## **Corporate Account Registration**

1. Navigate to https://investor.boardroomlimited.com/ and click "Register"

|                        | BoardRoom Smart Investor Portal  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|
|                        | BoardRoom<br>Smart Business Solutions  |  |  |  |  |  |
|                        | Login Your Account   |  |  |  |  |  |
|                        | E-Mail Address   |  |  |  |  |  |
|                        | email@gmail.com  |  |  |  |  |  |
|                        | Password   |  |  |  |  |  |
|                        |  |  |  |  |  |  |
|                        |  |  |  |  |  |  |
|                        | Lonin  |  |  |  |  |  |
|                        | Double second with   |  |  |  |  |  |
| -1/                    | How to Register as Individual ShareHolder How to Register as Corporate Holder  |  |  |  |  |  |
|                        | Register Click Here  |  |  |  |  |  |
|                        | How to Reset Password  |  |  |  |  |  |
|                        | Forgot Your Password?  |  |  |  |  |  |
| Colores and the second |  |  |  |  |  |  |
|                        | We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended. |  |  |  |  |  |

2. Click "Select" below Malaysia flag

| 1       | BoardRoom Smart Investor Portal   |
|---------|---|
| All and | I want to register for a new account in   |
|         | MALAYSIA  |
|         |   |
|         |   |
|         | Select  |
|         | We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access<br>this site. If you are using an older browser, the site may not function as intended. |

3. Choose to" Sign Up As Corporate" in Account type if you are nominees or corporate holder and Enter your information and upload identification document then click "Sign up"

|       | BoardRoom Smart Investor Portal (BSIP)   |   |                            |
|-------|--|---|----------------------------|
|       | New User Account Sign Up   | How to Register as Corporate Holder   |                            |
|       | Account Type   |   |                            |
| 1     | Sign Up As Corporate Holder  | ~   | Choose 'Corporate Holders' |
|       |  |   |                            |
|       | Representative Information   | Corporate Holder Information  |                            |
| FAL   | Full Name * (as per NRIC or Passport)  | Company Name *  |                            |
|       | MyKad No.* (IRRC No.)  | Registration Number *   |                            |
|       |  |   |                            |
|       | Photo of MvKad - Front View  | Compulsory Document *   |                            |
|       | (jpg, png or pdf - maximum 10MB)   | (Please download and complete the attached BSIP Account - Authorization Letter below) |                            |
|       | Choose File No file chosen   | <ul> <li>BSIP - Authorization Letter (click here to download)</li> </ul>              |                            |
|       | Photo of MyKad - Back View   | Choose Files No file chosen   |                            |
| AL IN | (jpg, png or pdf - maximum 10MB)   |   |                            |
|       | Choose File No file chosen   | Insert Additional Supporting Documents(s) - ir evaliable                              |                            |
|       | Mobile No *  | Certificate of Appointment of Corporate Representative     Power of Attorney          |                            |
|       | <b>■</b> +60 • 12345 6789  |   |                            |
|       | E-Mail Address *   |   |                            |
| >     |  |   |                            |
|       | Password *   |   |                            |
|       |  |   |                            |
|       | Password must:<br>Have 10 or more characters   |   |                            |
|       | Contain alphabet and numeric characters  |   |                            |
|       | <ul> <li>Contain at least 1 Uppercase letter, Special character (e.g. 1, @, #, S, %, ^)</li> </ul>                   |   |                            |
|       | Confirm Password *   |   |                            |
|       |  |   |                            |
|       | By clicking "Sign Up" I agree to Boardroom's Privacy Policy  |   |                            |
|       | Sign Up  | Click 'Sign up'   |                            |
|       | Already have account? Sign in  |   |                            |
| ~     | We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are usin | g an older browser, the site may not function as intended.                            |                            |

4. Upon register, you will receive and email for verification and redirected to this page. If email is not received, click request another. Do check both your inbox and spam.



5. Check your email for the below notification. Click "Verify email address".



6. You will be redirected to verify your mobile no. Check if you have the correct mobile number, then request OTP code to proceed.

|      | BoardRoom Smart Investor Portal  |  |  |  |  |  |
|------|--|--|--|--|--|--|
|      | OTP Verification4<br>Get the 6-digit OTP code via SMS to verify your mobile number<br>(601223  |  |  |  |  |  |
|      |  |  |  |  |  |  |
|      | Request OTP code Click here to request for OTP   |  |  |  |  |  |
|      | Change mobile number or log out.   |  |  |  |  |  |
| -    | Need bein? You can contact us at 603-7890 4700 or email  |  |  |  |  |  |
| 3000 | bsr.helpdesk@boardroomlimited.comfor further assistance.   |  |  |  |  |  |
|      | We recommend using the latest version of <b>Chrome, Firefox, Safari, Edge or</b><br><b>Opera</b> to access this site. If you are using an older browser, the site may not<br>function as intended. |  |  |  |  |  |

7. Enter you OTP number and click "Enter".

**BoardRoom Smart Investor Portal** 



8. You had successfully verified your account. Wait for approval from administration. In the meantime, you may edit your profile to update your information.

|                         |     | Waiting for Approval   |
|-------------------------|-----|--|
|                         |     | Thank you for verifying your email address and mobile number.  |
|                         |     | Your account is pending administrator approval.<br>The approval process will take <b>1 working business day</b> (excluding public holiday).<br>Please log in again for a status update. We appreciate your kind understanding. |
|                         |     | For further assistance, kindly email bsr.helpdesk@boardroomlimited.com for more information.<br>Thank you.   |
| Click here to edit prof | ïle | ► Edit Profile (→ Log Out  |

9. You will receive an email as below after your account had been approved.

| Congratulation! Your account has been approved Inbox ×   |   |  |  |  |  |
|--|---|--|--|--|--|
| BoardRoom Smart Investor MY <donotreply@boardroomlimited.my> to me <math display="inline">\checkmark</math></donotreply@boardroomlimited.my> |   |  |  |  |  |
|  | BoardRoom<br>Smart Business Solutions   |  |  |  |  |
|  | Please be informed that your <u>Boardroom Smart Investor Portal (BSIP</u> ) account has<br>been approved. You may start to use your account now.  |  |  |  |  |
|  | Kindly login with your email address by clicking <u>here</u> to access the following services;-   |  |  |  |  |
|  | <ul> <li>Registration for Virtual Meeting participation</li> <li>eProxy Form Lodgement</li> <li>Other available online services</li> </ul>  |  |  |  |  |
|  | Should you require any further clarification in relation to Boardroom Smart Investor<br>Portal, kindly contact us 603-7890 4700 or email us at<br>her heldesk@boardroomlimited.com for further assistance |  |  |  |  |
|  |   |  |  |  |  |
|  | Thank you.  |  |  |  |  |
|  | Boardroom Share Registrars Sdn Bhd<br>Registration Number: 199601006647 (378993-D)  |  |  |  |  |

10. You can register more than 1 company by clicking "Register As Representative For Corporate Holder"

| BoardRoom =       | BoardRoom Smart Investor Portal (BSIP)                        |                             |  |  |  |
|-------------------|---|-----------------------------|--|--|--|
| CORPORATE ACCOUNT | Name:<br>WUI BEE<br>ID No (IC) Primary ID :<br>908811-11-1111 | Update                      | Profile                                    |  |  |
| ◎ Contact Info    | Repres Click  | c here to add company       |  | Register As Representa<br>If you are authorized to repre | ative For Corporate Holder<br>esent more than one (1) company. |
|                   | COMPANY NAME<br>XYZ SDN BHD                                   | COMPANY REGISTRATION NUMBER | REGISTER AT<br>Wed 14-Dec-2022<br>10:18 AM | STATUS<br>Rejected                                       | ACTION Delete Edit   |
|                   | ABC SDN BHD   | 121212                      | Tue 13-Dec-2022<br>09:45 PM                | Appointed  |  |
|                   | 123 NOMINEES  | 88990                       | Wed 14-Dec-2022<br>10:17 AM                | Pending Approval   | Delete   |

## 11. Enter your information and upload identification document then click "Add"

| Add Company Information  |               |   | ×          |
|--|---------------|---|------------|
| Company Name:  |               |   |            |
|  | <br>Mandatory |   |            |
| Registration Number:   |               |   |            |
|  | <br>Mandatory |   |            |
| Compulsory Document *<br>(Please download and complete the attached BSIP Account - Authorization Letter below)<br>• BSIP - Authorization Letter (click here to download) |               |   |            |
| Choose Files No file chosen  | <br>Mandatory | ] |            |
| Insert Additional Supporting Documents(s) - if available <ul> <li>Certificate of Appointment of Corporate Representative</li> </ul>                                      |               |   |            |
| Power of Attorney  |               |   |            |
|  |               | c | lose + Add |

## 12. You can check the company status here.

| BoardRoom =                      | BoardRoom Smart Investor Portal (BSIP)                        |                             |                             |  |   |  |
|----------------------------------|---|-----------------------------|-----------------------------|--|---|--|
| CORPORATE ACCOUNT                | Name:<br>WUI BEE<br>ID No (IC) Primary ID :<br>908811-11-1111 | Update Pr                   | rofile                      |  |   |  |
| <ul> <li>Contact Info</li> </ul> | Representing:   | -                           |                             | Register As Representa<br>If you are authorized to repre | ative For Corporate Holder<br>sent more than one (1) company. |  |
|                                  | COMPANY NAME  | COMPANY REGISTRATION NUMBER | REGISTER AT                 | STATUS   | ACTION  |  |
|                                  | XYZ SDN BHD   | 990000                      | Wed 14-Dec-2022<br>10:18 AM | Rejected   | Delete Edit   |  |
|                                  | ABC SDN BHD   | 121212                      | Tue 13-Dec-2022<br>09:45 PM | Appointed  |   |  |
|                                  | 123 NOMINEES  | 88990                       | Wed 14-Dec-2022<br>10:17 AM | Pending Approval   | Delete  |  |
|                                  |   |                             |                             |  |   |  |