

# ADMINISTRATIVE GUIDE FOR THE 62<sup>ND</sup> ANNUAL GENERAL MEETING

Event Name	:	OHB – 62 <sup>nd</sup> AGM
Day, Date and Time of Meeting	:	Thursday, 13 June 2024, 2.30 pm
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)
RPEV facilities	:	Boardroom Smart Investor Portal (“BSIP”) at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>
Mode of communication	:	(1) Participate in the 62 <sup>nd</sup> AGM to vote remotely using the remote participation and electronic voting (“RPEV”) facilities via the meeting platform; (2) Type the questions in the messaging box through the meeting platform. The messaging window facility will be opened concurrently with the meeting platform, i.e. 1 hour before the commencement of 62 <sup>nd</sup> AGM, starting from 1.30 pm (Malaysia time) on Thursday, 13 June 2024.

## MODE OF MEETING

Oriental Holdings Berhad (“OHB” or “the Company”) will conduct the 62<sup>nd</sup> AGM on virtual basis through live streaming and online remote voting at the broadcast venue using the RPEV Facilities.

Kindly note that it is your responsibility to ensure the stability of the internet connectivity throughout of the AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.

The broadcast venue mentioned above 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 62<sup>nd</sup> AGM. **No Stockholders/ Proxies/Corporate Representatives** from the public should be physically present nor will be admitted to the Broadcast Venue on the day of the AGM.

# ADMINISTRATIVE GUIDE FOR THE 62<sup>ND</sup> ANNUAL GENERAL MEETING

## PROCEDURE TO REMOTE PARTICIPATION AND VOTING VIA RPEV FACILITIES

### BEFORE THE 62<sup>nd</sup> AGM DAY

#### Step 1: Register Online with BSIP

*Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.*

(Only for first time BSIP users)

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>

<b>Individual Account (For Shareholder &amp; Proxy)</b>	<b>Corporate Account (For Representative of Corporate Holder or Authorised Nominees)</b>
<ul style="list-style-type: none"> <li>• Click Register to sign up for a user account and select the correct account type "Sign up as Individual".</li> <li>• Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>• Click Sign Up.</li> </ul> <p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting]</i></p>	<ul style="list-style-type: none"> <li>• Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder".</li> <li>• Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the <b>completed authorization letter</b>.</li> <li>• Click Sign Up.</li> </ul> <p><i>[Note: If you are appointed as the authorised representatives for more than one (1) company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></p>

- (c) You will receive an email from Boardroom for email address verification. Click "**Verify Email Address**" from the email received to continue with the registration process.
- (d) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click "**Request OTP Code**" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code for verification and click "**Enter**" to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

## ADMINISTRATIVE GUIDE FOR THE 62<sup>ND</sup> ANNUAL GENERAL MEETING

### PROCEDURE TO REMOTE PARTICIPATION AND VOTING VIA RPEV FACILITIES (cont'd)

#### Step 2: Submit Request for RPEV (applicable for individual account only)

The registration for RPEV will open from Tuesday, 30 April 2024 at 2.30 pm until the day of the 62<sup>nd</sup> AGM on Thursday, 13 June 2024.

#### *For Individual account only*

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>
- (c) Login your BSIP account with your registered email address and password.  
*[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]*
- (d) Click "**Meeting Event**" and select "**OHB – 62<sup>ND</sup> AGM**" from the list of companies and click "**Enter**".
- (e) Go to "**VIRTUAL**" and click on "**Register for RPEV**".
- (f) Check the box to register for RPEV and enter your 9 digits CDS account number.
- (g) Read and check the box to accept the Terms & Conditions, then click "**Register**".
- (h) You will receive a notification that your RPEV registration has been received and pending verification.
- (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at **6 June 2024**, you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

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## PROCEDURE TO REMOTE PARTICIPATION AND VOTING VIA RPEV FACILITIES (cont'd)

### APPOINTMENT OF PROXY

If Members who wish to submit their Form of Proxy electronically via BSIP, please refer to the procedures for electronic lodgement of Form of Proxy as follows:

Step 3	
<p><b>For Individual Stockholders, Corporate Stockholders</b></p> <p>(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.</p> <p>(b) Go to BSIP website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></p> <p>(c) Login your BSIP account with your registered email address and password. <i>[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP" above.]</i></p> <p>(d) Click "<b>Meeting Event</b>" and select "<b>OHB – 62<sup>nd</sup> AGM</b>" from the list of companies and click "<b>Enter</b>".</p>	
By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none"> <li>• Select the Company that you are representing - <b>for Corporate Account user only.</b></li> <li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Click on "<b>Submit eProxy Form</b>"</li> <li>• Enter your 9 digits CDS account number and number of securities held.</li> <li>• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.</li> <li>• Read and accept the Terms and Conditions and click "<b>Next</b>".</li> <li>• Enter the required particulars of your proxy/proxies.</li> <li>• Indicate your voting instructions for each Resolution – FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.</li> <li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy Form as acknowledgement.</li> </ul>	<ul style="list-style-type: none"> <li>• Select the Nominees Company that you are representing.</li> <li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Click on "Download Excel Template" to download.</li> <li>• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and orderly.</li> <li>• Proceed to upload the duly completed excel file.</li> <li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy form as acknowledgement.</li> </ul>
<p>Please note that the closing date and time to submit your Form of Proxy is by <b>Tuesday, 11 June 2024 at 2.30 pm.</b></p>	

# ADMINISTRATIVE GUIDE FOR THE 62<sup>ND</sup> ANNUAL GENERAL MEETING

## PROCEDURE TO REMOTE PARTICIPATION AND VOTING VIA RPEV FACILITIES (cont'd)

### ON THE DAY OF THE AGM

#### Step 4: Login to Boardroom Meeting Portal

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- (b) Go to BSIP website at <https://investor.boardroomlimited.com>.
- (c) Login your BSIP account with your registered email address and password.  
*[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - refer to process "Step 1: Register Online with BSIP above.]*
- (d) Meeting platform will be made available at any time from 1.30 pm i.e. one hour before the commencement of the AGM at 2.30 pm on 13 June 2024.
- (e) Click into "**Meeting Event**" and go to "**OHB – 62<sup>nd</sup> AGM**" and then click "**Join Live Meeting**" to join the proceedings of the AGM remotely.  
If stockholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one (1) hour before the AGM which is from 1.30 pm on 13 June 2024.
- (f) Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.
- (g) To vote, simply select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.
- (h) To change your vote, simply select another direction. If you wish to cancel your vote, please select Cancel.

#### Important Notes:

- (a) *The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.*
- (b) *Recommended requirement for live webcast:*
  - (i) *Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.*
  - (ii) *Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.*
  - (iii) *Device with working and good quality speakers.*
- (c) *You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.*

#### Entitlement to Participate and Vote

- Only stockholders whose names appear on the General Meeting ROD as at 6 June 2024 shall be eligible to participate at the AGM.
- If a shareholder is unable to participate at the AGM, he/she may appoint proxy/proxies, including the Chairman, to participate and vote on his/her behalf.
- If a shareholder wishes to participate in the AGM, they must not submit a Form of Proxy. A shareholder will not be allowed to participate in the meeting if they have appointed proxy/proxies.

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## REVOCATION OF PROXY

If a shareholder has submitted his/her Form of Proxy prior to the AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least **forty-eight (48) hours** before the AGM. Please find the below step for revocation on eProxy form or physical Form of Proxy:-

eProxy Form	Physical Form of Proxy
<ul style="list-style-type: none"> <li>Go to <b>"Meeting Event"</b> and select <b>"OHB – 62<sup>nd</sup> AGM"</b> from the list of companies and click <b>"Enter"</b>.</li> <li>Go to <b>"PROXY"</b> and click on <b>"Submit Another eProxy Form"</b>.</li> <li>Go to <b>"Submitted eProxy Form List"</b> and click <b>"View"</b> for the eProxy form.</li> <li>Click <b>"Cancel/Revoke"</b> at the bottom of the eProxy form.</li> <li>Click <b>"Proceed"</b> to confirm.</li> </ul>	<ul style="list-style-type: none"> <li>Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.</li> </ul>

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, stockholders should advise their proxy/proxies accordingly.

## SUBMISSION OF QUESTIONS

### *Prior to the AGM*

Members and proxies may submit questions before the AGM to the Chairman or the Board of Directors via BSIP at <https://investor.boardroomlimited.com> **no later than Tuesday, 11 June 2024 at 2.30 pm**. Click **"Submit Question"** after selecting **"OHB – 62<sup>nd</sup> AGM"** from **"Meeting Event"** to submit your questions.

### *During the AGM*

If you have any questions for the Chairman or the Board of Directors, you may use the messaging window facility by clicking the messaging icon within the Boardroom Meeting Portal to submit your questions. The messaging window facility will open one (1) hour before the commencement of the AGM which is on 13 June 2024 at 1.30 pm and will remain open until such time that the Chairman announces the closure of the Q&A session. The Chairman or the Board of Directors will endeavour to address all questions received in relation to the AGM.

## ENQUIRY

If you have any enquiries relating to the Boardroom Meeting Portal or proxy appointment prior to the AGM, or encounter any technical issues while participating in the virtual AGM, please contact Boardroom during office hours from Monday to Friday, 8.30 am to 5.30 pm (except for public holidays):

### **Boardroom Share Registrars Sdn. Bhd.**

General Line : +603 7890 4700  
 Fax number : +603 7890 4670  
 Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)