



**OKA Corporation Bhd**  
[Registration No. 200001017334 (519941-H)]  
(Incorporated in Malaysia)

Dear Valued Shareholders of **OKA Corporation Bhd**,

We refer to the Notice of 21<sup>st</sup> AGM of OKA issued to you on 13 August 2021 (“Notice”).

Due to unprecedented circumstances arising from the National Recovery Plan and measures that have been implemented nationally by the Malaysian Government to curb the spread of COVID-19 and the updated Guidance and FAQs on the Conduct of General Meetings for Listed Issuers revised by the Securities Commission Malaysia on 16 July 2021, the Company wishes to inform that it will change the mode of the originally planned physical 21<sup>st</sup> AGM to be conducted on a VIRTUAL BASIS through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) Facilities (collectively referred hereinafter as “Virtual 21<sup>st</sup> AGM”) provided by Tricor Investor & Issuing House Services Sdn. Bhd. in Malaysia via its website at <https://tjih.online> on Wednesday, 29 September 2021 at 11.00 a.m. For the avoidance of doubt, the physical meeting will no longer be held.

Other than the above changes to the mode and venue of the 21<sup>st</sup> AGM, the agenda items as stated in the Notice remain unchanged. Hence, a revised Notice and Proxy Form will not be issued.

**Meeting Platform (NEW)** : TIIH Online website at <https://tjih.online> with Remote Participation and Voting facilities

**Broadcast Venue (NEW)** : 6, Lebuhraya Chateau, Off Persiaran Kampar, 30250 Ipoh, Perak Darul Ridzuan, Malaysia

**Broadcast Venue**

Do note that the Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting and in accordance with Section 327(1) of the Companies Act 2016 which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ rights to speak and vote at the general meeting. No member or proxy or corporate representative or attorneys shall be physically present nor admitted at the Broadcast Venue on the day of the 21<sup>st</sup> AGM.

Shareholders are to attend, speak (by way of posing questions to the Board via real time submission of typed texts) and vote remotely at the 21<sup>st</sup> AGM via RPV provided by Tricor via its TIIH Online website at <https://tjih.online>. Please refer to the Revised Administrative Guide for the 21<sup>st</sup> AGM for further details in relation to the registration process and procedures for Remote Participation and Voting via RPV for the fully virtual 21<sup>st</sup> AGM of the Company. A copy of the same has been published on our website at [www.oka.com.my](http://www.oka.com.my). Should you require any assistance on the above, kindly contact our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at 03-2783 9299 or [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com).

The Proxy Form which was issued for the 21<sup>st</sup> AGM on 13 August 2021 shall be used for the appointment of proxy. The last date and time for lodging the Proxy Form is on Monday, 27 September 2021 at 11:00 a.m. All the Proxy Forms submitted prior to this notice shall remain valid and acceptable.

Please refer to the Administrative Guide for further details in relation to the registration process and remote participation of the Virtual 21<sup>st</sup> AGM. The administrative guide can be viewed and downloaded from our website at [www.oka.com.my](http://www.oka.com.my)

We thank you for your continued support.

Yours faithfully  
For and on behalf of the Board  
**OKA CORPORATION BHD**

Ong Choo Ian  
Group Chief Executive Officer

22 September 2021

**OKA CORPORATION BHD**  
[Registration No. 200001017334 (519941-H)]  
(Incorporated in Malaysia)

**REVISED ADMINISTRATIVE GUIDE FOR THE  
TWENTY-FIRST ANNUAL GENERAL MEETING (“21<sup>ST</sup> AGM”)**

- Date & Time** : Wednesday, 29 September 2021 at 11.00 a.m.
- Meeting Platform** : TIIH Online website at <https://tiah.online> with Remote Participation and Voting facilities
- Broadcast Venue** : No.6, Lebuhraya Chateau, Off Persiaran Kampar  
30250 Ipoh  
Perak Darul Ridzuan  
Malaysia

**ENTITLEMENT TO PARTICIPATE AND VOTE**

In respect of deposited securities, only members whose names appear in the Record of Depositors on **22 September 2021** (General Meeting Record of Depositors) shall be eligible to participate the Virtual 21<sup>st</sup> AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

**FORM(S) OF PROXY**

Shareholders who are unable to participate in our Virtual 21<sup>st</sup> AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.

The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted in the following manners, at least forty-eight (48) hours before the time for holding the meeting or any adjournment thereof:-

**(i) In hard copy form**

To be deposited at the Registered Office of the Company at No. 6, Lebuhraya Chateau, Off Persiaran Kampar 30250 Ipoh Perak; or

**(ii) By electronic means**

Alternatively, you may also submit the proxy appointment electronically via TIIH Online at <https://tiah.online> not later than 27 September 2021 at 11.00 a.m. Please do read and follow the following procedures to submit Proxy Form electronically:

<u>Procedure</u>	<u>Action</u>
i. <b><u>Steps for Individual Shareholders</u></b>	
Register as a user with TIIH Online	-Using your computer, please access the website at <a href="https://tiah.online">https://tiah.online</a> . Register as a user under the “e-Services” and select “Create Account by Individual

Holder”. Please 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.

Proceed with submission of form of proxy

-After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.

-Select the corporate event: **“OKA 21<sup>ST</sup> AGM - Submission of Proxy Form”**.

-Read and agree to the Terms & conditions and confirm the Declaration.

-Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.

-Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.

-Review and confirm your proxy(s) appointment.

-Print the form of proxy for your record.

## ii. Steps for Corporation or Institutional Shareholders

Register as a User with TIIH Online

-Access TIIH Online at <https://tiih.online>

-Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects **“Create Account by Representative of Corporate Holder”**.

-Complete the registration form and upload the required documents.

-Registration will be verified, and you will be notified by email within one (1) to two (2) working days.

-Proceed to activate your account with the temporary password given in the email and re-set your own password.

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.

Proceed with submission of form of proxy

-Login to TIIH Online at <https://tiih.online>

-Select the corporate exercise name: **“OKA 21<sup>ST</sup> AGM - Submission of Proxy Form”**.

-Agree to the Terms & Conditions and Declaration.

- Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.
- Prepare the file for the appointment of proxies by inserting the required data.
- Submit the proxy appointment file.
- Login to TIIH Online, select corporate exercise name: **“OKA 21<sup>ST</sup> AGM - Submission of Proxy Form”**.
- Proceed to upload the duly completed proxy appointment file.
- Select “Submit” to complete your submission.
- Print the confirmation report of your submission for your record

## REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the Virtual 21<sup>st</sup> AGM by yourself, please email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to revoke the earlier appointed proxy forty-eight (48) hours before the time for holding the meeting or any adjournment thereof.

## VOTING PROCEDURE

The voting at the Virtual 21<sup>st</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting or online remote voting (“**e-voting**”) and Tricor Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

Kindly refer to item (2) below of the Procedures for RPV Facilities for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

During the Virtual 21<sup>st</sup> AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling procedures. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.

For the purposes of the Virtual 21<sup>st</sup> AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the poll session, the Scrutineers will verify the poll results followed by the declaration by the Chairman of the Meeting whether the resolutions put to vote are successfully carried or not.

Kindly follow the steps below on how to register, request for login ID and password:-

## 1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the Virtual 21<sup>st</sup> AGM using RPV Facilities provided by Tricor via its **TIIH Online** website at <https://tiih.online>. Please refer to Procedure for RPV Facilities.

## 2. PROCEDURES FOR RPV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the Virtual 21<sup>st</sup> AGM remotely using the RPV Facilities provided by our share registrar for the AGM, Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”), must register yourself/himself/herself for the RP facility via TIIH Online System (“**TIIH Online**”) at <https://tiih.com.my> according to the procedures set out below.

If you require any assistance, kindly contact Tricor on Mondays to Fridays from 9:00 a.m. to 5:00 p.m. (except public holidays) at (603) - 2783 9299 or any of the contact persons set out under “Enquiries” in the Administrative Guide for the AGM, or email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com).

### BEFORE MEETING DAY

#### A. USER REGISTRATION

- a) Using your computer, access to website at <https://tiih.online>. Register as a user under the “e-Services” select “Create Account by **Individual Holder**”. Refer to the tutorial guide posted on the homepage for assistance.
- b) 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
- c) Registration for Remote Participation will remain open from **Wednesday, 22 September 2021** until the day of the 21<sup>st</sup> AGM on **Wednesday, 29 September 2021**.
  - Login to <https://tiih.online> with your user ID (i.e.: email address) and password.
- d) Select the corporate event: “**(REGISTRATION) OKA 21<sup>ST</sup> AGM**”.
- e) Read and agree to the Terms & Conditions.
- f) Select “Register for Remote Participation”.
- g) Review your registration and proceed to register.
- h) System will send an e-mail to notify that your registration for remote participation and voting is received and will be verified.
- i) After verification of your registration against the General Meeting Record of Depositors, the system will send you an e-mail after 27 September 2021 to approve or reject your registration to remote participation. .

Please note that only a depositor whose name appears on the Record of Depositor as at 22 September 2021 shall be entitled to attend or appoint proxies to attend and/or vote on his/her behalf at the 21<sup>st</sup> AGM.

### **ON THE DAY OF VIRTUAL 21<sup>st</sup> AGM**

- a) Login with your user ID and password for remote participation at the 21<sup>st</sup> AGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of the 21<sup>st</sup> AGM on Wednesday, 29 September 2021 at 11.00 a.m.
  
- b)
  - Select the corporate event: “**(LIVE STREAM MEETING) OKA 21<sup>ST</sup> AGM**” to engage in the proceedings of the 21<sup>st</sup> 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 to you during the 21<sup>st</sup> AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.
  
- c)
  - Voting session commences from 11.00 a.m. on Wednesday, 29 September 2021 until a time when the Chairman announces the end of the session.
  - Select the corporate event: “**(REMOTE VOTING) OKA 21<sup>ST</sup> AGM**” or if you are on the live stream meeting page, you can select “**GO TO REMOTE VOTING PAGE**” button below the Query Box.
  - Read and agree to the Terms and 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.
  
- d) End of remote participation
  - Upon the announcement by the Chairman on the closure of the Virtual 21<sup>st</sup> AGM, the live streaming room will end.

### **Notes to users of the RPV Facilities:**

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call +603-2783 9299 or email to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) for assistance.

### **3. APPOINTMENT OF PROXY(IES)/ CORPORATE REPRESENTATIVE(S)/ ATTORNEY(S)**

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the Virtual 21<sup>st</sup> AGM via RPV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV Facilities via TIIH Online website at <https://tiih.online>

## **PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS**

In order to enhance the efficiency of the proceedings of the 21<sup>st</sup> AGM, the shareholders may submit questions to the Company via the meeting platform at <https://tjih.online> by selecting “e-Services” to login, post questions and submit electronically or alternatively, email to [info@oka.com.my](mailto:info@oka.com.my) not later than 27 September 2021 at 11:00 a.m. (48 hours before the commencement of the 21<sup>st</sup> AGM) If time permits, the Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the shareholders which are related to the resolutions to be tabled at the AGM. The shareholders are encouraged to submit questions before the 21<sup>st</sup> AGM.

## **NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the Virtual 21<sup>st</sup> AGM as the meeting is conducted on a fully virtual basis.

## **NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the Virtual 21<sup>st</sup> AGM proceedings is allowed.

## **ENQUIRY**

If you have any enquiry(ies) relating to the Administrative Guide for the Virtual 21<sup>st</sup> AGM, RPV Facilities or encounters issues with the pre-registration, log in, steps to connect to live streaming and online voting, please contact **Tricor Investor & Issuing House Services Sdn Bhd** during office hours from Monday to Friday (except for public holiday) :-

**Poll Administrator** :Tricor Investor & Issuing House Services Sdn Bhd

**Email** : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com).

**Contact No.** : 03 2783 9299

If you have any enquiry relating to the meeting or Agenda of 21<sup>st</sup> AGM prior to the AGM, please contact OKA during office hours from Monday to Friday (except for public holiday):-

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate and comply with any requirements or recommendation of any government agencies from time to time.

Kindly check the Company’s website or announcements from time to time for the latest updates on the status or changes to the Virtual 21<sup>st</sup> AGM’s arrangement.

The Company seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19. The administrative guide can be viewed and downloaded from our Company’s website at [www.oka.com.my](http://www.oka.com.my).