

# ADMINISTRATIVE DETAILS

## FOR THE SIXTY-SIXTH ANNUAL GENERAL MEETING

Date : **Monday, 23 June 2025**  
Time : **10.00 a.m.**  
Venue : **Greens III (Sports Wing), Tropicana Golf & Country Resort Club  
Jalan Kelab Tropicana, 47410 Petaling Jaya, Selangor Darul Ehsan, Malaysia**

### REGISTRATION

1. Registration will start at 8.30 a.m. at the foyer of Greens III and will end at a time as directed by the Chairman of the Meeting.
2. Please read the signage to ascertain where you should register yourself for the Sixty-Sixth AGM and join the queue accordingly.
3. Please present your **original** MyKad/Passport at the registration counter for verification and ensure that you collect your MyKad/Passport thereafter.
4. Upon verification, you are required to write your name and sign the Attendance List placed on the registration table.
5. You will be given an identification wristband with personalised passcode for purpose of voting at the Sixty-Sixth AGM.
6. If you are attending the Sixty-Sixth AGM as a shareholder, proxy or corporate representative, you will be registered **once** and will be given only **one** identification wristband to enter Greens III.
7. No individual will be allowed to register on behalf of another individual even with the original MyKad/Passport of the other individual.
8. There will be no replacement in the event you lose or misplace the identification wristband. No individual will be allowed to enter Greens III without wearing the identification wristband.
9. You must wear the identification wristband throughout the Sixty-Sixth AGM.
10. The registration counter will only handle verification of identity and registration of attendance.

### HELP DESK

1. Please proceed to the Help Desk for any clarification or queries apart from registration details.
2. The Help Desk will also handle revocation of proxy's appointment.

### ENTITLEMENT TO ATTEND, SPEAK AND VOTE

Only a depositor whose name appears in the Record of Depositors as at 16 June 2025 shall be entitled to attend, speak and vote at the Sixty-Sixth AGM or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

### PROXY

1. If you are a member of the Company, you are entitled to appoint not more than two (2) proxies to exercise all or any of your rights to attend, speak and vote at the Sixty-Sixth AGM. If you appoint more than one (1) proxy, please specify the proportion of your shareholding to be represented by each proxy, failing which, the appointment shall be invalid.
2. If you are unable to attend the Sixty-Sixth AGM and wish to appoint a proxy to attend and vote on your behalf, please submit your Proxy Form for the AGM in accordance with the notes and instructions printed therein.
3. If you wish to attend the Sixty-Sixth AGM yourself, please do not submit any Proxy Form. You will NOT be allowed to attend the AGM together with a proxy appointed by you.
4. If you have submitted your Proxy Form prior to the Sixty-Sixth AGM and subsequently decided to attend the AGM yourself, please proceed to the Help Desk to revoke the appointment of your proxy.

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### PROXY (CONT'D)

5. Accordingly, the Proxy Form and/or documents relating to the appointment of proxy or authorised representative or attorney for the Sixty-Sixth AGM whether in hard copy form or electronic means shall be deposited or submitted in the following manner not later than **Saturday, 21 June 2025 at 10.00 a.m.:**

- (i) In hard copy:

By hand or post to the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd ("TIIH" or "Tricor") at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia 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, Wilayah Persekutuan, Malaysia.

- (ii) By electronic form:

You may also submit your proxy appointment electronically via TIIH Online at <https://tiih.online>. The procedures for submission of Proxy Form electronically are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Sixty-Sixth AGM by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "<b>OCB BERHAD 66TH AGM – SUBMISSION OF PROXY FORM</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print Proxy Form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "<b>Create Account by Representative of Corporate Holder</b>".</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><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></p>

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### PROXY (CONT'D)

- (ii) By electronic form: (cont'd)

You may also submit your proxy appointment electronically via TIIH Online at <https://tiih.online>. The procedures for submission of Proxy Form electronically are summarised below: (cont'd)

Procedure	Action
<b>ii. Steps for Corporation or Institutional Shareholders (cont'd)</b>	
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Select the corporate event: “<b>OCB BERHAD 66TH AGM – SUBMISSION OF PROXY FORM</b>”</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Login to TIIH Online, select corporate event: “<b>OCB BERHAD 66TH AGM – SUBMISSION OF PROXY FORM</b>”.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

### CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the **original** Certificate of Appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the above meeting or to the registration staff on the day of the above meeting for the Company’s record.

### VOTING PROCEDURE

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all Resolutions to be tabled at the Sixty-Sixth AGM will be put to vote by way of poll. For this purpose, the Company has appointed Tricor to conduct the poll by way of electronic voting and Quantegic Services Sdn Bhd as scrutineers to verify the poll results.

Shareholders or proxies or corporate representatives or attorneys can proceed to vote on the resolutions upon the announcement by the Chairman of the Meeting. Upon completion of the voting session for the Sixty-Sixth AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

### SEATING ARRANGEMENT FOR THE SIXTY-SIXTH AGM

1. Free seating. All shareholders, proxies, corporate representatives will be allowed to enter Greens III from 9.00 a.m. onwards.
2. All shareholders, proxies, corporate representatives are encouraged to be seated at least five (5) minutes before the commencement of the Sixty-Sixth AGM.

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### **MOBILE DEVICES**

Please ensure that all mobile devices i.e. phones, pagers, other sound emitting devices are put on silent mode during the AGM to ensure smooth and uninterrupted proceedings.

### **FOOD AND BEVERAGE**

There will NOT be any food served before and after the AGM. Only morning coffee and tea will be served.

### **NO DOOR GIFT/FOOD VOUCHER**

There will be no distribution of door gift /food voucher for participating at the Sixty-Sixth AGM.

OCB Berhad would like to thank all its shareholders for their kind co-operation and understanding in these challenging times.

### **ENQUIRY**

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 on public holidays):

#### **Tricor Investor & Issuing House Services Sdn Bhd**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)