
ADMINISTRATIVE NOTES FOR SHAREHOLDERS AND PROXIES

30TH ANNUAL GENERAL MEETING (“AGM”) OF OSK HOLDINGS BERHAD (THE “COMPANY”)

1. Date, Time and Venue of AGM

In light of the recent COVID-19 pandemic, the AGM of the Company will be held electronically in its entirety via Remote Participation and Voting (“RPV”).

The date, time and broadcast venue of the virtual AGM are as set out below:

Date : Friday, 12 June 2020
Time : 10:00 a.m.
Broadcast Venue : Board Room, 22nd Floor, Plaza OSK, Jalan Ampang,
50450 Kuala Lumpur, Wilayah Persekutuan

Kindly be advised that the broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, where the Chairman shall be present at the main venue of the AGM.

As the AGM will be held via RPV in its entirety, NO SHAREHOLDERS from the public should be physically present at the broadcast venue on the day of the AGM.

2. Entitlement to Attend

The Company will request Bursa Malaysia Depository Sdn. Bhd. to issue the Record of Depositors which stipulates the registered shareholders of the Company, as at 4 June 2020, to determine if a member is entitled to attend and vote at the AGM.

3. Lodgement of Proxy Form of AGM

- a) If you are unable to attend the AGM via RPV facilities, you can appoint the Chairman of the meeting to vote on your behalf as per the voting instruction in the Proxy Form. Please deposit your Proxy Form at the office of our Company’s Share Registrar, **Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia** in accordance with the notes and instructions printed therein, **no later than 48 hours prior to the AGM i.e. latest by 10:00 a.m. on Wednesday, 10 June 2020.**
- b) A proxy may but need not be a member of the Company. There shall be no restriction as to the qualification of the proxy.
- c) If you wish to attend the virtual AGM, please do not submit any Proxy Form. You will not be allowed to attend the AGM together with a proxy appointed by you.

- d) The Proxy Form can also be submitted electronically via Securities Services e-Portal. Please refer to the following information for guidance on how to submit your e-Proxy Form through the Securities Services e-Portal:

Procedures		Actions
1.	<p>Register as a user of the Securities Services e-Portal</p> <p>(At least two working days before the closing date for proxy form submission i.e. latest by Friday, 5 June 2020 as the e-Portal requires one working day to process user registrations)</p>	<p>Step 1: Kindly visit: https://www.sshsb.net.my/login.aspx</p> <p>Step 2: Register as a user - registration is free.</p> <p>Step 3: Wait for notification email that will be sent to you within one working day.</p> <p>Step 4: Kindly verify your email and log in to the e-Portal.</p> <p>Notes:</p> <p>a) This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again.</p> <p>b) Your email address is your User ID.</p> <p>c) All users must register at least two working days before the closing date for proxy form submission i.e. latest by Friday, 5 June 2020 as the e-Portal requires one working day to process user registrations.</p>
2.	<p>Submission of e-Proxy Form online</p> <p>(No later than 48 hours prior to the AGM i.e. latest by 10:00 a.m. on Wednesday, 10 June 2020)</p>	<p>Step 1: Log in to: https://www.sshsb.net.my/login.aspx using your registered email (User ID) and password.</p> <p>Step 2: Look for OSK Holdings Berhad under Company Name and 30th AGM on 12 June 2020 at 10:00 a.m. – Submission of Proxy Form under the Corporate Exercise / Event tab and click ">" to submit your proxy form online.</p> <p>Step 3: Kindly check if you are submitting the proxy form as:</p> <ul style="list-style-type: none"> • An individual shareholder; or • A corporate or authorised representative of a body corporate. <p>For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, Letter of Authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in one file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damansara, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, for verification before the proxy form submission closing date and time i.e. latest by 10:00 a.m. on Wednesday, 10 June 2020.</p> <p>Step 4: Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p>You are strongly encouraged to appoint the Chairman of the meeting as your proxy where you are not able to participate remotely.</p> <p>Step 5: Proceed to indicate how your votes are to be casted.</p> <p>Step 6: Review and confirm your proxy form details before submission.</p> <p>Notes:</p> <p>a) A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel).</p> <p>b) Kindly submit an e-Proxy Form for every CDS account(s) registered under your name and those which you represent.</p>

		c) All appointed proxies need not register for remote participation but they will need to register as users of the e-Portal at least two working days before the closing date for proxy form submission i.e. latest by Friday, 5 June 2020 as the e-Portal requires one working day to process user registrations. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.
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4. Voting Procedure

- a) Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions as set out in the Notice of the 30th AGM will be put to vote by poll.
- b) The polling process shall be managed by SS E Solutions Sdn. Bhd., who will serve as the Poll Administrator to conduct the poll by electronic means. Independent scrutineers shall be appointed to verify and validate the results of the poll at the AGM.
- c) Kindly refer to item 5 below on Procedures for RPV Facilities for guidance on how to proceed with your online remote voting during the AGM.

5. Procedures for RPV Facilities

Kindly refer to the following information on RPV procedures for remote participation in the AGM through live streaming and online remote voting:

Procedures		Actions
Before the AGM		
1.	Register as a user of Securities Services e-Portal (At least two working days before the closing date for online AGM registration for remote participation via eLive and eVoting, i.e. latest by Friday, 5 June 2020 as the e-Portal requires one working day to process user registrations)	Step 1: Kindly visit: https://www.sshsb.net.my/login.aspx Step 2: Register as a user - registration is free. Step 3: Wait for notification email that will be sent to you within one working day. Step 4: Kindly verify your email and log in. Notes: a) This is a ONE-TIME registration. If you are already a registered user of Securities Services e-Portal, you need not register again. b) Your email address is your User ID. c) All users must register at least two working days before the closing date for online AGM registration for remote participation via eLive and eVoting, i.e., latest by Friday, 5 June 2020 as the e-Portal requires one working day to process user registrations.
2.	Register for remote participation via eLive and eVoting online (No later than 48 hours prior to the AGM i.e. latest by 10:00 a.m. on Wednesday, 10 June 2020)	Step 1: Log in to: https://www.sshsb.net.my/login.aspx using your registered email (User ID) and password. Step 2: Look for OSK Holdings Berhad under Company Name and 30th AGM on 12 June 2020 at 10:00 a.m. – Registration for Remote Participation under the Corporate Exercise / Event tab and click ">" to register for remote participation (online participation) at the virtual AGM. Step 3: Check if you are attending as: <ul style="list-style-type: none"> • An individual shareholder; or • A corporate or authorised representative of a body corporate.

		<p>For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, Letter of Authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in one file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan, for verification latest by 10:00 a.m. on Wednesday, 10 June 2020.</p> <p>Step 4: Enter your CDS account number or the body corporate's CDS account number and the corresponding number of securities.</p> <p>Notes:</p> <p>a) A copy of your e-Registration for remote (online) participation can be accessed via My Records (refer to the left navigation panel).</p> <p>b) Kindly register for remote participation for every CDS account(s) registered under your name and those which you represent.</p> <p>c) As the meeting will be conducted on a fully virtual basis and only the Chairman will be present at the broadcast venue, we highly encourage all shareholders to participate remotely and vote during the meeting, failing which, please appoint the Chairman of the meeting as your proxy.</p>
On the day of the AGM		
3.	Joining the Live Stream Meeting (eLive)	<p>Step 1: Kindly log on to: https://www.sshsb.net.my/login.aspx with your registered email (User ID) and password.</p> <p>Step 2: Look for OSK Holdings Berhad under Company Name and 30th AGM on 12 June 2020 at 10:00 a.m. – Live Stream Meeting under the Corporate Exercise / Event tab and click ">" to join the meeting.</p> <p>Notes:</p> <p>a) Access to the live stream meeting will open on Friday, 12 June 2020 at 9:45 a.m.</p> <p>b) If you have any questions that you wish to raise, you may use the text box to convey your question. The Chairman of the meeting/ Board members will endeavour to respond to your question(s) during the meeting. Do take note that the quality of the live stream is dependent on the stability of the Internet connection at the location of the user.</p>

4.	Remote Online Voting during the Meeting (eVoting)	<p>Step 1: Kindly log on to https://www.sshsb.net.my/login.aspx with your registered email (User ID) and password.</p> <p>Step 2: Look for OSK Holdings Berhad under Company Name and 30th AGM on 12 June 2020 at 10:00 a.m. – Remote Voting under the Corporate Exercise / Event tab and click “>” to remotely cast and submit your votes online.</p> <p>Step 3: Cast your votes by clicking on the radio buttons for the respective eVoting agenda.</p> <p>Step 4: Review the votes that you have casted and confirm and submit the votes.</p> <p>Notes:</p> <p>a) Access to eVoting will open on the abovementioned date and time.</p> <p>b) The votes casted by you will apply throughout all the CDS accounts that you represent as an individual shareholder, corporate / authorised representative and proxy. If you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder’s indicated votes as stated in the proxy form.</p> <p>c) Access to eVoting will be closed when the Chairman announces the closure of all voting.</p> <p>d) A copy of your submitted e-Voting can be accessed via My Records (kindly refer to the left navigation panel).</p>
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6. **Door Gifts and Refreshments**

Kindly be advised that NO door gift nor refreshments will be provided for shareholders and/or proxy(ies) who attend the virtual AGM.

7. **Enquiry**

If you have any enquiries prior to the virtual AGM, kindly contact the following persons during office hours:

Share Registrar
Securities Services (Holdings) Sdn. Bhd.
(from 8:30 a.m. to 5:30 p.m.)

Mr Wong Piang Yoong / Mr Jerry Tan Hor Seng
Senior Manager / Manager

Tel no. : (603) 2084 9168 / (603) 2084 9165

Fax no. : (603) 2094 9940 / (603) 2095 0292

Email : Piang.Yoong.Wong@sshsb.com.my / Hor.Seng.Tan@sshsb.com.my