



OPCOM HOLDINGS BERHAD

Registration No. 199401036979 (322661-W)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL EXTRAORDINARY GENERAL MEETING

DATE & TIME : 20 DECEMBER 2022 AT 2.00 P.M.

BROADCAST VENUE : NO. 11, JALAN UTAS 15/7, 40200 SHAH ALAM, SELANGOR DARUL EHSAN

MODE OF MEETING

In view of the Coronavirus Disease (COVID-19) pandemic and as part of our safety measures, the Extraordinary General Meeting (“**EGM**”) of Opcom Holdings Berhad (“**OPCOM**” or “**the Company**”) will be conducted in a virtual manner through remote participation and electronic voting from the Broadcast Venue.

The Broadcast Venue is strictly for the purpose of complying 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. Shareholders will not be allowed to physically present at the EGM at the Broadcast Venue on the day of the meeting.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual EGM has commenced. The quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

CIRCULAR

As part of our “Go Green” initiative to help protect the environment for current and future generations, we encourage your support by going paperless. There will be no distribution of physical copies/ CD-ROM of the Circular to shareholders.

The Circular of the Company is available at our website www.opcom.com.my or at Bursa Malaysia’s website www.bursamalaysia.com.

REGISTRATION AND DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES

As no shareholders/ proxies should be physically present at the Broadcast Venue. Shareholders/ proxies who wish to participate in the EGM will have to register online via the link and participate remotely. Kindly follow the steps below to ensure that you can obtain your DBF and details to log in to the Live Streaming session to participate in the EGM online:

Step 1

For registration, please complete and submit the shareholders’ information at least forty-eight (48) hours before the time of the EGM in the following manners:

- i. Open this link <https://vps.megacorp.com.my/mhJCVB>; or
- ii. Scan the QR Code



* Only shareholders are allowed to register their details online. Shareholders can also appoint a proxy/ Chairman online, as in Step 1. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.

Step 2

Alternatively, you may deposit your form of proxy at the office of Poll Administrator, Mega Corporate Services Sdn. Bhd. at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or email EGM-support.OPCOM@megacorp.com.my not less than forty-eight (48) hours before the time of appointed for holding the meeting or adjourned meeting at which the person named in the instrument proposed to vote or, and in default the instrument of proxy shall not be treated as valid.

Step 3

For corporate shareholders/ nominee accounts, please follow Step 2 above.

Step 4

Upon verifying the details of the shareholders, the Poll Administrator will email a copy of your DBF to you to participate and vote at the meeting.

Step 5

Registered shareholders/proxies would receive two (2) emails:

- i. Webinar Master (to join the virtual meeting); and
- ii. DBF (for remote voting purposes).

POLL VOTING

The voting will be conducted by poll in accordance with Rule 8.31A of ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Cygnus Technology Solutions Sdn. Bhd. as Scrutineers to verify the poll results.

For the purpose of the EGM, e-voting will be carried out via your digital devices (e.g., Computer/ Mobile Phone/ Tablet). The DBF itself is self-explanatory. Please carefully read the instructions in the email from the Webinar Master to familiarise yourself with the steps needed to exercise your rights at the EGM.

Shareholders/ proxies can proceed to vote on the resolutions and submit their votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the EGM, the Scrutineers will verify the poll results after which the Chairman of the EGM will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE EGM

The date of Record of Depositors (“**ROD**”) for the EGM is 13 December 2022. As such, only shareholders whose name appears in the ROD of OPCOM as of 13 December 2022 shall be entitled to attend the EGM and to participate, speak and vote thereat.

NO REFRESHMENTS/ VOUCHERS/DOOR GIFTS

There will be no refreshments/ vouchers/ door gifts for shareholders/proxies who participate in the EGM of the Company.

UPDATING OF INFORMATION

Shareholders are encouraged to update personal particulars in the central depository securities accounts (CDS) maintained with Bursa Malaysia Depository Sdn. Bhd. with handphone number and electronic mail (email) address, if any, for convenience of receiving notices/ documents sent via electronic means.

COMMUNICATION GUIDANCE

Shareholders are reminded to monitor the company’s website and announcements made to Bursa Malaysia Securities Berhad for any changes to EGM.

ENQUIRY

If you have any general queries prior to the EGM, please contact the Poll Administrator during office hours (Monday to Friday):

Poll Administrator

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