

OLYMPIA INDUSTRIES BERHAD

[198001009242 (63026-U)]

(Incorporated in Malaysia)

Administrative Guide on 41st Annual General Meeting (“41st AGM”)

Date	:	Monday, 30 May 2022
Time	:	3.00 p.m.
Mode	:	Fully virtual meeting to be conducted entirely through an online meeting platform (https://tiih.online) provided by our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”)

MODE OF MEETING

1. As Covid-19 remains a threat to the health and safety of all, the 41st AGM of the Company will be conducted **fully virtual** through the online meeting platform provided by Tricor at <https://tiih.online>.

REMOTE PARTICIPATION AND VOTING (“RPV”)

2. Shareholders are to attend (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 41st AGM using Remote Participation and Voting Facilities (“RPV”) provided by Tricor via its TIIH Online website at <https://tiih.online>.
3. Shareholders who appoint proxies to participate via RPV in the 41st AGM must ensure that the duly executed proxy forms are deposited at the office of 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 Saturday, 28 May 2022. 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 Saturday, 28 May 2022. For further information on the electronic submission of Form of Proxy, kindly refer to item no. 10 below.
4. A shareholder who has appointed a proxy or attorney or corporate representative to participate at the 41st 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>.
5. As the 41st AGM is a fully virtual meeting, 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

6. Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 41st 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 41st AGM on Monday, 30 May 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 41st AGM to ascertain their eligibility to participate at the 41st AGM using the RPV facilities. Login in with your user ID and password and select the corporate event: “(REGISTRATION) OLYMPIA 41ST 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 23 May 2022, the system will send you an email on or after 28 May 2022 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 41st AGM at any time from 2.00 p.m. i.e. 1 hour before the commencement of 41st AGM on Monday, 30 May 2022 at 3.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) OLYMPIA 41ST AGM” to engage in the proceedings of the 41st 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 41st 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 Monday, 30 May 2022 until a time when the Chairman announces the completion of the voting session of the 41st AGM.

		<ul style="list-style-type: none"> • Select the corporate event: “(REMOTE VOTING) OLYMPIA 41ST 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 41st AGM, the Live Streaming will end.

Notes 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 streamed meeting and to vote remotely. Your login to TIIH Online on the day of the 41st AGM 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 connection at your location and the device you use.
- (iii) 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

7. The 41st AGM will be a fully virtual meeting and if you are unable to attend the meeting via RPV on 30 May 2022, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
8. 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 41st AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
9. You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than 3.00 p.m. on Saturday, 28 May 2022. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF PROXY FORM

10. 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 41st AGM by the Company, login with your user name (i.e. email address) and password. • Select the corporate event “OLYMPIA 41ST 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 41ST 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 41ST 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”)

11. Only members whose names appear on the ROD as at **23 May 2022** shall be eligible entitled to attend the 41st AGM or appoint proxies to attend and/or vote on his/her behalf via RPV.

POLL VOTING

12. The voting at the 41st 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).

13. Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 41st AGM on Monday, 30 May 2022 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>.
14. Upon completion of the voting session for the 41st 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

15. Shareholders may submit questions for the Board in advance of the 41st 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 Saturday, 28 May 2022.

NO DOOR GIFT VOUCHERS

16. There will be **no distribution** of door gift vouchers for the 41st AGM.

ANNUAL REPORT 2021 & CIRCULAR TO SHAREHOLDERS

17. The Annual Report 2021 and the Circular to Shareholders dated 29 April 2022 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.
18. You may request for a printed copy of the Annual Report 2021 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

19. 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
Contact Persons : Amier Arief +603-27839250 (Amier.Arief@my.tricorglobal.com)
Eric Low +603-27839267 (Eric.Low@my.tricorglobal.com)