

# OLYMPIA INDUSTRIES BERHAD

[198001009242 (63026-U)]

(Incorporated in Malaysia)

## **Administrative Guide for the 44<sup>th</sup> Annual General Meeting (“44<sup>th</sup> AGM”)**

Day/Date/Time	: Wednesday, 28 May 2025 at 10.30 a.m.
Venue	: Ballroom 1 & 2, Level 2, InterContinental Kuala Lumpur 165 Jalan Ampang, 50450 Kuala Lumpur

### **REGISTRATION**

1. Registration will start at 8.30 a.m. at Level 2, InterContinental Kuala Lumpur.
2. Please follow the signages to the registration area and join the queue accordingly.
3. Please produce your original Identity Card (IC) or Passport (for foreigners) to the registration staff for verification. Please make sure you collect your IC or Passport thereafter.
4. Upon verification, you are required to write your name and sign on the Attendance List placed on the registration table.
5. You will be given an identification wristband with printed passcode to be secured around your waist and no person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
6. No person will be allowed to register on behalf of another person even with the original IC of that other person.
7. The registration counter will handle only verification of identity and registration. If you have any inquiry, please proceed to the Help Desk. The Help Desk will also handle revocation of proxy's appointments.

### **PROXY**

8. If you are unable to attend the meeting, you may appoint a proxy to attend and vote on your behalf or you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the proxy form.
9. You may submit your proxy form to our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”), at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, to be deposited in the drop box located 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 44<sup>th</sup> AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
10. You may also submit your proxy form electronically via TIIH Online website at <https://tiih.online> no later than 10.30 a.m. on Tuesday, 26 May 2025. Please do read and follow the procedures below to submit proxy form electronically.

## ELECTRONIC LODGEMENT OF PROXY FORM

11. The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below:

Procedures	Action
<b>(a) Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services".</li> <li>Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of 44<sup>th</sup> AGM by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event <b>"OLYMPIA INDUSTRIES BERHAD 44<sup>TH</sup> AGM – SUBMISSION OF PROXY FORM"</b></li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print proxy form for your record.</li> </ul>
<b>(b) Steps for Corporation and Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the "Sign Up" button and followed by <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working day(s).</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <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"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event name: <b>"OLYMPIA INDUSTRIES BERHAD 44<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate event name: <b>"OLYMPIA INDUSTRIES BERHAD 44<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## **GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

12. Only members whose names appear on the ROD as at **21 May 2025** shall be entitled to attend the 44<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

## **RECORDING OR PHOTOGRAPHY**

13. Unauthorised recording or photography of the 44<sup>th</sup> AGM of the Company is strictly prohibited.

## **REFRESHMENT / DOOR GIFT**

14. Coffee and tea will be served before commencement of the 44<sup>th</sup> AGM.
15. Door gift voucher will be distributed during registration.

## **COMPLIMENTARY PARKING**

16. Enter the carpark of InterContinental Kuala Lumpur using cashless payment method such as Touch 'n Go, credit or debit card and tap at the parking entrance.
17. Collect the “parking voucher” upon verification of your attendance at the 44<sup>th</sup> AGM.
18. Proceed to the “parking validation counter” to validate the same Touch 'n Go, credit or debit card that you used to tap at the parking entrance, before you leave the carpark.
19. The Company will only bear parking charges incurred by shareholders/proxies attending the 44<sup>th</sup> AGM physically and who park their vehicles at the car park of InterContinental Kuala Lumpur.
20. The Company will NOT provide cash reimbursements for parking charges incurred by members/proxies attending the 44<sup>th</sup> AGM in person and who park their vehicles at the carparks of other buildings, or use the valet parking service at InterContinental Kuala Lumpur.

## **ANNUAL REPORT 2024 & CIRCULAR TO SHAREHOLDERS**

21. The Annual Report 2024 and the Circular to Shareholders dated 30 April 2025 are available on the Company’s website at [www.oib.com.my](http://www.oib.com.my) and also on Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under the announcements of Olympia Industries Berhad.

## **ENQUIRY**

22. If you have any enquiries on the above, please contact our Share Registrar 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@vistra.com](mailto:is.enquiry@vistra.com)