



OSK Holdings Berhad

199001015406 (207075-U)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR SHAREHOLDERS AND PROXIES

31ST ANNUAL GENERAL MEETING (“AGM”) OF OSK HOLDINGS BERHAD (THE “COMPANY”)

1. Date, Time and Broadcast Venue of AGM

As part of the initiatives to curb the spread of COVID-19, the AGM of the Company will be held fully virtual via Remote Participation and Voting (“RPV”). The details of the virtual AGM are as set out below:

Date	:	Wednesday, 21 April 2021
Time	:	10:00 a.m.
Broadcast Venue	:	Board Room, 22nd Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur, Wilayah Persekutuan
Meeting Platform	:	Securities Services e-Portal at https://sshbsb.net.my/

Kindly be advised that the broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Clause 71 of the Company’s Constitution, which require the Chairman to be present at the main venue of the AGM.

As the AGM will be held via RPV in its entirety, NO shareholder or proxy 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 13 April 2021, to determine if a shareholder is entitled to attend and vote at the AGM.

3. Lodgement of Proxy Form of AGM

If you are unable to attend the AGM via RPV facilities, you can appoint the Chairman of the AGM to vote on your behalf as per the voting instruction in the Proxy Form. The instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or a duly notarised certified copy of that power or authority, must be deposited **no later than 48 hours prior to the AGM i.e. latest by 10:00 a.m. on Monday, 19 April 2021** or any adjournment thereof through either one of the following avenues:

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|--------------------------|---|
| In Hardcopy Proxy Form | (i) To be deposited at the office of the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Wilayah Persekutuan; or |
| | (ii) To be submitted via fax at +603 2094 9940 or +603 2095 0292 or emailed to info@sshsb.com.my . |
| By Electronic Proxy Form | To be submitted electronically via Securities Services e-Portal at https://sshsb.net.my/ . Please refer to the Annexure A for guidance on how to submit the e-Proxy Form. |

A proxy may but need not be a shareholder of the Company. There shall be no restriction as to the qualification of the proxy.

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.

4. Voting Procedure

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 31st AGM will be put to vote by poll.

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.

5. Procedures for RPV

Kindly refer to **Annexure A** for information on RPV procedures to enable your remote participation in the AGM through live streaming and online remote voting.

6. Door Gifts

Kindly be advised that NO door gift will be provided for shareholders and/or proxy(ies) who attend the virtual AGM.

7. Enquiry

If you have any enquiries, kindly contact the following persons during office hours from Monday to Friday:

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



WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to -

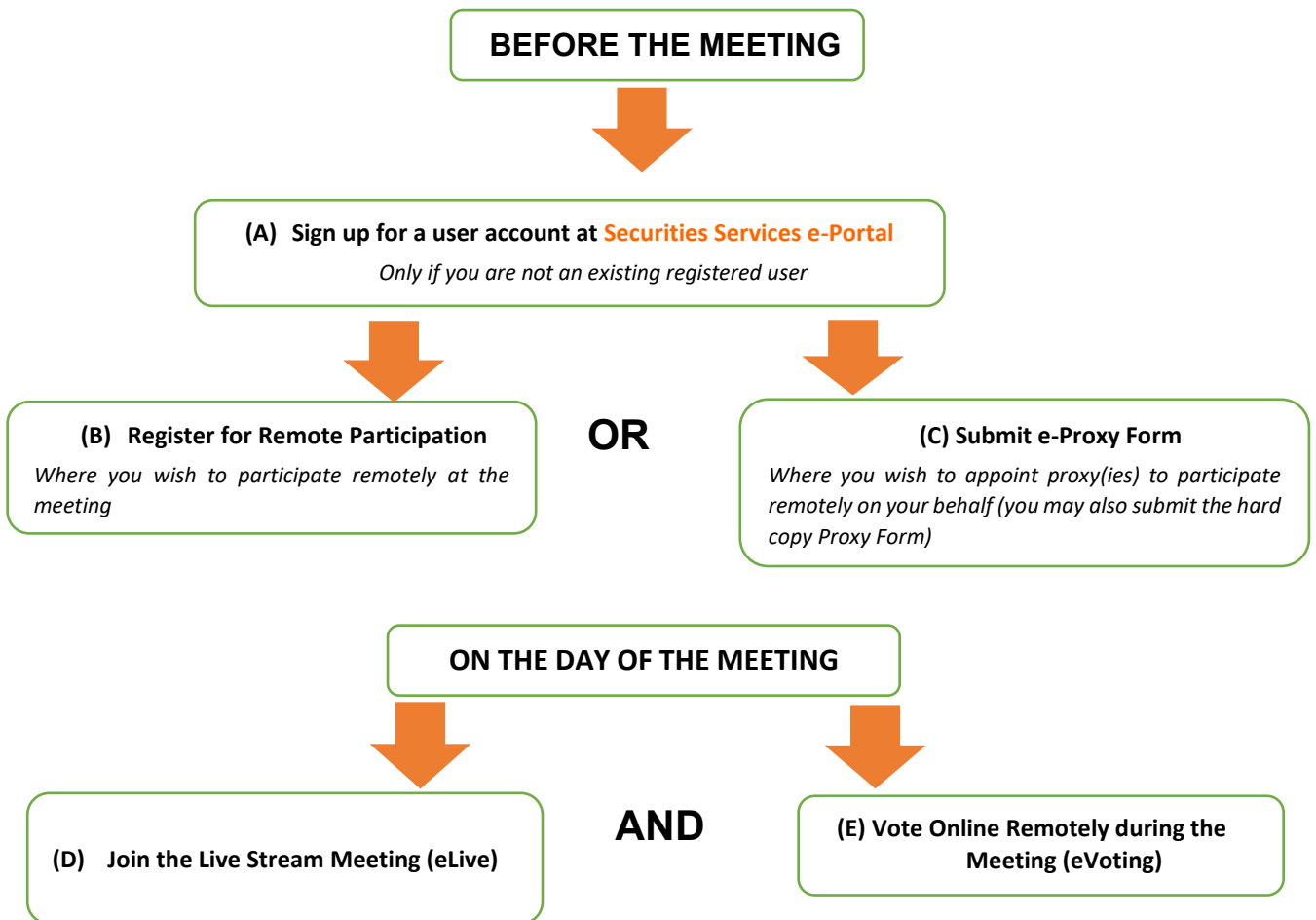
- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Participate in meetings remotely via live streaming
- Vote online remotely on resolution(s) tabled at meetings (referred to as “**e-Services**”).

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by OSK Holdings Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari.

REQUIRE ASSISTANCE?

Please contact Mr. Wong Piang Yoong (DID: +603 2084 9168) or Ms. Lee Pei Yeng (DID: +603 2084 9169) or Mr. Saravanan A/L Gupal (DID: +603 2084 9120) or our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours from Monday to Friday from 8:30 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at eservices@sshhsb.com.my.



BEFORE THE MEETING

(A) Sign up for a user account at [Securities Services e-Portal](#)

<p>Step 1 Visit https://sshsb.net.my/</p> <p>Step 2 Sign up for a user account</p> <p>Step 3 Wait for our notification email that will be sent within one (1) working day</p> <p>Step 4 Verify your user account within seven (7) days of the notification email and log in</p>	<p>a) We require 1 working day to process all user sign-ups. If you do not have a user account with the e-Portal, you will need to sign up for a user account by the deadlines stipulated below.</p> <p>b) Your registered email address is your User ID.</p>
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To register for the meeting under (B) below, please sign up for a user account by 19 April 2021.

To submit e-Proxy Form under (C) below, please sign up for a user account by 15 April 2021, failing which you may only be able to submit the hard copy proxy form.

This is a ONE-TIME registration only. If you already have a user account, please proceed to either (B) or (C) below.

(B) Register for Remote Participation at the Meeting

- Log in to <https://sshsb.net.my/> with your registered email and password
- Look for **OSK Holdings Berhad** under Company Name and **31st AGM on 21 April 2021 at 10:00 a.m. – Registration for Remote Participation** under Corporate Exercise / Event and click “>” to register for remote participation at the meeting.

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate / authorised representative has 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 1 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 before the registration closing date and time above.

Step 2 Submit your registration.

- a) All shareholders must register for remote participation at the meeting and are **highly encouraged to register as early as possible and before the eLive access date and time [see (D) below]** in order to ensure timely access to the meeting. Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors as at 13 April 2021.
- b) A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- c) Your registration will apply to **all the CDS account(s)** of each individual shareholder / body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
- d) As the meeting will be conducted on a fully virtual basis and only the Chairman and other essential individuals will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy or your own proxy(ies) to represent you.

(C) Submit e-Proxy Form	
Meeting Date and Time	Proxy Form Submission Closing Date and Time
Wednesday, 21 April 2021 at 10:00 a.m.	Monday, 19 April 2021 at 10:00 a.m.
<p>➤ Log in to https://sshsb.net.my/ with your registered email and password</p> <p>➤ Look for OSK Holdings Berhad under Company Name and 31st AGM on 21 April 2021 at 10:00 a.m. – Submission of Proxy Form under Corporate Exercise / Event and click “>” to submit your proxy forms online for the meeting by the submission closing date and time above.</p>	
<p>Step 1 Check if you are submitting the proxy form as –</p> <ul style="list-style-type: none"> • Individual shareholder • Corporate or authorised representative of a body corporate <i>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 1 file. The <u>original</u> 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 before the proxy form submission closing date and time above.</i> <p>Step 2 Enter your CDS account number or the body corporate’s CDS account number. Then enter the information of your proxy(ies) and the proportion of your securities to be represented by your proxy(ies). You may appoint the Chairman of the meeting as your proxy if you are not able to participate remotely.</p> <p>Step 3 Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 4 Review and confirm your proxy form details before submission.</p> <p>a) A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel). b) You need to submit your e-Proxy Form for <u>every CDS account(s)</u> you have or represent.</p>	
PROXIES	
<p>All appointed proxies need not register for remote participation under (B) above but if they are not registered Users of the e-Portal, they will need to register as Users of the e-Portal under (A) above by <u>15 April 2021</u>. PLEASE NOTIFY YOUR PROXY(IES) ACCORDINGLY. 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, <u>provided the proxy must be a registered user of the e-Portal</u>, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.</p>	

ON THE DAY OF THE MEETING

(D) Join the Live Stream Meeting (eLive)	
Meeting Date and Time	eLive Access Date and Time
Wednesday, 21 April 2021 at 10:00 a.m.	Wednesday, 21 April 2021 at 9:30 a.m.
<p>➤ Look for OSK Holdings Berhad under Company Name and 31st AGM on 21 April 2021 at 10:00 a.m. – Live Stream Meeting under Corporate Exercise / Event and click “>” to join the meeting.</p>	

- a) The access to the live stream meeting will open on the abovementioned date and time.
- b) If you have any questions to raise, you may use the text box to transmit your question. The Chairman / Board / Management / relevant adviser(s) will endeavour to broadcast your question and their answer during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

(E) Vote Online Remotely during the Meeting (eVoting)

Meeting Date and Time	eVoting Access Date and Time
Wednesday, 21 April 2021 at 10:00 a.m.	Wednesday, 21 April 2021 at 10:00 a.m.

- If you are already accessing the Live Stream Meeting, click **Proceed to Vote** under the live stream player.
OR
- If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, look for **OSK Holdings Berhad** under Company Name and **31st AGM on 21 April 2021 at 10:00 a.m. – Remote Voting** under Corporate Exercise / Event and click “>” to remotely cast and submit the votes online for the resolutions tabled at the meeting.

Step 1 Cast your votes by clicking on the radio buttons against each resolution.

Step 2 Review your casted votes and confirm and submit the votes.

- a) The access to eVoting will open on the abovementioned date and time.
- b) Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate / authorised representative and proxy. Where 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 in the proxy form.
- c) The access to eVoting will close as directed by the Chairman of the meeting.
- d) A copy of your submitted e-Voting can be accessed via **My Records** (refer to the left navigation panel).