

OLYMPIA INDUSTRIES BERHAD

[198001009242 (63026-U)]

Administrative Guide on 39th Annual General Meeting (“39th AGM”)

Day/Date/Time	: Tuesday, 23 June 2020 at 3.00 p.m.
Broadcast Venue	: Level 23, Menara Olympia, No. 8, Jalan Raja Chulan, 50200 Kuala Lumpur

MODE OF MEETING

1. In view of the COVID-19 outbreak and as part of the safety measures, the 39th 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 39th 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/PROXIES** from the public 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 in a hard copy form 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, no later than Sunday, 21 June 2020 at 3.00 p.m. You may also submit the proxy appointment electronically via Tricor’s TIIH Online website at <https://tiih.online> no later than Sunday, 21 June 2020 at 3.00 p.m. For further information on the electronic submission of Form of Proxy, kindly refer to item no. 13 below.
5. Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor no later than Sunday, 21 June 2020 at 3.00 p.m. to participate via RPV in the 39th AGM.
6. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor no later than Sunday, 21 June 2020 at 3.00 p.m. to participate via RPV in the 39th AGM.
7. A shareholder who has appointed a proxy or attorney or corporate representative to participate at the 39th 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>.
8. As the 39th 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

9. Shareholders/proxies/corporate representative/attorneys who wish to participate in the 39th 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”. 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. 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 up to 3.00 p.m. on Sunday, 21 June 2020. Login in with your user ID and password and select the corporate event: “(REGISTRATION) OLYMPIA 39th 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 2020, the system will send you an email to approve or reject your registration for remote participation.
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 39th AGM at any time from 2.30 p.m. i.e. 30 minutes before the commencement of 39th AGM on Tuesday, 23 June 2020 at 3.00 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) OLYMPIA 39th AGM” to engage in the proceedings of the 39th 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 39th 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 Tuesday, 23 June 2020 until a time when the Chairman announces the completion of the voting session of the 39th AGM. Select the corporate event: “(REMOTE VOTING) OLYMPIA 39th 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 39th 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 39th 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

10. The 39th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 23 June 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
11. 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 39th AGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
12. You may also submit the proxy form electronically via TIIH Online website at <https://tiih.online> no later than Sunday, 21 June 2020 at 3.00 p.m.. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF PROXY FORM

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

	Procedures	Action
(a)	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.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none">• After the release of the Notice of 39th AGM by the Company, login with your user name (i.e. email address) and password.• Select the corporate event "Submission of Proxy Form"• Read and agree to the Terms and Conditions and confirm the Declaration.• 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.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

14. Only members whose names appear on the ROD as at **16 June 2020** shall be eligible entitled to attend the 39th AGM or appoint proxies to attend and/or vote on his/her behalf via RPV.

POLL VOTING

15. The voting at the 39th 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).
16. Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 39th AGM on Tuesday, 23 June 2020 at 3.00 p.m. but before 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>.
17. Upon completion of the voting session for the 39th 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

18. Shareholders may submit questions for the Board in advance of the 39th 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 Sunday, 21 June 2020 at 3.00 p.m.

NO DOOR GIFT VOUCHERS

19. There will be **no distribution** of door gift vouchers for the 39th AGM.

ANNUAL REPORT 2019

20. The Annual Report 2019 is available on Bursa Malaysia Berhad’s website at www.bursamalaysia.com under the announcements of Olympia Industries Berhad and also at the Company’s website at www.oib.com.my.
21. You may request for a printed copy of the Annual Report 2019 and/or 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

22. 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: Mr Eric Low (+603-27839267 / Eric.Low@mytricorglobal.com)

En Sazali Husin (+603-27839280 / Sazali@mytricorglobal.com)