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.</i></p>
b.	Proceed with submission of proxy form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “ECONPILE HOLDINGS BERHAD 12TH AGM - SUBMISSION OF PROXY FORM”. • Read and agree to the Terms & Conditions and 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(xies) 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.

REFRESHMENT

Light refreshment will be provided.

DOOR GIFT/VOUCHER

There will be **NO distribution** of door gifts or vouchers for shareholders/proxies/authorised representatives/attorneys who participate in the 12th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 12th AGM of the Company.

ENQUIRY

If you have any enquiries on the above, please contact our Share Registrar, Tricor, 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
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