

Administrative Guide



Oriental Holdings Berhad
Registration No. 196301000446 (5286-U)

Extraordinary General Meeting (“EGM”)

Event Name	: ORIENTAL HOLDINGS BERHAD - EXTRAORDINARY GENERAL MEETING
Day, Date and Time of Meeting	: Wednesday, 30 August 2023, 2:30 p.m.
Broadcast venue	: Grand Ballroom, Bayview Beach Resort, Batu Ferringhi Beach, 11100 Batu Ferringhi, Penang (Members/ Proxies/ Corporate Representatives will not be allowed to be physically present at the broadcast venue)
RPEV facilities	: https://meeting.boardroomlimited.my
Mode of communication	: (1) Typed text in the RPEV facilities (2) Email questions to bsr.helpdesk@boardroomlimited.com prior to meeting

The EGM will be conducted virtually through online live streaming and Remote Participation and Electronic Voting (“RPEV”) facilities at <https://meeting.boardroomlimited.my> provided by Boardroom Share Registrars Sdn. Bhd. (“Boardroom”).

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 **23 August 2023** shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the EGM to attend, participate and/or vote on his/her behalf.




PROCEDURES TO PARTICIPATE IN RPEV FACILITIES

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

- All stockholders including (i) individual stockholders; (ii) corporate stockholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the EGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress. For the purpose of the RPEV facilities, stockholders are interchangeable with shareholders.
- Kindly follow the steps below to request for your login ID, password and usage of the RPEV facilities:-

No.	Procedure	Action
BEFORE EGM DAY		
1.	Register online with Boardroom Smart Investor Portal (“BSIP”) <i>Note: If you have previously registered with BSIP, you may proceed to Step 2</i>	The registration will open from the day of notice of EGM (a) Access BSIP website at https://investor.boardroomlimited.com . (b) Click “ Register ” to sign up for a BSIP account. (c) Please select the correct account type, i.e. sign up as “ Shareholder ” or “ Corporate Holder ”. (d) Complete the registration with all required information. Upload softcopy of your MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, kindly upload the authorisation letter and click “ Sign Up ”. (e) You will receive an e-mail from BSIP Online for e-mail address verification. Click “ Verify E-mail Address ” to proceed with the registration.

No.	Procedure	Action
		<p>(f) Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click "Request OTP Code" and an OTP code will be sent to the registered mobile number. Click "Enter" to enter the OTP code to complete the process.</p> <p>(g) An e-mail will be sent to you within one (1) business day informing you on the approval of your BSIP account. You can login to BSIP at https://investor.boardroomlimited.com with the e-mail address and password that you have provided during the registration to proceed with the next step.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>
2.	<p>Submit Request for Remote Participation User ID and Password</p>	<p>Registration for remote access will be opened on Tuesday, 15 August 2023. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Monday, 28 August 2023 at 2:30 p.m.</p> <p><u>Individual/ Corporate Stockholders</u></p> <p>(a) Access BSIP website at https://investor.boardroomlimited.com. (b) Login using your User ID (registered email address) and password. (c) Select "ORIENTAL HOLDINGS BERHAD - EXTRAORDINARY GENERAL MEETING" from the list of Meeting Events and click "Enter". (d) To attend the virtual EGM remotely ➤ Go to "VIRTUAL" and click "Register for RPEV". ➤ Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request. (e) To appoint proxy ➤ Click "Submit eProxy Form". ➤ For Corporate Shareholder, select the company you would like to represent (if more than one). ➤ Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary'.</p> <p><u>Authorised Nominees and Exempt Authorised Nominees</u></p> <p>(a) Access BSIP website at https://investor.boardroomlimited.com. (b) Login using your User ID (registered email address) and password. (c) Select "ORIENTAL HOLDINGS BERHAD - EXTRAORDINARY GENERAL MEETING" from the list of Meeting Events and click "Enter". (d) Click "Submit eProxy Form". (e) Select the company you would like to represent (if more than one). (f) Proceed to download the file format for "Submission of Proxy Form". (g) Prepare the file for the appointment of proxy(ies) by inserting the required data. (h) Proceed to upload the duly completed Proxy Appointment file. (i) Review and confirm your proxy(ies) appointment(s) and click "Submit". (j) Download or print the eProxy form as acknowledgement.</p> <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.</p> <p>*Check the email address of Proxy or Corporate Representative is written down correctly.</p>
3.	<p>Email Notification</p>	<p>(a) You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified. (b) After verification of your registration against the ROD as at 23 August 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. (c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date. (d) Please note that the closing date and time to submit your request for remote participation user ID and password is on Monday, 28 August 2023 at 2:30 p.m. (48 hours before the commencement of the EGM).</p>

ON EGM DAY		
4.	Login to virtual meeting platform	<p>(a) The virtual meeting platform will be opened for login one (1) hour before the scheduled commencement of the EGM, which is from 1:30 p.m. on Wednesday, 30 August 2023.</p> <ul style="list-style-type: none"> ➤ Launch Lumi portal by scanning the QR code provided in the email notification; or ➤ Access the Lumi portal via https://meeting.boardroomlimited.my. <p>(b) Insert the Meeting ID number and sign in with the user ID and password provided to you via the email notification in Step 3 above.</p> <p><u>Note:</u> The quality of the connectivity to the virtual meeting platform for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users.</p>
5.	Participate through Live Streaming	<p><i>[Note: Questions submitted online using typed text will be moderated before being sent to the Chairman of the EGM to avoid repetition. Every question and message will be presented with the full name of the stockholder or proxy or corporate representative raising the question.]</i></p> <p>(a) If you would like to view the live webcast, select the  broadcast icon.</p> <p>(b) If you would like to ask a question during the EGM,  select the messaging icon.</p> <p>(c) Type your message within the chat box, once completed click the “send” button.</p> <p>The Chairman of the EGM / Board of Directors will endeavor to respond to questions submitted by remote stockholders, proxies and corporate representatives during the EGM.</p> <p><u>Note:</u> There shall not be two-way communication available at the meeting.</p>
6.	Online Remote Voting	<p>Once the Chairman of the EGM announces the opening of remote voting:-</p> <p>(a) The polling icon  will appear with the resolutions and voting choices until such time that the Chairman of the EGM declares the end of the voting session.</p> <p>(b) To vote, select your voting choice from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>(c) To change your vote, re-select your voting option.</p> <p>(d) If you wish to cancel your vote, please click “Cancel”.</p>
7.	End of RPEV	<p>Upon announcement by the Chairman of the EGM on the closure of the EGM, the Live Streaming will end.</p>

ADDITIONAL INFORMATION

Voting Procedure

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

Submission of Questions

Stockholders may submit questions prior to the EGM in relation to the agenda items by logging in to the BSIP at <https://investor.boardroomlimited.com> latest by Monday, 28 August 2023 at 2:30 p.m.. Click “**Submit Questions**” after selecting “**ORIENTAL HOLDINGS BERHAD - EXTRAORDINARY GENERAL MEETING**” from “**Meeting Event(s)**”.

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 EGM proceedings is allowed without the prior written permission of the Company.

Enquiry

For enquiries relating to RPEV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Boardroom during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No.	:	+603-7890 4700
Email	:	bsr.helpdesk@boardroomlimited.com

If there is any material change required to the proceeding of the meeting, the Company will make an announcement on the same accordingly. Hence, please refer to the website of the Company and / or Bursa Malaysia Securities Berhad for announcements on the latest update (if any) in relation to the EGM.

Personal Data Privacy

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.