



OPCOM HOLDINGS BERHAD

Registration No. 199401036979 (322661-W)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL EXTRAORDINARY GENERAL MEETING

DATE & TIME : FRIDAY, 1 DECEMBER 2023 AT 9.00 A.M.

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

MODE OF MEETING

The Extraordinary General Meeting (“EGM”) of Opcom Holdings Berhad (“OPCOM” or “the Company”) will be conducted in a virtual manner through live streaming from the Broadcast Venue using remote participation and electronic voting.

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 Broadcast Venue on the day of EGM.

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 VOTING VIA DIGITAL BALLOT FORM AT A VIRTUAL EGM

All Shareholders/ proxies who wish to participate in the EGM are required to register online via the link and participate remotely. Kindly follow the steps below to ensure that you are able to obtain your Digital Ballot Form (“DBF”) and details to log in to the live-streaming session in order to participate in the EGM virtually:

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/sge4Lb>; or
- ii. Scan the QR Code



* Only shareholders are allowed to register their details online. Shareholders may also appoint proxy(ies) or Chairman of the meeting as proxy 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 proxy form, duly completed with the proxy’s email address and mobile number, at the Poll Administrator’s office as follows, 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:-



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Mega Corporate Services Sdn. Bhd.
Level 15-2, Bangunan Faber Imperial Court
Jalan Sultan Ismail, 50250 Kuala Lumpur;
OR

submit via email to : EGM-support.OPCOM@megacorp.com.my

Step 3

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

Step 4

Upon confirming the shareholders' information, the Poll Administrator will send the following via email to the shareholders/proxy(ies):-

- i. Meeting link by Webinar Master (for the live-streaming session); and
- ii. DBF (for 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.

Shareholder(s)/ proxy(ies) can proceed to vote on the resolutions and submit the 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 meeting will announce the poll results of the resolutions.

RECORD OF DEPOSITORS FOR THE EGM

The date of Record of Depositors ("ROD") for the EGM is 24 November 2023. As such, only shareholders whose name appears in the ROD of OPCOM as of 24 November 2023 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 shareholder(s)/proxy(ies) who participate in the EGM of the Company.

UPDATING OF INFORMATION

Shareholders are advised to consider updating the personal information, such as mobile numbers and email addresses, in the central depository securities accounts (CDS) maintained by Bursa Malaysia Depository Sdn. Bhd. This will facilitate the convenient receipt of electronic notices and documents.

COMMUNICATION GUIDANCE

Shareholders are reminded to monitor the Company's website and announcements made to Bursa Malaysia Securities Berhad for any changes relating to the EGM arrangements.

ENQUIRY

If you have any general queries on the above, please contact the Poll Administrator during office hours (Monday to Friday)-

Mega Corporate Services Sdn. Bhd.

Email : EGM-support.OPCOM@megacorp.com.my
Tel : +60 (3) 2692 4271
Alfred : +60 (12) 912 2734
Hisham : +60 (12) 252 9136