



# Oriental 1936 Berhad

Registration Number: 193601000037 (845-W)

## Administrative Guide for the Eighty-Fourth Annual General Meeting (“84<sup>th</sup> AGM”) of Oriental 1936 Berhad

- Date & Time : 28 June 2021 at 10:00 am
- Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) in Malaysia
- Meeting Platform : Tricor’s TIIH Online website at <https://tiih.online>

### PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”)

- In view of the COVID-19 outbreak and the imposition of the Movement Control Order, as part of the safety measures, Oriental 1936 Berhad (“Company”) will conduct the 84<sup>th</sup> AGM on a **FULLY VIRTUAL manner and online remote voting** via Remote Participation and Voting (“RPV”) facilities which are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- The venue of the 84<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be at the main venue of the meeting. No shareholders/proxy(ies) from the public will be physically present at the meeting venue.
- We **encourage** you to attend the 84<sup>th</sup> AGM via the RPV facilities. **You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 84<sup>th</sup> AGM.**
- Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 84<sup>th</sup> AGM at short notice. Kindly check the website from time to time at <http://www.midf.com.my/index.php/en/downloads-2> for the latest updates on the status of the 84<sup>th</sup> AGM.
- The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely, if demanded, at the 84<sup>th</sup> AGM using RPV facilities from Tricor.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 84<sup>th</sup> AGM using the RPV facilities:

#### Before the 84<sup>th</sup> AGM Day

Procedure	Action
1. Register as a user with TIIH Online	<p>[Note: If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online. You may proceed to Procedure 2.]</p> <ul style="list-style-type: none"><li>Using your computer or smart phone, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select <b>“Create Account by Individual Holder”</b>.</li></ul>

	<p>Refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> </ul>
2. Submit your request to attend 84 <sup>th</sup> AGM remotely	<p>Registration is open from 10.00 a.m. Monday, 7 June 2021 until the day of 84<sup>th</sup> AGM on Monday, 28 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 84<sup>th</sup> AGM to ascertain their eligibility to participate the 84<sup>th</sup> AGM using the RPV.</p> <ul style="list-style-type: none"> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>(Registration) OBB 84<sup>TH</sup> AGM</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select "Register for Remote Participation and Voting".</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Register of Members as at 21 June 2021 the system will send you an <b>e-mail after 26 June 2021 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV) .</i></p>

### On the 84<sup>th</sup> AGM Day

Procedure	Action
1. Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 84<sup>th</sup> AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of meeting at 10.00 a.m. on Monday, 28 June 2021.</li> </ul>
2. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Live Stream Meeting) OBB 84<sup>TH</sup> AGM</b> to engage in the proceedings of the 84<sup>th</sup> AGM remotely.</li> </ul> <p>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the 84<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>
3. Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 10:00 a.m. on Monday, 28 June 2021 until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: <b>(Remote Voting) OBB 84<sup>TH</sup> AGM</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
4. End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 84<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>

### **Note to users of the RPV facilities:**

- (i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## **Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Register of Members as at 21 June 2021 shall be eligible to attend, speak and vote at the 84<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- In view that the 84<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.
- If you wish to participate in the 84<sup>th</sup> AGM yourself, please do not submit any Form of Proxy for the 84<sup>th</sup> AGM. You will not be allowed to participate in the 84<sup>th</sup> AGM together with a proxy appointed by you.
- Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 84<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Saturday, 26 June 2021 at 10.00 a.m:**
  - (i) In Hard copy:
    - a) By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;
    - b) By fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com).

## **VOTING**

- The voting at the 84<sup>th</sup> AGM will be conducted by way of show of hands unless a poll is demanded in accordance with Article 57 of the Company's Articles of Association.
- If poll is demanded, the Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting):
  - Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the time when the poll is demanded on Monday, 28 May 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to **“Procedures to Remote Participation and Voting via RPV Facilities”** provided above for guidance on how to vote remotely via TIIH Online.
  - Upon completion of the voting session for the 84<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **PRE-MEETING SUBMISSION OF QUESTIONS**

- The Board recognises that the 84<sup>th</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 84<sup>th</sup> AGM, shareholders may in advance, before the 84<sup>th</sup> AGM, submit questions to the Board of Directors via Tricor's TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than Monday, 21 June 2021. The Board of Directors will endeavor to address the questions received at the 84<sup>th</sup> AGM.

## **NO DOOR GIFTS/FOOD VOUCHERS**

- There will be no distribution of door gifts or food vouchers for the 84<sup>th</sup> AGM as the meeting will be conducted on a fully virtual basis.
- The Company would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

## **ENQUIRIES**

- If you need any assistance, kindly contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

**Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons :

Mohammad Amirul Iskandar : +603-2783 9263 / email : [Mohammad.Amirul@my.tricorglobal.com](mailto:Mohammad.Amirul@my.tricorglobal.com)

Mohamad Khairudin Bin. Tajudin : +603-2783 7973 / email : [Mohamad.Khairudin@my.tricorglobal.com](mailto:Mohamad.Khairudin@my.tricorglobal.com)