

OLYMPIA INDUSTRIES BERHAD

[198001009242 (63026-U)]

Administrative Guide on 40th Annual General Meeting (“40th AGM”)

Date & Time	: Wednesday, 23 June 2021 at 3.00 p.m.
Broadcast Venue	: Level 23, Menara Olympia, No. 8, Jalan Raja Chulan, 50200 Kuala Lumpur.

MODE OF MEETING

1. Amid the evolving covid-19 situation and as part of the safety measures, the 40th AGM of the Company will be conducted **fully virtual** through live streaming and online remote participation using Remote Participation and Voting Facilities (“RPV”).
2. The venue of the 40th 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 or proxies/corporate representatives/attorneys** appointed/authorised can be physically admitted to the broadcast venue.

REMOTE PARTICIPATION AND VOTING (“RPV”)

3. Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (Collectively, “participate”) remotely at the AGM using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its TIIH Online website at <https://tiih.online>.
4. Shareholders who appoint proxies to participate via RPV in the AGM must ensure that the duly executed proxy forms are deposited to the Share Registrar of the Company, Tricor, 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 Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, no later than 3.00 p.m. on Monday, 21 June 2021. You may also submit the proxy appointment electronically via Tricor’s TIIH Online website at <https://tiih.online> no later than 3.00 p.m. on Monday, 21 June 2021. For further information on the electronic submission of Form of Proxy, kindly refer to item no. 11 below.
5. A shareholder who has appointed a proxy or attorney or corporate representative to participate at the 40th AGM must request his/her proxy or attorney or corporate representative to register himself/herself for RPV via TIIH Online website at <https://tiih.online>.
6. As the 40th AGM is a fully virtual AGM, shareholders who are unable to participate in this meeting may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

7. Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 40th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedures		Action
BEFORE THE DAY OF THE AGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”, select the “Sign Up” button and followed by “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open now until the day of 40th AGM on Wednesday, 23 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 40th AGM to ascertain their eligibility to participate at the 40th AGM using the RPV facilities. Login in with your user ID and password and select the corporate event: “(REGISTRATION) OLYMPIA 40TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting ROD as at 16 June 2021, the system will send you an email on or after 21 June 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 40th AGM at any time from 2.00 p.m. i.e. 1 hour before the commencement of 40th AGM on Wednesday, 23 June 2021 at 3.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) OLYMPIA 40TH AGM” to engage in the proceedings of the 40th AGM remotely. If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 40th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 3.00 p.m. on Wednesday, 23 June 2021 until a time when the Chairman announces the completion of the voting session of the 40th AGM.

		<ul style="list-style-type: none"> • Select the corporate event: “(REMOTE VOTING) OLYMPIA 40TH AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 40th AGM, the Live Streaming will end.

Notes to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the 40th AGM will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

PROXY

- The 40th AGM will be a virtual meeting and if you are unable to attend the meeting via RPV on 23 June 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
- You may submit your proxy form to Tricor 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 Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 40th AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
- You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than 3.00 p.m. on Monday, 21 June 2021. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF PROXY FORM

- The procedures to lodge your proxy form electronically via Tricor’s TIIH Online website are summarised below:

Procedures	Action
(a) Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. • Please do refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • After the release of the Notice of 40th AGM by the Company, login with your user name (i.e. email address) and password. • Select the corporate event “OLYMPIA 40TH AGM – SUBMISSION OF PROXY FORM” • Read and agree to the Terms and Conditions and confirm the Declaration.

	<ul style="list-style-type: none"> • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. • Review and confirm your proxy(ies) appointment. • Print proxy form for your record.
(b) Steps for Corporation and Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online. • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign Up” button and followed by “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working day(s). • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online. • Select the corporate exercise name: “OLYMPIA 40TH AGM - SUBMISSION OF PROXY FORM”. • Agree to the Terms & Conditions and Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Login to TIIH Online, select corporate exercise name: “OLYMPIA 40TH AGM - SUBMISSION OF PROXY FORM”. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

12. Only members whose names appear on the ROD as at **16 June 2021** shall be eligible entitled to attend the 40th AGM or appoint proxies to attend and/or vote on his/her behalf via RPV.

POLL VOTING

13. The voting at the 40th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

14. Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 40th AGM on Wednesday, 23 June 2021 at 3.00 p.m. to the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.
15. Upon completion of the voting session for the 40th 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 TO THE BOARD OF DIRECTORS

16. Shareholders may submit questions for the Board in advance of the 40th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than 3.00 p.m. on Monday, 21 June 2021.

NO DOOR GIFT VOUCHERS

17. There will be **no distribution** of door gift vouchers for the 40th AGM.

ANNUAL REPORT 2020 & CIRCULAR TO SHAREHOLDERS

18. The Annual Report 2020 and the Circular to Shareholders dated 24 May 2021 are available on the Company's website at www.oib.com.my and also on Bursa Malaysia Berhad's website at www.bursamalaysia.com under the announcements of Olympia Industries Berhad.
19. You may request for a printed copy of the Annual Report 2020 or the Circular at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Nevertheless, we hope you would consider the environment before you decide to request for the printed copy.

ENQUIRY

20. If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8.30 a.m. to 5.30 p.m. (except public holidays):

Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-27839299

Fax Number : +603-27839222

Email : is.enquiry@my.tricorglobal.com