



D & O GREEN TECHNOLOGIES BERHAD

(Registration No. 200401006867 (645371-V))

(Incorporated in Malaysia)

Administrative Guide 21st Annual General Meeting (21st AGM)

Date : Wednesday, 28 May 2025
Time : 10.00 a.m.
Meeting : Playhouse Theatre, The Campus Ampang, Lot 7706, Jalan Kolam Air
Venue : Lama, Mukim, Hulu Kelang, 68000 Ampang, Selangor

Registration on the day of the 21st AGM

The registration counter will open at 8.30 a.m. on Wednesday, 28 May 2025. 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.

Entitlement to participate in the AGM

Only members whose names appear in the Record of Depositors of our Company as at 19 May 2025 shall be entitled to attend the AGM or appoint proxy(ies) to attend on his/her behalf.

Lodgement of Proxy Form:

If you wish to participate in the 21st AGM yourself, please do not submit any Form of Proxy for the 21st AGM. You will not be allowed to participate in the 21st AGM together with a proxy appointed by you. Accordingly, Forms of Proxy and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 21st AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than Monday, 26 May 2025 at 10.00 a.m:

(i) In hard copy form:

In the case of an appointment made in hard copy form, the Form of Proxy must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, deposited in the dropbox located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

(ii) By electronic form:

All members can have the option to submit the Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
i	Steps for Individual Shareholder	
a	Register as a User with TIIH Online	- 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, you are not required to register again.
b	Proceed with submission of e-Proxy Form	- 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: “D & O GREEN TECHNOLOGIES BERHAD 21ST 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(s) to vote on your behalf. - Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairperson as your proxy. - Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. - Review and confirm your proxy(s) appointment. - Print e-proxy form for your record.
ii	Step for corporation or institutional shareholder	
a	<u>Register as a User with TIIH Online</u>	- 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 your own password. 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.
b	Proceed with submission of form of proxy	- Login to TIIH Online at https://tiih.online - Select the corporate exercise name: “D & O GREEN TECHNOLOGIES BERHAD 21ST AGM – SUBMISSION OF PROXY FORM” - 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 proxies by inserting the required data. - Login to TIIH Online, select corporate exercise name: “D & O GREEN TECHNOLOGIES BERHAD 21ST AGM – SUBMISSION OF PROXY FORM”. - 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.

No recording or photography

Unauthorised recording and photography are strictly prohibited at the 21st AGM.

Voting Procedure:

- The voting at the 21st AGM will be conducted on a poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (“e-voting”) and Scrutineers Solution Sdn Bhd as Scrutineers to verify the poll results.
- Upon completion of the voting session for the 21st AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration on whether the resolutions are duly passed.

Integrated Report:

- The Company’s Integrated Report are available at the Company’s website: <http://www.do.com.my/index.php?type=generalmeeting> and www.bursamalaysia.com respectively. Alternatively, you may view and download the Integrated Report by scanning the QR Code below.



- You may request for a printed copy of the integrated report at <https://tiih.online> by selecting “Request for Annual Report/Circular” under the “Investor Services”.
- Nevertheless, we hope you would consider the environment before you decide to print the above reports or request for the printed copy of the Integrated Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

21st AGM Enquiry:

If you have any enquiries on the above, please contact the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

Registration No. 197101000970 (11324-H)
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