

OLYMPIA INDUSTRIES BERHAD

[198001009242 (63026-U)]

(Incorporated in Malaysia)

Administrative Guide for the Extraordinary General Meeting (“EGM”)

Day/Date/Time	: Friday, 28 August 2026 at 10.00 a.m.
Venue	: Ballroom 1 & 2, Level 2, InterContinental Kuala Lumpur 165 Jalan Ampang, 50450 Kuala Lumpur

REGISTRATION

1. Registration will start at 8.00 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 form of proxy.
9. You may submit your form of proxy 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 EGM or any adjournment thereof, otherwise the proxy form shall not be treated as valid.
10. You may also submit your form of proxy electronically via Vistra Share Registry and IPO (MY) portal (“Vistra SRMY portal”) at <https://srmy.vistra.com> no later than 10.00 a.m. on Wednesday, 26 August 2026. Please do read and follow the procedures below to submit proxy form electronically.

ELECTRONIC LODGEMENT OF FORM OF PROXY

11. The procedures to lodge your form of proxy electronically via Vistra SRMY portal are summarised below:

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with Vistra SRMY portal	1. Visit the portal at https://srmy.vistra.com. 2. Click "Register" and select "Individual Holder" and complete the New User Registration Form. 3. For guidance, you may refer to the tutorial guide available on the homepage. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <i>If you are an existing user with Vistra SRMY portal or the TIIH Online portal previously, you are not required to register again.</i>
Proceed with submission of form of proxy	1. After the release of the Notice of Meeting by the Company, login with your email address and password. 2. Select the corporate event: OLYMPIA INDUSTRIES BERHAD 2026 EGM. 3. Navigate to the 3 dots at the end of the corporate event and choose SUBMISSION OF PROXY FORM. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Indicate the total number of shares assigned to your proxy(ies) to vote on your behalf. 6. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy. 7. Indicate your voting instructions FOR or AGAINST or ABSTAIN. 8. Print the proxy form for your record.
ii. Steps for Corporate or Institutional Shareholders	
Register as a User with Vistra SRMY portal	1. Visit Vistra SRMY portal at https://srmy.vistra.com. 2. Click "Register" and select "Representative of Corporate Holder" and complete the New User Registration Form. 3. Complete the registration form with your personal details. 4. Once registration is completed, you will receive an email notification to verify your registered email address. 5. After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved. 6. Once you receive the confirmation, activate your account by creating your password. <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 Tricor if you need clarifications on the user registration.)</i>
Proceed with submission of form of proxy	1. Login to https://srmy.vistra.com with your email address and password. 2. Select the corporate event: OLYMPIA INDUSTRIES BERHAD 2026 EGM. 3. Navigate to the icon ">" at the end of the corporate event. 4. Read and agree to the Terms and Conditions and confirm the Declaration. 5. Select the corporate holder's name. 6. Proceed to download the submission file. 7. Prepare the file for the appointment of proxy(ies) by inserting the required data. 8. Proceed to upload the duly completed proxy appointment file. 9. Select "Confirm" to complete your submission. 10. 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 **21 August 2026** shall be entitled to attend the EGM or appoint proxies to attend and/or vote on his/her behalf.

SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

13. Shareholders may submit questions before the EGM to the Board of Directors via Vistra SRMY portal at <https://srmy.vistra.com> by selecting “e-Services” no later than 10.00 a.m. on Friday, 21 August 2026.

RECORDING OR PHOTOGRAPHY

14. Unauthorised recording or photography of the EGM of the Company is strictly prohibited.

REFRESHMENT / DOOR GIFT

15. Coffee and tea will be served before commencement of the EGM.
16. Door gift voucher will be distributed during registration.

COMPLIMENTARY PARKING

17. Upon entering the car park of InterContinental Kuala Lumpur, your vehicle registration number will be automatically captured through the License Plate Recognition (LPR) system.
18. For parking validation, shareholders and proxies attending the EGM must scan the QR code provided at the designated counter using their mobile device to enter their vehicle registration number.
19. The LPR system will automatically recognise the registered vehicle registration number upon exit. No ticket or card is needed.
20. The Company will cover parking charges incurred by shareholders and proxies attending the EGM who park their vehicles at InterContinental Kuala Lumpur car park.
21. The Company will NOT provide cash reimbursements for parking charges incurred by shareholders or proxies attending the EGM when parking at other locations or using the valet service at InterContinental Kuala Lumpur.

CIRCULAR TO SHAREHOLDERS

22. The Circular to Shareholders dated 11 August 2026 is 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.

ENQUIRY

23. 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
Email : is.enquiry@vistra.com