

OPTIMAX HOLDINGS BERHAD

(Registration No. 201801028697 (1290723-T))
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS OF SECOND ANNUAL GENERAL MEETING (“2nd AGM”)

Day and Date	: Tuesday, 29 June 2021
Time	: 10:30 a.m.
Broadcast Venue	: Level 43A, MYEG Tower, Empire City Damansara, Jalan PJU 8, Damansara Perdana, 47820 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Meeting Platform	: https://web.vote2u.app
Mode of Communication	: (i) Submit questions to the Company prior to the 2 nd AGM via e-mail to vote2u@agmostudio.com not later than 10.30 a.m. on Friday, 25 June 2021. (ii) Post questions to the Board via real time submission of typed text during live streaming of 2 nd AGM.

MODE OF MEETING

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, and in particular, the Government of Malaysia’s official guidance for practising social distancing, the Company will conduct its forthcoming 2nd AGM entirely on a virtual basis via remote participation and electronic voting facilities (collectively referred hereinafter as “**Virtual AGM**”).

The above decision is made pursuant to Section 327 of the Companies Act 2016 and Clause 53(4) & (5) of the Constitution of the Company.

In line with the Malaysian Code on Corporate Governance Practice 12.3, conducting a Virtual AGM would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the AGM.

BROADCAST VENUE

The Broadcast Venue of the 2nd AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting. Please take note that members/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 2nd AGM in person at the Broadcast Venue on the day of the 2nd AGM.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor whose name appears in the Record of Depositors of the Company as at 21 June 2021 shall be regarded as a member entitled to attend, speak and vote, and to appoint not more than two (2) proxies to attend, speak and vote on his/her behalf, at the 2nd AGM.

PROXY FORM(S)

Shareholders are encouraged to go online, participate and vote at the AGM using remote participation and electronic voting (“**RPV**”) facilities.

Shareholders who are unable to participate in our online AGM are encouraged to appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form(s). Alternatively, you may use RPV facilities via Vote2U Online at <https://web.vote2u.app> to submit your proxy appointment.

Please take note that you **must** complete the Proxy Form(s) for the AGM should you wish to appoint a proxy(ies).

Please ensure that the original Proxy Form(s) is deposited at the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd not less than forty-eight (48) hours before the time appointed for holding the meeting at the following address:-

Ground Floor or 11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13, 46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700

Alternatively, you may submit your Proxy Form(s) by electronic means (“**e-Proxy Form**”) through Vote2U Online at <https://web.vote2u.app> using your personal smart mobile phones, tablets or personal computers/laptops not less than forty-eight (48) hours before the time appointed for holding the meeting.

REVOCATION OF PROXY

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in our AGM by yourself, please contact +603 7664 8520 / 21 or write in to vote2u@agmostudio.com to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

Alternatively, shareholder, who has appointed proxy directly with Vote2U Online at <https://web.vote2u.app>, can login to revoke the earlier appointed proxy at any time before the start of meeting.

VOTING PROCEDURE

The voting procedure will be conducted by poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Poll Administrator to conduct the poll by way of electronic voting (“**e-voting**”) and Independent Scrutineer to verify and validate the poll results.

During the AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.

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

Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.

PROCEDURES FOR RPV FACILITIES

Please note that the remote participation and e-voting is available to individual member, corporate shareholder, authorised nominee and exempt authorised nominee.

The RPV facilities will enable you to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company via real time submission of typed texts) and vote remotely at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our Virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.

Please follow the steps below to participate at the 2nd AGM remotely by using the RPV facilities:-

Before the day of the AGM	
Step	Action
1.	<p>Register Online with Vote2U Online by Individual Members (for first time registration)</p> <p><i>[Note: If you have already signed up with Vote2U Online, you are not required to register again. You may proceed to Step 2.]</i></p> <ul style="list-style-type: none"> (a) Access the website at https://web.vote2u.app using your computer or smartphone. (b) Click/Tap "Sign Up". (c) Read the Privacy Policy and Terms & Conditions and indicate your acceptance of the Privacy Policy and Terms & Conditions on a small box <input type="checkbox"/>. Then click/tap "Next". (d) Fill-in your details (note: create your own password). Then click/tap "Continue". (e) Upload your identification card (MyKad) or Passport (for non-Malaysian). (f) Click "Submit" to complete the registration (g) Your registration will be verified and an email notification will be sent to you. Please check your email. <p><u>Note:</u> <i>If you have registered as a user with Vote2U Online previously, you are not required to register again.</i></p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>

PROCEDURES FOR RPV FACILITIES (Cont'd)

Before the day of the AGM	
Step	Action
2.	<p>Submit Request for Remote Participation</p> <p>Registration for remote access will be opened on 1 June 2021. Please note that the closing time to submit your request on Sunday, 27 June 2021 latest by 10.30 a.m. (48 hours before the commencement of the 2nd AGM).</p> <p>I Individual Members</p> <p>(a) Individual shareholder to log in with your email and password. (b) Click/Tap on the General Meeting event to participate. (c) Scroll down and click/tap "Register a Proxy". (d) Read the Declarations and indicate your acceptance of the Declarations on a small box <input type="checkbox"/>. Then click/tap "Next". (e) Select the Central Depository System ("CDS") account number. (f) Click/Tap "Appoint Proxy". (g) Fill-in the details of your Proxy(ies). (h) Indicate your voting instruction should you prefer to do so. (i) After you have completed the above procedures, the system will send an e-mail to the registered Proxy(ies) email address.</p> <p><u>Note:</u> <i>You need to register as a shareholder before you register and submit the e-Proxy form</i></p> <p>II Corporate Members</p> <p>(a) Fill-in details on the hardcopy Proxy Form and provide the following information:</p> <ul style="list-style-type: none"> • MyKad/Passport number of the Corporate Representative. • Email address of the Corporate Representative. <p>(b) Submit the hardcopy Proxy Form to the address provided (refers to Notice of Meeting) with the following information:</p> <ul style="list-style-type: none"> • A copy of the Certificate of Appointment of Corporate Representative. • A copy of the Corporate Representative MyKad (front & back). <p><u>Note:</u> <i>After verification, an email notification will be sent to the Proxy (Corporate Representative) with a temporary password. The Proxy could use the temporary password to log in to Vote2U.</i></p> <p>III. Authorised Nominee and Exempt Authorised Nominee</p> <p>(a) Fill-in details on the hardcopy Proxy Form and provide the following information:</p> <ul style="list-style-type: none"> • MyKad/Passport number of the Beneficial Owner. • Email address of the Beneficial Owner. <p>(b) Submit the hardcopy Proxy Form to the address provided (refers to Notice of Meeting) with a copy of the Beneficial Owner MyKad (front & back).</p> <p><u>Note:</u> <i>After verification, an email notification will be sent to the Proxy (Beneficial Owner) with a temporary password. The Proxy could use the temporary password to log in to Vote2U.</i></p>

PROCEDURES FOR RPV FACILITIES (Cont'd)

On the day of the AGM (29 June 2021)		
Step	Action	
1.	Login to Vote2U Online	Login with your email and password for remote participation at the AGM, one (1) hour before the commencement of the AGM.
2.	Participate through Live Streaming	<p>(a) Select the General Meeting to participate, i.e. "Optimax Holdings Berhad – 2nd AGM".</p> <p>(b) Confirm the RPV participant's details.</p> <p>(c) Click on the "Watch Live" button to view the live streaming.</p> <p><i>Note:</i> The quality of the live streaming is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote participants.</p>
3.	Online Remote Voting	<p>(a) Select the General Meeting to participate, i.e. "Optimax Holdings Berhad – 2nd AGM".</p> <p>(b) Select the CDS account.</p> <p>(c) Please note that if you have more than one CDS Account, you are required to select one CDS account at a time for voting.</p> <p>(d) Select the vote for the resolutions that are tabled for voting.</p> <p>(e) Confirm and submit your votes.</p>
4.	Ask Question	<p>(a) Click on the "Ask Question" button to post question(s) to the Board.</p> <p>(b) Type in your question and "Submit".</p> <p>(c) The Chairman/ Board will endeavour to respond to questions submitted by remote participants during the AGM.</p> <p><i>Note:</i> There shall not be two-way communication available at the meeting.</p>
5.	End of Remote Participation	<p>a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end.</p> <p>b. You can now logout from Vote2U Online.</p>

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

In order to enhance the efficiency of the proceedings of the 2nd AGM, the shareholders may submit questions to the Company via e-mail to vote2u@agmostudio.com **not later than Friday, 25 June 2021 at 10:30 a.m.** or select the messaging icon in Vote2U Online Portal to transmit questions via RPV facilities during live streaming of the 2nd 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 2nd AGM.

NO BREAKFAST/LUNCH PACKS, DOOR GIFT/FOOD VOUCHER

There will be **NO distribution** of breakfast/lunch packs, food vouchers or door gifts for the 2nd AGM since the meeting is being conducted on a fully virtual basis.

The Board of Directors would like to thank all shareholders for their kind co-operation and understanding in these challenging times.

RECORDING OR PHOTOGRAPHY AT THE AGM

Strictly NO recording or photography of the AGM proceedings is allowed.

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours on Mondays to Fridays (except on public holidays):-

RPV Facilities Helpdesk

General Line : +603-7664 8520/21

Email : vote2u@agmostudio.com

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member 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.