

ADMINISTRATIVE GUIDE FOR THE 61ST ANNUAL GENERAL MEETING

Event Name	: OHB – 61 st AGM
Day, Date and Time of Meeting	: Thursday, 15 June 2023, 2.30pm
Broadcast Venue	: Sri Mas Ballroom, Level 4, Bayview Hotel Georgetown Penang, 25A Farquhar Street, 10200 Penang (Members/ Proxies/ Corporate Representatives will not be allowed to be physically present at the Broadcast Venue)
RPV Facilities	: https://web.vote2u.my
Mode of Communication	: (1) Typed text in the RPV Facilities (2) E-mail questions to help.pg@boardroomlimited.com prior to Meeting

The 61st AGM will be conducted entirely through online streaming and Remote Participation and Voting (“RPV”) Facilities provided by Vote2U at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of stockholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Entitlement to Participate and Vote Remotely

Stockholders whose names appear on the Record of Depositors (“ROD”) as at **8 June 2023** shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

BEFORE MEETING DAY

A: REGISTRATION		
No.	Description	Procedure
i.	Stockholders to Register with Vote2U <ul style="list-style-type: none"> Individual Stockholders 	<ol style="list-style-type: none"> Access website at https://web.vote2u.my. Select “Sign Up” to sign up as user. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/>. Then select “Next”. Fill-in your details – (i) ensure your e-mail address is valid & (ii) create your own password. Then select “Continue”. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). Registration as user completed. An e-mail notification will be sent to you. <p>Note: <i>If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</i></p>



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PROCEDURES TO PARTICIPATE IN RPV FACILITIES (cont'd)

BEFORE MEETING DAY (cont'd)

B: REGISTRATION OF PROXY		
No.	Description	Procedure
i.	Electronic Lodgment of Form of Proxy (e-Proxy Form) <ul style="list-style-type: none"> • Individual Stockholders 	<ol style="list-style-type: none"> a. Individual stockholders to log in to Vote2U with your e-mail address and password that you have registered with Vote2U. b. Select "Register a Proxy Now" for e-Proxy registration. c. Select the general meeting event that you wish to attend. d. Select/ add your Central Depository System ("CDS") account number and number of shares. e. Select "Appoint Proxy". f. Fill-in the details of your proxy(ies) – ensure proxy(ies) e-mail address(es) is/are valid. g. Indicate your voting instruction should you prefer to do so. h. Thereafter, select "Submit". i. Your submission will be verified. j. After verification, proxy(ies) will receive e-mail notification with temporary credentials, i.e. e-mail address & password, to log in to Vote2U. <p><i>Note:</i> You need to register as a shareholder before you can register a proxy and submit the e-Proxy Form. Please refer above 'A: Registration' to register as stockholder.</p>
ii.	Submit Form of Proxy (hard copy) <ul style="list-style-type: none"> • Individual Stockholders • Corporate Stockholders • Authorised Nominee • Exempt Authorised Nominee 	<ol style="list-style-type: none"> a. Fill-in the details on the hard copy Form of Proxy by providing the following information: <ul style="list-style-type: none"> o Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> • Name • Number of MyKAD for Malaysian or passport for non-Malaysian • Address and e-mail address – ensure e-mail address is valid b. Corporate Representative only – deposit the hard copy of Form of Proxy together with the following document to the address as stated on the Form of Proxy: <ul style="list-style-type: none"> • A copy of Certificate of Appointment as corporate representative c. Individual stockholders, authorised nominee and exempt authorised nominee - deposit the hard copy Form of Proxy to the address as stated on the Form of Proxy. d. Submitted Form of Proxy will be verified. e. After verification, proxy(ies) and corporate representative will receive e-mail notification with temporary credentials, i.e. e-mail address & password, to log in to Vote2U.

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PROCEDURES TO PARTICIPATE IN RPV FACILITIES (cont'd)

REVOCAION OF PROXY

No.	Description	Procedure
i.	Revoke a Proxy Electronically <ul style="list-style-type: none"> Individual Stockholders 	a. Log in to Vote2U using your registered e-mail address and password. b. Select general meeting event that you wish to attend. c. Scroll down and select " Revoke a Proxy ". <i>Note:</i> <i>Only applicable to individual stockholders who have appointed proxy(ies) through e-Proxy form.</i>
ii.	Revoke a Proxy <ul style="list-style-type: none"> Individual Stockholders Corporate Stockholders Authorised Nominee Exempt Authorised Nominee 	a. E-mail to vote2u@agmostudio.com or help.pg@boardroomlimited.com to revoke the appointment of your proxy(ies) forty-eight (48) hours before the meeting. <i>Note:</i> <i>Applicable to individual stockholders/ corporate stockholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy Form of Proxy.</i>

ON GENERAL MEETING DAY

- Log in to <https://web.vote2u.my> with your registered e-mail address and password. For proxy(ies) and corporate representative, log in with the temporary credentials in the e-mail which you have received from Vote2U.
- Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
- When you are logged in, select the general meeting event, **OHB – 61st AGM** you are attending. On the main page, you are able to access the following:

No.	Description	Procedures
i.	Live Streaming	a. Select " Watch Live " button to view the live streaming.
ii.	Ask Question (real-time)	a. Select " Ask Question " button to pose a question. b. Type in your question and select " Submit ". <i>Note:</i> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote stockholders and proxies and corporate representatives during the meeting.</i>
iii.	Remote Voting	a. On the main page, scroll down and select " Confirm Details & Start Voting ". b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select " Next " to continue voting for all resolutions. c. To change your vote, click " Back " and select another voting choice. d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Select " Confirm " to submit your vote. <i>Note:</i> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i>

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PROCEDURES TO PARTICIPATE IN RPV FACILITIES (cont'd)

ON GENERAL MEETING DAY (cont'd)

No.	Description	Procedure
iv.	View Voting Results	a. On the main page, scroll down and select " View Voting Results ".
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

No e-Voucher, Gift, and Food Voucher

There will be no e-Voucher, gift, and food voucher for stockholders, proxies and corporate representatives who participate in the meeting.

No Recording or Photography

No recording or photography of the 61st AGM proceedings is allowed without the prior written permission of the Company.

Enquiry

For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 am to 5:00 pm) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521
E-mail : vote2u@agmostudio.com

If there is any material change required to the proceeding of the meeting, the Company will issue announcement on the same accordingly. Hence, please refer to the Company's website for announcements on the latest update (if any) in relation to the 61st AGM.

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the stockholder's breach of warranty.