



OMESTI®

## OMESTI BERHAD

(Registration No. 200001028094 (530701-T))

(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE 23<sup>RD</sup> ANNUAL GENERAL MEETING (23<sup>RD</sup> AGM)

<b>Date</b>	:	Tuesday, 19 September 2023
<b>Time</b>	:	3.00pm
<b>Broadcast Venue</b>	:	Redwood Meeting Room, Ho Hup Tower - Aurora Place, 2-09-01 - Level 9, Plaza Bukit Jalil, No. 1, Persiaran Jalil 1, Bandar Bukit Jalil, 57000 Kuala Lumpur, Malaysia
<b>Meeting Platform</b>	:	<a href="https://agm.omesti.com">https://agm.omesti.com</a>
<b>Registration</b>	:	Virtual Meeting via Remote Participation & Electronic Voting (RPEV) facilities
<b>Mode of Communication</b>	:	Shareholders may pose questions via real-time submission of typed texts at <a href="https://agm.omesti.com">https://agm.omesti.com</a>

#### VIRTUAL MEETING

The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 together with essential individuals in accordance with Note 1.2 of the SC's Guidance.

**SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS** from the public are **NOT PERMITTED** to be physically present at the Broadcast Venue on the day of the 23<sup>rd</sup> AGM.

Please note that the quality of the live webcast and online remote voting throughout the 23<sup>rd</sup> AGM are dependent on your internet bandwidth and stability of your internet connection.

#### RPEV FACILITIES

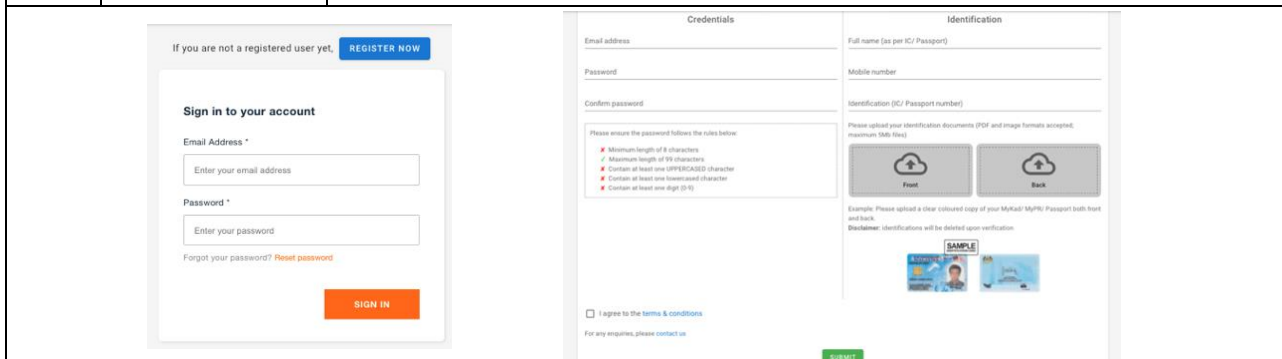
Shareholders are able to participate, speak (in the form of real-time submission of typed texts) and vote remotely at the 23<sup>rd</sup> AGM using Remote Participation & Electronic Voting (RPEV) facilities via the portal at <https://agm.omesti.com> (Portal).

#### PROCEDURES FOR RPEV

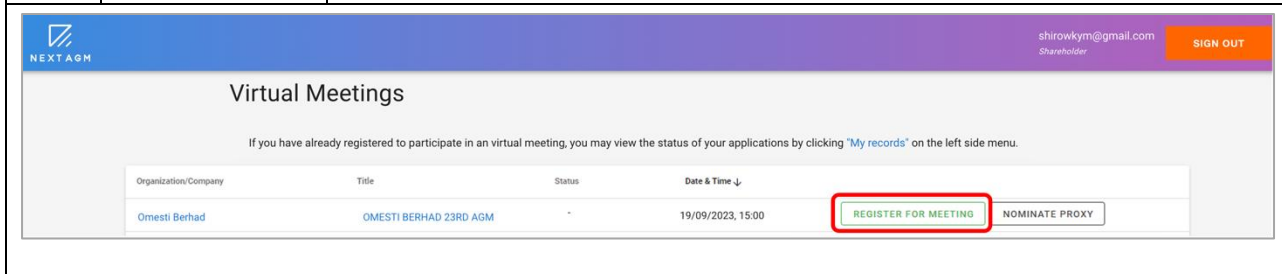
Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 23<sup>rd</sup> AGM remotely using the RPEV facilities, are to follow the requirements and procedures as summarised below:

Procedures	Action
<b>BEFORE THE DAY OF THE 23<sup>RD</sup> AGM</b>	

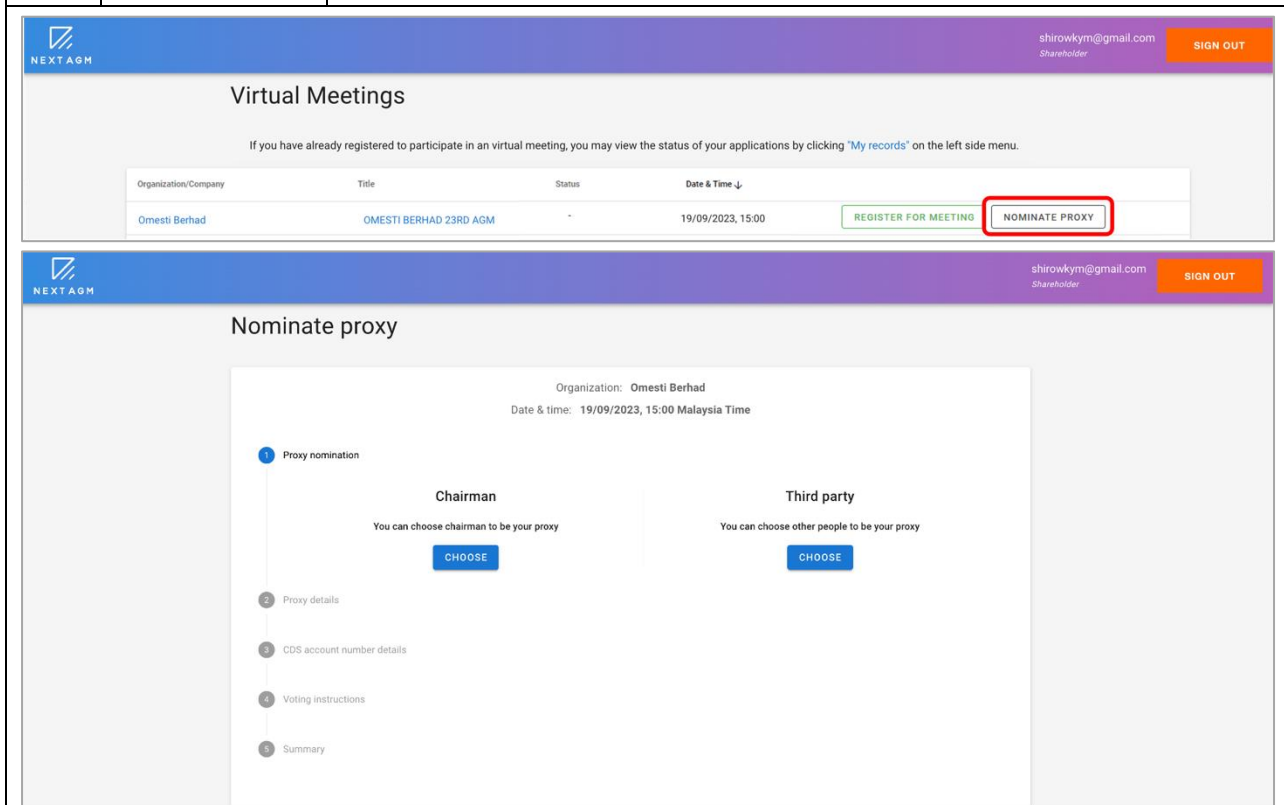
Procedures	Action
<p>1. <b>Register as a User</b></p>	<p><b>IMPORTANT: All SHAREHOLDERS AND PROXIES must register</b> as users on the Portal. [NOTE If you have previously registered as a user on the Portal for an earlier meeting, you may skip this step.]</p> <ul style="list-style-type: none"> <li>• Access the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a></li> <li>• Click <b>Login</b> followed by <b>Register</b> to sign up as a user.</li> <li>• Complete your registration by filling in the information required and upload a softcopy of your MyKAD (front and back) or Passport.</li> <li>• Read and agree to the terms &amp; conditions and then click <b>Submit</b>.</li> <li>• Your registration will be verified and, once approved, an email will be sent to you. Your email address must be valid in order for you to receive your verification email.</li> </ul>






<p>2. <b>Register intent to participate in the 23rd AGM</b></p>	<ul style="list-style-type: none"> <li>• You <b>must register</b> your intent to participate in the 23<sup>rd</sup> AGM <b>latest by 3.00pm on 18 September 2023</b>. Registration will be available from 9.00am, <b>Wednesday, 23 August 2023</b> onwards.</li> <li>• <b>To register</b> your intent to participate, visit the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a> and login with your user ID and password.</li> <li>• Go to <b>Main Menu</b>, select <b>Virtual Meetings</b>.</li> <li>• On the <b>Omesti 23<sup>rd</sup> AGM</b> row, select <b>Register For Meeting</b>.</li> <li>• Fill in your details as required, including your CDS number.</li> <li>• After verification of your registration against the General Meeting Record of Depositors dated 12 September 2023, you will receive an email confirming your registration for remote participation. The email will contain a link for you to join the 23<sup>rd</sup> AGM.</li> <li>• NOTE: You may register your intent to participate in the 23<sup>rd</sup> AGM when you register as a user. Alternatively, you may register your intent to participate in the 23<sup>rd</sup> AGM after your registration as a user is approved.</li> </ul>
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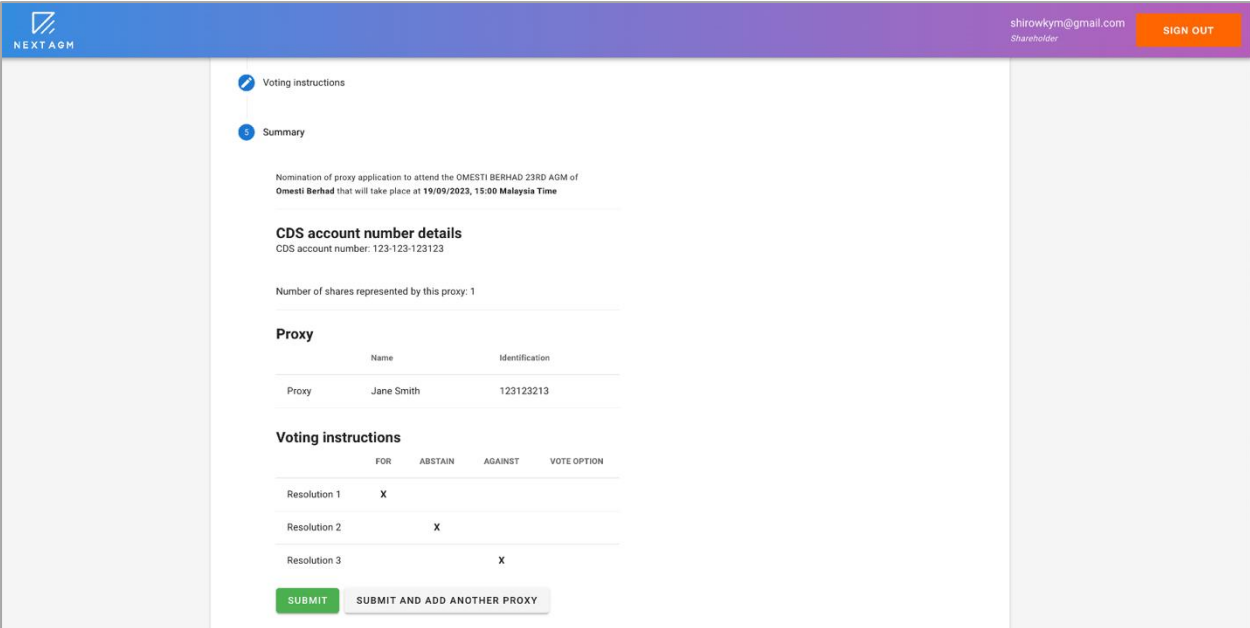


Procedures	Action
<p>3. <b>Appoint a Proxy</b></p>	<p>Should you be unable to participate in the 23<sup>rd</sup> AGM, you may appoint a proxy to participate and vote on your behalf.</p> <ul style="list-style-type: none"> <li>On the <b>Omesti 23<sup>rd</sup> AGM</b> row in the Portal, select <b>Nominate Proxy</b>.</li> <li>Either select <b>Chairperson</b> if you choose Chairperson to be your proxy or <b>Third Party</b> if you choose other people to be your proxy.</li> <li>Fill in your details as required including your CDS account number and Proxy details.</li> <li>Should you wish to appoint more than one (1) proxy, you will need to key in their details separately (one submission per proxy), as well as the number of shares represented by each proxy.</li> <li><b>Enter your voting instructions</b> for the resolutions (otherwise your proxy will decide your vote) and <b>submit</b>.</li> <li>You may view your proxy form submissions under <b>My Records</b>.</li> </ul> <p><b>NOTE:</b> Your appointed proxy <b>must register</b> as a user on the portal [See Step 1] to be able to participate in the 23<sup>rd</sup> AGM on your behalf.</p>

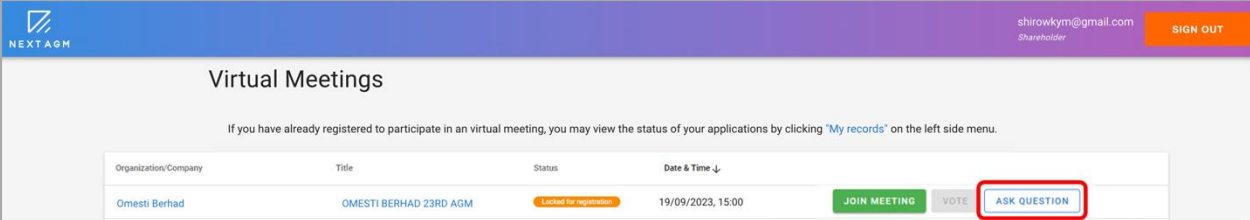


The screenshot displays two screenshots from the Omesti 23<sup>rd</sup> AGM portal. The top screenshot shows the 'Virtual Meetings' page with a table listing the meeting details for 'OMESTI BERHAD 23RD AGM' on 19/09/2023 at 15:00. A 'NOMINATE PROXY' button is highlighted with a red box. The bottom screenshot shows the 'Nominate proxy' page, which is divided into two sections: 'Chairman' and 'Third party', each with a 'CHOOSE' button. A progress indicator on the left shows the current step is 'Proxy nomination'.

Procedures	Action
	<div style="text-align: right; font-size: small;">             shirowkym@gmail.com              Shareholder             <span style="float: right; background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">SIGN OUT</span> </div> <h3 style="text-align: center;">Nominate proxy</h3> <div style="text-align: center; font-size: x-small; margin-bottom: 10px;">             Organization: Omesti Berhad              Date &amp; time: 19/09/2023, 15:00 Malaysia Time         </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;"> <span style="color: blue;">1</span> Proxy nomination  <small>Third party</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">2</span> Proxy details                     <div style="margin-top: 5px;">                         Proxy name  <input type="text" value="Jane Smith"/> </div> <div style="margin-top: 5px;">                         Identification  <input type="text" value="12341234"/> <small>This IC number is NOT registered as a user. You MAY PROCEED with nomination. However please contact your proxy to ensure they register an account on the NextAGM platform ahead of the AGM</small> </div> <div style="margin-top: 5px;">                         Email address  <input type="text"/> <small>If you provide an email address we will contact your proxy and assist them in creating the account</small> </div> <div style="margin-top: 5px;"> <input type="checkbox"/> OR failing whom (add backup proxy)                     </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Nominate chairman as proxy when nominated proxies are unavailable                     </div> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">NEXT</span> </div> </div> </div>
	<div style="text-align: right; font-size: small;">             shirowkym@gmail.com              Shareholder             <span style="float: right; background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">SIGN OUT</span> </div> <h3 style="text-align: center;">Nominate proxy</h3> <div style="text-align: center; font-size: x-small; margin-bottom: 10px;">             Organization: Omesti Berhad              Date &amp; time: 19/09/2023, 15:00 Malaysia Time         </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;"> <span style="color: blue;">1</span> Proxy nomination  <small>Third party</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">2</span> Proxy details  <small>Jane Smith (123123213)</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">3</span> CDS account number details                     <div style="margin-top: 5px;">                         CDS account number  <input type="text" value="123-123-123123"/> </div> <div style="margin-top: 5px;">                         Number of shares  <input type="text" value="1"/> <small>The number of shares represented by this proxy</small> </div> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">NEXT</span> </div> </div> </div>
	<div style="text-align: right; font-size: small;">             shirowkym@gmail.com              Shareholder             <span style="float: right; background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">SIGN OUT</span> </div> <div style="text-align: center; font-size: x-small; margin-bottom: 10px;">             Date &amp; time: 19/09/2023, 15:00 Malaysia Time         </div> <div style="border: 1px solid #ccc; padding: 10px;"> <div style="margin-bottom: 10px;"> <span style="color: blue;">1</span> Proxy nomination  <small>Third party</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">2</span> Proxy details  <small>Jane Smith (123123213)</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">3</span> CDS account number details  <small>CDS account number: 123-123-123123 Shares: 1</small> </div> <div style="margin-bottom: 10px;"> <span style="color: blue;">4</span> Voting instructions                     <div style="margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Resolution 1</b>                          No description.                         <div style="float: right; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #d9ead3;">FOR</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f5f5dc;">ABSTAIN</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f2dede;">AGAINST</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <b>Resolution 2</b>                          No description.                         <div style="float: right; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #d9ead3;">FOR</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f5f5dc;">ABSTAIN</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f2dede;">AGAINST</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <b>Resolution 3</b>                          No description.                         <div style="float: right; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #d9ead3;">FOR</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f5f5dc;">ABSTAIN</span> <span style="border: 1px solid #ccc; padding: 2px 10px; background-color: #f2dede;">AGAINST</span> </div> </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">NEXT</span> </div> </div>

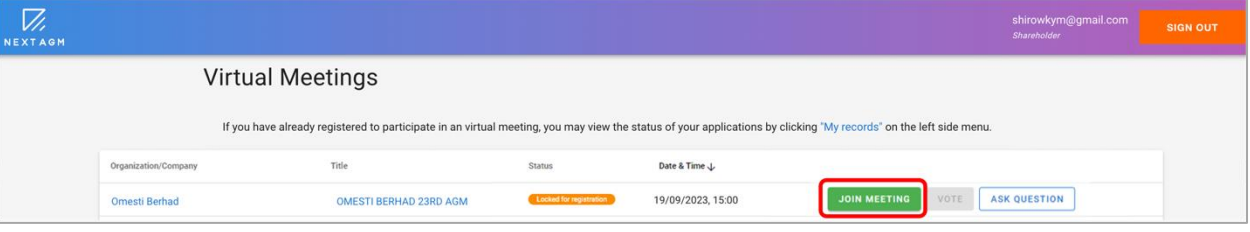
Procedures	Action
	

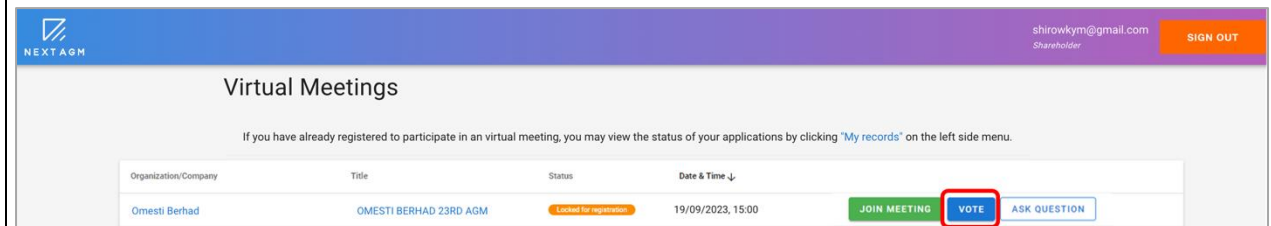
- |    |  |  |
|----|--|--|
| 4. | <b>Submit Questions before the 23<sup>rd</sup> AGM</b> | <ul style="list-style-type: none"> <li>• Select <b>Virtual Meetings</b> under Main Menu.</li> <li>• On the <b>Omesti 23<sup>rd</sup> AGM</b> row, select <b>Ask Question</b> to post your questions.</li> <li>• You may only submit questions after your request to participate in the 23<sup>rd</sup> AGM is approved.</li> </ul> |
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**ON THE DAY OF THE 23<sup>RD</sup> AGM**

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|----|---|---|
| 5. | <b>Login to the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a> and participate in the 23<sup>rd</sup> AGM through Live Streaming</b> | <p><b>EITHER:</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>link in your confirmation email</b> at any time <b>within 30 minutes before the start of the 23<sup>rd</sup> AGM</b>. For security purposes, you may be asked for your credentials before entering the Portal.</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>• Login to the portal with your user ID and password.</li> <li>• On the <b>Omesti 23<sup>rd</sup> AGM</b> row, click <b>Join Meeting</b>. You will join the live streaming of the 23<sup>rd</sup> AGM.</li> <li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of your internet connection.</li> </ul> |
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Procedures		Action
6.	<b>Submit Questions During the 23<sup>rd</sup> AGM</b>	<ul style="list-style-type: none"> <li>To submit question(s) for the Chairman/Board/Management during the 23<sup>rd</sup> AGM, you may use the <b>Ask Question</b> function on the right of the Live video. The Chairman/Board/Management will endeavour to respond during the 23<sup>rd</sup> AGM to all relevant questions submitted.</li> </ul>
7.	<b>Online Remote Voting</b>	<p>Voting will open once the Chairman of the 23<sup>rd</sup> AGM declares that the voting function is activated. It will end when advised by the Chairman.</p> <ul style="list-style-type: none"> <li>Select the <b>Voting</b> function next to <b>Join Meeting</b></li> <li><b>Cast your vote</b> on all resolutions as shown on screen. <b>Click submit</b>. Once submitted, <b>your votes will be final and cannot be changed</b>.</li> </ul>
		
8.	<b>End of RPEV facilities</b>	<ul style="list-style-type: none"> <li>The RPEV facilities will end and the <b>Ask Question</b> function will be disabled as soon as the Chairman of the 23<sup>rd</sup> AGM announces the closure of the 23<sup>rd</sup> AGM.</li> </ul>

**Note to users of the RPEV facilities:**

Once your application to participate in the 23<sup>rd</sup> AGM is approved, you will be granted the rights to participate in the live stream broadcast of the 23<sup>rd</sup> AGM and to vote remotely. Your login to the Portal on the day of the 23<sup>rd</sup> AGM and clicking "**Join Meeting**" will indicate your presence at the 23<sup>rd</sup> AGM.

**APPOINTMENT OF PROXY**

- I. The 23<sup>rd</sup> AGM will be conducted on a virtual basis. If you are unable to participate in the 23<sup>rd</sup> AGM, you may appoint the Chairman of the 23<sup>rd</sup> AGM as proxy and indicate your voting instructions in the Form of Proxy.
- II. You may submit the Form of Proxy electronically via the Portal at <https://agm.omesti.com> no later than **Monday, 18 September 2023 at 3.00pm**. See Step 3 above, "**Appoint a Proxy**".

You may also submit the Form of Proxy by email to [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co), by fax to +603 9779 1701/02 or by post to the following Registered Office address:

**OMESTI BERHAD**

[Registration No. 200001028094 (530701-T)]  
 Ho Hup Tower – Aurora Place, 2-07-01 – Level 7  
 Plaza Bukit Jalil, No. 1, Persiaran Jalil 1  
 Bandar Bukit Jalil, 57000 Kuala Lumpur

As part of our commitment to protect the environment, please submit your Form of Proxy via the Portal or via email to [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co).

Your Form of Proxy must be submitted **not less than 24 hours before the time appointed for holding the 23<sup>rd</sup> AGM** or any adjournment thereof, otherwise the Form of Proxy shall be treated as invalid.

- III. **CORPORATE REPRESENTATIVES/ATTORNEYS:** In order to participate in the 23<sup>rd</sup> AGM via RPEV facilities, the following requirements apply and must be completed **not less than 24 hours before the time appointed for holding the 23<sup>rd</sup> AGM** or any adjournment thereof:

<b>Corporate representatives of corporate shareholders</b>	To deposit their original certificate of appointment of corporate representative at the Registered Office of the Company as above
<b>Attorneys appointed by power of attorney</b>	To deposit their power of attorney at the Registered Office as above

- IV. Any shareholder who has appointed a proxy/attorney/authorised representative to participate at the 23<sup>rd</sup> AGM via RPEV facilities **must ensure** that this person[s] **register as a user** at the Portal **latest by Monday, 18 September 2023 at 3.00pm**.

### POLL VOTING

- I. Voting at the 23<sup>rd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Red Ape Solutions Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting. Quantegic Services Sdn Bhd is appointed as Scrutineers to verify the poll results.
- II. Shareholders/proxies may proceed to vote on the resolutions online once the Chairman of the 23<sup>rd</sup> AGM declares that the voting platform is activated and will end upon declaration by the Chairman. Please refer to item 7 for voting procedures using the RPEV facilities.
- III. Upon completion of the voting session, the Scrutineers will verify the poll results. The declaration of results will be made by the Chairman of the 23<sup>rd</sup> AGM.

### REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 23<sup>rd</sup> AGM yourself, please email [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co) to revoke the earlier appointed proxy(ies) at least 24 hours before the 23<sup>rd</sup> AGM. On revocation, your proxy(ies) will not be allowed to participate in the 23<sup>rd</sup> AGM. In such event, you should advise your proxy(ies) accordingly.

### RECORD OF DEPOSITORS (ROD) FOR THE 23<sup>RD</sup> AGM

Only shareholders whose names appear on the ROD as at 12 September 2023 shall be entitled to participate and vote remotely at the 23<sup>rd</sup> AGM via RPEV facilities or appoint proxy(ies) to participate in the 23<sup>rd</sup> AGM and vote on their behalf.

### DOOR GIFT/E-VOUCHER/FOOD VOUCHER

There will be NO door gift/e-voucher/food voucher for participating at the 23<sup>rd</sup> AGM.

### DIGITAL COPIES OF 23<sup>RD</sup> AGM DOCUMENTS

- I. As part of our commitment to sustainable practices, the following documents of the Company are available for download from the Company's website at <https://bit.ly/OMESTI-FY2023>:
  - **Volume 1 – 2023 Annual Report** – Corporate Report & Compliance Statements including Notice of Annual General Meeting
  - **Volume 2 – 2023 Annual Report** – Financial Statements
  - **Circular to Shareholders** dated 28 July 2023
  - **Administrative Guide** for the 23<sup>rd</sup> Annual General Meeting
  - **Form of Proxy**
  - **Request Form**

- II. You may request a printed copy of the Annual Report 2023 and/or the Circular to Shareholders dated 28 July 2023 by sending the completed Request Form via email to [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co).

### **ENQUIRIES**

If you have any enquiry relating to the 23<sup>rd</sup> AGM, please contact the following persons during office hours (8.30am to 5.30pm) on Mondays to Fridays (except public holidays):-

- (i) Enquiries relating to Online Registration/Login/Online Voting/RPEV facilities  
Tel : +603-9779 1708  
Email : [agm@omesti.com](mailto:agm@omesti.com)  
Contact persons : Kym Mi
- (ii) Enquiries relating to the Annual Report 2023 and/or the Circular to Shareholders dated 28 July 2023 and other documents  
Tel : +603 9779 1700  
Email : [osem@quadrantbiz.co](mailto:osem@quadrantbiz.co)  
Contact persons : Ms Lim Shook Nyee / Ms Stella Lee / Cik Nik Nurul Nadiah

### **PERSONAL DATA PRIVACY**

By registering for the RPEV facilities and/or submitting the instrument appointing proxy(ies) and/or representative(s), the shareholder of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents) in accordance with the Company's privacy policy located at <https://www.omesti.com/PDPA/>; and to comply with any laws, listing rules, regulations and/or guidelines. The shareholder agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.