



D & O GREEN TECHNOLOGIES BERHAD

Registration No: 200401006867 (645371-V)

ADMINISTRATIVE GUIDE FOR THE 20TH ANNUAL GENERAL MEETING

Date : Monday, 27 May 2024

Time : 10.00 a.m.

Broadcast Venue : Conference Room, A-12-01, Level 12, Block A, PJ8, 23 Jalan Barat, Seksyen 8
46050 Petaling Jaya, Selangor Darul Ehsan

(Members/Proxies/Corporate Representatives will not be allowed to be physically present at the Broadcast Venue)

Online Platform : Securities Services e-Portal ("SS e-Portal") at <https://sshsb.net.my/>

- The Company will conduct the 20th AGM on a virtual basis through live streaming and online remote voting via Remote Participation and Voting ("RPV") facilities which are available on Securities Services e-Portal ("SS e-Portal") at <https://sshsb.net.my/>.
- The venue of the 20th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. Shareholders/proxy(ies)/Corporate Representatives should not be physically present at the meeting venue on the day of the 20th AGM and will be requested to leave the Broadcast Venue.
- In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the RPV facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Board of the Company) and vote at the Meeting, safely from your home. Alternatively, you may consider to appoint a proxy or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 20th AGM.

Remote Participation and Voting

- The RPV facilities are available on SS e-Portal at <https://sshbsb.net.my/>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 20th AGM using RPV facilities from SS E Solutions Sdn. Bhd. (“SSESB”).
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

Procedures to Remote Participation and Voting via RPV Facilities

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 20th AGM using the RPV facilities:

	Procedure	Action
Before the 20th AGM		
(a)	Register as a USER with SS e-Portal	• Log on to https://sshbsb.net.my/. • Click on ‘SIGN UP’ to register. You will be prompted to submit a copy of your MyKad (front and back separately) or valid Passport for verification purposes. • Users must register before Thursday, 23 May 2024. • You will receive a notification email within one (1) working day. Your email address is your User ID. • Verify your user account within seven (7) days from receiving the notification email. • This is a ONE-TIME registration. If you are already a registered user of SS e-Portal, you are not required to register again.
(b)	Submit your Request for RPV registration/ e-Proxy form	• Registration for RPV will be opened from 10.00 a.m. on Friday, 26 April 2024 until 10.00 a.m. on Monday, 27 May 2024. • Submission for e-Proxy Form will be opened from 10.00 a.m. on Friday, 26 April 2024 until 10.00 a.m. on Saturday, 25 May 2024. • Registration options (a) <u>RPV Registration</u> - Login with your user ID and password. - Select Company name: D & O Green Technologies Berhad – 20th AGM on Monday, 27 May 2024 at 10.00 a.m. – Registration for Remote Participation. - Click “>” to register for remote participation at the AGM. (b) <u>Submission of e-Proxy form</u> - Login in with your user ID and password. - Select Company name: D & O Green Technologies Berhad – 20th AGM on Monday, 27 May 2024 at 10.00 a.m. – Submission of Proxy Form. - Click “>” to submit your e-Proxy form for the meeting.

		- Appointed proxies need not register for remote participation, but they will need to be registered users of the SS e-Portal before 10.00 a.m. on Thursday, 23 May 2024. - The proxy will be given access to remote participation at the meeting to which he/she is appointed for. • Upon registering with option (a) or (b): - Select individual shareholder/ corporate/ authorised representative of a body corporate. - Insert EVERY CDS account numbers and indicate the number of shares accordingly. - Submit your remote participation/e-Proxy Form. - You will receive a notification email acknowledged receipt your remote participation/e-Proxy Form. - After the General Meeting ROD as at 17 May 2024, you will receive an email that will advise if your registration for remote participation/e-Proxy Form has been approved or rejected. - A copy of your remote participation/e-Proxy Form can be accessed via My Records in the Securities Services e-Portal. - Read and agree to the Terms & Conditions and confirm the Declaration. • Evidence of Authority: - For body corporates, the appointed corporate/authorised representative must upload the evidence of authority, such as: Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority. Documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. For verification, the original evidence of authority and translation thereof, if required, must be submitted to: <i>Poll Administrator's Office at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia.</i>
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On the 20th AGM Day		
(c)	Login to SS e-Portal	Login with your user ID and password for remote participation at the 20th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the 20th AGM on Monday, 27 May 2024 at 10.00 a.m.
(d)	Submit questions through live streaming	- Select “Event”. - Select Company name: D & O Green Technologies Berhad – 20th AGM on Monday, 27 May 2024 at 10.00 a.m. – Live Stream Meeting. - Click “>” to join the 20th AGM remotely. - Read and agree to the Terms & Conditions and confirm the Declaration. - Use the text box to submit a question for the Chairman/Board. Your questions will be responded during the 20th AGM. If there is time constraint, the responses will be emailed to you after the meeting. - NOTE: Quality of the live streaming is dependent on the bandwidth and stability of the internet connection of the remote participants' location.
(e)	Online Remote Voting	- Select “Event”. - Select Company name: D & O Green Technologies Berhad – 20th AGM on Monday, 27 May 2024 at 10.00 a.m. – Remote Voting. - Click the radio button against each resolution to review and confirm your vote, then click “>” to submit your votes online for the resolutions tabled. - Voting commences at 10.00 a.m. on Monday, 27 May 2024 and will end at the time announced by the Chairman. - Read and agree to the Terms & Conditions and confirm the Declaration prior to submitting your votes. - Your votes casted will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. Where you are attending as a proxy, we will take the shareholder's indicated votes in the Form of Proxy. - A copy of your submitted remote voting record can be accessed via My Records in the SS e-Portal.
(f)	End of remote participation	Upon the announcement by the Chairperson on the closure of the 20th AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- Should your application to join the meeting be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to SS e-Portal on the day of meeting will indicate your presence at the virtual meeting.
- 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.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly contact SS E Solutions Sdn Bhd at 03-2084 9000 on Monday to Friday from 8.30 a.m. to 5.30 p.m. (except for weekend and public holidays).

Entitlement to Participate and Appointment of Proxy

- Only members whose names appear on the Record of Depositors as at 17 May 2024 shall be eligible to attend, speak and vote at the 20th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 20th AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 20th AGM yourself, please do not submit any proxy form for the 20th AGM. You will not be allowed to participate in the 20th AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 20th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Saturday, 25 May 2024 at 10.00 a.m.:
 - (i) In Hardcopy:

By hand or post to the Registered Office of the Company at No. 15, Bukit Ledang, Off Jalan Duta, 50480 Kuala Lumpur;
 - (ii) By Electronic form:

All shareholders can have the option to submit proxy forms electronically via SS e-Portal at <https://sshsb.net.my/> or by fax to 03-2094 9940 or by email to eservices@sshsb.com.my.

Voting at Meeting

- The voting at the 20th AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed SS E Solutions Sdn Bhd to conduct the poll voting electronically ("e-voting") via Securities Services e-Portal ("SS e-Portal").
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 20th AGM at 10.00 a.m. Kindly refer to "Procedures to Remote Participation and Voting via RPV Facilities" provided above for guidance on how to vote remotely via SS e-Portal.

Results of the voting

- The resolutions proposed at the 20th AGM and the results of the voting will be announced at the 20th AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

No Breakfast / Lunch Pack, Door Gift or Food Voucher

- There will be no distribution of breakfast / lunch packs, door gifts or food vouchers during the 20th AGM since the meeting is being conducted on a virtual basis.

Submission of Questions to the Board of Directors

- The Board recognises that the 20th AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 20th AGM, shareholders may in advance, before the 20th AGM, submit questions to eservices@sshbs.com.my no later than 10.00 a.m. on Friday, 24 May 2024.
- Shareholder may also submit their questions to the Board of Directors via real time submission of typed texts through a text box within SS e-Portal at <https://sshbs.net.my/>, before the start or during the 20th AGM. The Board of Directors will endeavor to address the questions received at the 20th AGM.

ENQUIRY

If you have any enquiry relating to the SS e-Portal or proxy appointment prior to the 20th AGM, please contact our Poll Administrator during office hours (Monday to Friday from 8:30 a.m. to 12:15 p.m. and 1:15 p.m. to 5:30 p.m., excluding public holidays):

Poll Administrator : SS E Solutions Sdn. Bhd.
General Line/Fax : 03-2084 9000 / 03-2094 9940
Email : eservices@sshbs.com.my
Contact Person:

1. Mr. Wong Piang Yoong : 03-2084 9168
2. Ms. Rachel Ou : 03-2084 9161
3. En. Afiq Aiman : 03-2084 9207