

# ADMINISTRATIVE GUIDE FOR THE 63<sup>RD</sup> ANNUAL GENERAL MEETING

Event Name	:	OHB – 63 <sup>rd</sup> AGM
Day, Date and Time of Meeting	:	Tuesday, 10 June 2025, 2.30 pm
Venue	:	Sri Mas Ballroom, Level 4, Bayview Hotel Georgetown Penang, 25A Farquhar Street, 10200 Penang

## Registration on the day of AGM

1. Registration will commence at 1.30 pm and will end at the time as may be determined by the Chairman of the Meeting.
2. Please present your original MyKad or Passport (for Non-Malaysian) to the registration staff for verification. Please make sure your MyKad or Passport is returned to you after registration.
3. Registration must be done in person. No person will be allowed to register on behalf of another person even with the original MyKad or passport of that person.
4. Upon verification of your MyKad/passport, you will be given:-
  - a) An identification wristband to be secured around your wrist for the purpose of entry to the Meeting room; and
  - b) a QR code will be generated for you to scan and access the e-Poll system using your smartphone/tablet to submit your vote at the start of the meeting.
5. The registration counters will only handle verification of identity and registration. If you have any queries or need assistance, please proceed to the Help Desk Counter.

## Entitlement to Participate and Appointment of Proxy

1. Only members whose names appear on the Record of Depositors as of **3 June 2025** (General Meeting Record of Depositors) shall be eligible to attend the meeting or appoint proxy(ies) to attend and/or vote on his/her behalf.
2. The instrument appointing a proxy must be deposited/lodged via the following ways not less than 48 hours before the time set for holding the AGM or at any adjournment thereof:-
  - (i) **By hard copy form** – The Proxy Form must be deposited with the Poll Administrator at Boardroom Share Registrars Sdn Bhd, 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia.
  - (ii) **By electronic form** – The Proxy Form can be electronically lodged with the Poll Administrator through Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com> and the steps are summarised as follows:

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## Entitlement to Participate and Appointment of Proxy (cont'd)

Procedure	Action
<p><b>Step 1</b> Register Online with BSIP (For first time registration only)</p>	<p><i>Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2.</i></p> <ul style="list-style-type: none"> <li>• Access the website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>• Click <b>"Register"</b> to sign up as a user.</li> <li>• Please select the correct account type i.e. sign up as <b>"Shareholder"</b> or <b>"Corporate Holder"</b>.</li> <li>• Complete registration with all the required information. Upload and attach a softcopy of your Identity Card (NRIC) (front and back) or Passport. Click <b>"Register"</b>.</li> <li>• For Corporate Holder, kindly upload the authorisation letter as well, Click <b>"Sign Up"</b>.</li> <li>• You will receive an email from BSIP Online for email address verification. Click on <b>"Verify Email Address"</b> from the email received to continue with the registration.</li> <li>• Once your email address is verified, you will be re-direct to BSIP Online for verification of mobile number.</li> <li>• Click on <b>"Request OTP Code"</b> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <b>"Enter"</b> to complete the process.</li> <li>• Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.</li> <li>• An email will be sent to you to inform the approval of your BSIP account within one (1) business day. Subsequently, you can login at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password filled up by you during the registration to proceed.</li> </ul>
<p><b>Step 2</b> Appointment of Proxy</p>	<ul style="list-style-type: none"> <li>• Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>• Click <b>"Meeting Event(s)"</b> and select from list of companies <b>"ORIENTAL HOLDINGS BERHAD 63<sup>rd</sup> ANNUAL GENERAL MEETING"</b> and click <b>"Enter"</b>.</li> <li>• Click <b>"Submit eProxy Form"</b>.</li> <li>• Select the company you would like to represent (if you represent more than one company, for Corporate Shareholder).</li> <li>• Enter your CDS Account Number and number of Securities held.</li> <li>• Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</li> <li>• Read and accept the General Terms and Conditions and click <b>"Next"</b>.</li> <li>• Enter the required particulars of your proxy(ies).</li> <li>• Indicate your voting instructions – <b>"FOR"</b> or <b>"AGAINST"</b> or <b>"ABSTAIN"</b>. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate <b>"DISCRETIONARY"</b>.</li> <li>• Click <b>"Apply"</b>. Download or print the eProxy Form as acknowledgement.</li> </ul> <p><i>Note for Corporate Shareholders: if you are representing more than one (1) company, kindly click the home button and select "Edit Profile" in order to add Company.</i></p>

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## Entitlement to Participate and Appointment of Proxy (cont'd)

Procedure	Action
<b>Step 2</b> Appointment of Proxy (Cont'd)	<p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>• Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>• Select "<b>ORIENTAL HOLDINGS BERHAD 63<sup>rd</sup> ANNUAL GENERAL MEETING</b>" from the list of Meeting Event(s) and click "<b>Enter</b>".</li> <li>• Click on "<b>Submit eProxy Form</b>".</li> <li>• Select the company you would like to represent (if you represent more than one company).</li> <li>• Proceed to download the file format for "<b>Submission of Proxy Form</b>" from BSIP.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Review and confirm your proxy appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy form as acknowledgement.</li> </ul> <p><i>Note: if you are representing more than one (1) company, kindly click the home button and select "Edit Profile" in order to add Company.</i></p> <p><b>Via email</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Corporate Holder, CDS account number accompanied with the certificate of appointment of corporate representative or Proxy Form (as the case may be) to submit the request.</li> <li>• Please provide a copy of corporate representative's or proxy's NRIC (front and back) or Passport as well as his/her email address.</li> </ul>

## Revocation of Proxy

If you have submitted your proxy form prior to the 63<sup>rd</sup> AGM and subsequently decide to appoint another person or if you wish to participate at the 63<sup>rd</sup> AGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 63<sup>rd</sup> AGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none"> <li>➤ Click "<b>Meeting Event</b>" and Enter "<b>ORIENTAL HOLDINGS BERHAD 63<sup>rd</sup> ANNUAL GENERAL MEETING</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>	Please write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 63<sup>rd</sup> AGM. In such event, you should advise your proxy/proxies accordingly.



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## **Parking**

Parking is free and you are required to park your vehicle at Wisma Boon Siew's car park (Bayview Hotel Georgetown Penang) using a physical Touch 'n Go, MyDebit Card, Visa or MasterCard payment card. Kindly obtain the Cashless Exit Form affixed with Oriental Holdings Berhad's rubber stamp at the registration hall, complete it and validate the card along with the form at the Boon Siew Group car park post (next to the car park entrance/exit) later to enjoy free parking.

## **No Recording or Photography**

No recording or photography of the 63<sup>rd</sup> AGM proceedings is allowed without the prior written permission of the Company.

## **No Door Gifts/Food Vouchers**

There will be no distribution of door gifts or food vouchers at the 63<sup>rd</sup> AGM.

## **Enquiries**

If you have any enquiries relating to the proxy appointment prior to the 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

## **Personal Data Privacy**

By submitting the duly executed Proxy Form, the member and his/her proxy consent to the Company and/or its agents/ service providers to collect, use and disclose the personal data therein in accordance with the Personal Data Protection Act 2010, for the purpose of the 63<sup>rd</sup> AGM of the Company and any adjournment thereof.