



## GREEN OCEAN CORPORATION BERHAD

Registration No. 200301029847 (632267-P)  
(Incorporated in Malaysia)

### 18TH ANNUAL GENERAL MEETING (“AGM”)

#### ADMINISTRATIVE GUIDE

<u>Date</u>	<u>Time</u>	<u>Broadcast Venue</u>
24 November 2021 (Wednesday)	10.30 a.m.	Lot 18.2, 18th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan.

#### MODE OF MEETING

In view of the Covid-19 outbreak and as part of the safety measures, the AGM will be conducted entirely through live streaming from the Broadcast Venue.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the Meeting shall be at the main venue of the AGM. Shareholders of the Company (“**Shareholders**” or “**Members**”) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the AGM. Shareholders will have to register to participate in the AGM remotely by using the Remote Participation and Voting (“**RPV**”) Facilities as per the details set out below.

#### RPV

The AGM will be conducted entirely through live streaming and online remote voting. Members are encouraged to participate in the AGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a shareholder to participate (including to pose questions to the Board of Directors of the Company (“**Board**”)) and vote at the AGM.

**Individual Members** are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the AGM.

If an Individual Member is unable to attend the AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting on his/her behalf and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

**Corporate Members** (through Corporate Representatives or appointed proxy(ies)) are also strongly advised to participate and vote remotely at the AGM using the RPV Facilities. Corporate Members, who wish to participate and vote remotely at the AGM, shall contact the Poll Administrator, ShareWorks Sdn. Bhd., according to the details set out below and you are required to provide the following documents to the Company not later than **10.30 a.m., 22 November 2021**:

- i. Certificate of Appointment of Corporate Representative or Form of Proxy under the Seal of the Corporation;
- ii. Copy of the Corporate Representative’s or Proxy(ies) MyKad (front and back) / Passport; and
- iii. Corporate Representative’s or Proxy(ies) email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. will respond to your remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed Proxy(ies)) is unable to attend the AGM, the Corporate Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.


In respect of **Members** who is **Authorised Nominee** and **Exempt Authorised Nominee** (“**Nominee Company**”), the beneficial owners of the shares under a Nominee Company’s CDS account are also strongly advised to participate and vote remotely at the AGM using RPV Facilities. Beneficial owners who wish to participate and vote remotely at the AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the AGM. A Nominee Company shall contact the Poll Administrator, ShareWorks Sdn Bhd, according to the details set out below and are required to provide the following documents to the Company not later than **10.30 a.m., 22 November 2021**:

- i. Form of Proxy under the Seal of the Nominee Company;
- ii. Copy of the Proxy’s MyKad (front and back) / Passport; and
- iii. Proxy’s email address and mobile phone number.

Upon receipt of such documents, ShareWorks Sdn. Bhd. will respond to your remote participation request.

If a beneficial owner is unable to participate in the AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The procedures for the RPV Facilities in respect of the live streaming and remote voting at the AGM are as follows:

Procedures		Action
<b>Before AGM</b>		
1.	Register as participant for the AGM 	<ul style="list-style-type: none"> <li>• Using your computer, access the registration website at <a href="https://rebrand.ly/GreenOceanAGM">https://rebrand.ly/GreenOceanAGM</a></li> <li>• If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. Click “<b>Register</b>” and enter your email followed by “<b>Next</b>” to fill in your details to register for the AGM session.</li> <li>• Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.</li> <li>• The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Please refer to the tutorial guide posted on the same page for assistance.</li> </ul>
2.	Submit your online registration	<ul style="list-style-type: none"> <li>• Shareholders who wish to participate and vote remotely at the AGM via RPV Facilities are required to register prior to the meeting. The registration will open from <b>5.00 p.m.</b> on <b>29 October 2021</b> and close at <b>10.30 a.m.</b> on <b>22 November 2021</b>.</li> <li>• Clicking on the link mentioned in item 1 will redirect you to the AGM event page. Click on the <b>Register</b> link for the online registration form.</li> <li>• Complete your particulars in the registration page. Your name <b>MUST</b> match with your CDS account name (not applicable for proxy).</li> <li>• Insert your CDS account number(s) and indicate the number of shares you hold.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declarations.</li> <li>• Please ensure all information given is accurate before you click <b>Submit</b> to register your remote participation. Failure to do so will result in your registration being rejected.</li> <li>• System will send an email to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors of the Company as at <b>17 November 2021</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>18 November 2021</b>.</li> <li>• If your registration is rejected, you can contact the Company’s Poll Administrator for clarification or to appeal.</li> </ul>

<b>On the day of AGM</b>		
3.	Attending Virtual AGM	<ul style="list-style-type: none"> <li>Two reminder emails will be sent to your mailbox. The first email will be sent on a day before the date of the AGM, while the second mail will be sent an hour before the AGM session.</li> <li>Click Join Event in the reminder email to participate the AGM.</li> </ul>
4.	Participate through Live Streaming	<ul style="list-style-type: none"> <li>You will be given a short brief about the system.</li> <li>Your microphone is muted throughout the whole session.</li> <li>If you have question(s) for the Chairman/Board, you may use the <b>Q&amp;A panel</b> to send your question(s). The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email.</li> <li>The session will be recorded.</li> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
5.	Online remote voting	<ul style="list-style-type: none"> <li>The Chairman will announce the commencement of the voting session and the duration allowed at the respective AGM.</li> <li>The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions within the given stipulated time frame. Click on the <b>Submit</b> button when you have completed.</li> <li>Votes cannot be changed once it is submitted.</li> </ul>
6.	End of Remote Participation	Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

### **APPOINTMENT OF PROXY**

Shareholders who appoint proxy(ies) to participate via RPV Facilities in the AGM shall deposit the completed duly executed Forms of Proxy at the Registered Office of the Company at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL) or fax to 03-6201 3121 or by email to [ir.greenocean@shareworks.com.my](mailto:ir.greenocean@shareworks.com.my), not later than **10.30 a.m., Monday, 22 November 2021**.

Please note that if an Individual Member who has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally participate in the AGM via RPV Facilities, the Individual Member shall proceed to contact ShareWorks Sdn Bhd using the contact details set out below to revoke the appointment of his/ her proxy(ies) not later than **10.30 a.m., Monday, 22 November 2021**.

### **POLL VOTING**

The voting at the AGM will be conducted entirely by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed ShareWorks Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn Bhd as Scrutineers to verify the poll results.

The Scrutineers will verify and announce the poll results and the Chairman will declare whether the resolution is duly passed or otherwise.

### **NO RECORDING OR PHOTOGRAPHY**

Strictly **NO recording or photography** of the proceedings of the AGM is allowed.

### **NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS**

There will be **NO** distribution of breakfast / lunch packs, door gifts or food vouchers to the Shareholder or Proxy(ies) who participate in the AGM.

## **ENQUIRY**

If you have any enquiry prior to the meeting, please contact the following officers during office hours (from 9.00 a.m. to 5.30 p.m. on Mondays to Fridays (except public holidays) at:

### **For registration, logging in and system related:**

#### **Mlabs Research Sdn. Bhd.**

Name : Mr. Bryan/ Mr. Hong/ Ms. Eris  
Telephone : 03-7688 1013  
Email : [vgm@mlabs.com](mailto:vgm@mlabs.com)

### **For Proxy and other matters:**

#### **ShareWorks Sdn. Bhd.**

Name : Mr. Vemalan a/l Naraynan or Mr. Kou Si Qiang or Madam Maria Fong  
Telephone : 03-6201 1120  
Email: : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)