



OMESTI®

OMESTI BERHAD

(Registration No. 200001028094 (530701-T))

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 22ND ANNUAL GENERAL MEETING (22ND AGM)

Date	:	Friday, 2 September 2022
Time	:	3.00pm
Broadcast Venue	:	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
Meeting Platform	:	https://agm.omesti.com
Registration	:	Virtual Meeting via Remote Participation & Electronic Voting (RPEV) facilities
Mode of Communication	:	Shareholders may pose questions via real-time submission of typed texts at https://agm.omesti.com

VIRTUAL MEETING

Reference is made to the revised "Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission Malaysia on 7 April 2022 (SC's Guidance), to align with the "Transition to Endemic" phase which was announced by the Prime Minister on 8 March 2022 and issuance of the revised Standard Operating Procedure (SOP) by Majlis Keselamatan Negara (MKN) and the Ministry of Health (MOH).

As part of the safety measures to curb the spread of COVID-19 and for the well-being of the shareholders of Omesti Berhad (Omesti/the Company), the 22nd AGM of the Company will therefore be conducted on a virtual basis via live streaming and online remote voting using the RPEV facilities. This is in line with the SC's Guidance.

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 22nd AGM.

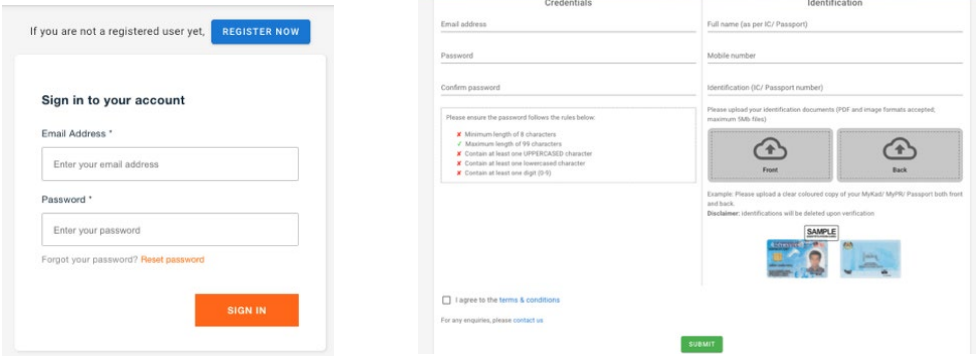
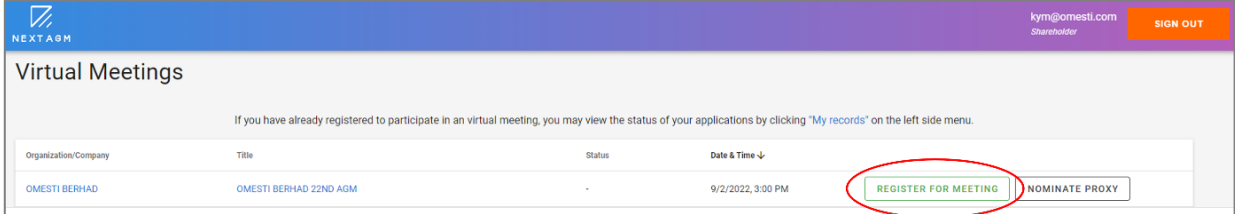
Please note that the quality of the live webcast and online remote voting throughout the 22nd AGM are dependent on your internet bandwidth and stability of your internet connection.

RPEV FACILITIES

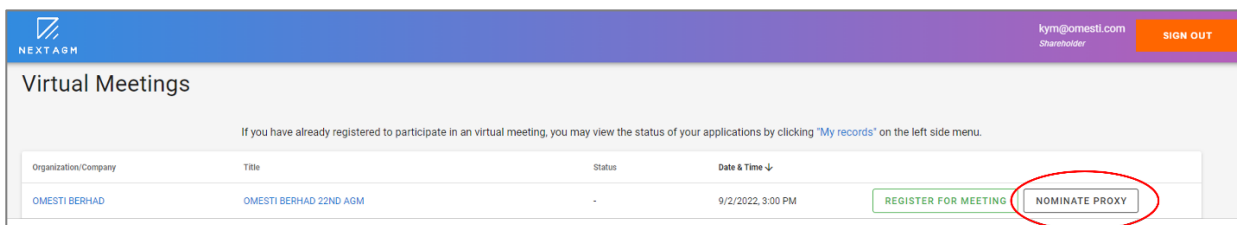
Shareholders are able to participate, speak (in the form of real-time submission of typed texts) and vote at the 22nd AGM using Remote Participation & Electronic Voting (RPEV) facilities via the portal at <https://agm.omesti.com> (Portal).

PROCEDURES FOR RPEV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 22nd AGM remotely using the RPEV facilities, are to follow the requirements and procedures, as summarised below:

Procedures	Action
BEFORE THE DAY OF THE 22ND AGM	
<p>1. Register as a User</p>	<p>IMPORTANT: All SHAREHOLDERS AND PROXIES must register 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"> • Access the Portal at https://agm.omesti.com • Click Login followed by Register to sign up as a user. • Complete your registration by filling in the information required and upload a softcopy of your MyKAD (front and back) or Passport. • Read and agree to the terms & conditions and then click Submit. • 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.
	
<p>2. Register intent to participate in the 22nd AGM</p>	<p>You must register your intent to participate in the 22nd AGM latest by 3.00pm on 1 September 2022. Registration will be available from 9.00am, Monday, 8 August 2022 onwards.</p> <ul style="list-style-type: none"> • To register your intent to participate, visit the Portal at https://agm.omesti.com and login with your user ID and password. • Go to Main Menu, select Virtual Meetings. • On the Omesti 22nd AGM row, select Register For Meeting. • Fill in your details as required, including your CDS number. • After verification of your registration against the General Meeting Record of Depositors dated 25 August 2022, you will receive an email confirming your registration for remote participation. The email will contain a link for you to join the 22nd AGM. <p>NOTE: You may register your intent to participate in the 22nd AGM when you register as a user. Alternatively, you may register your intent to participate in the 22nd AGM after your registration as a user is approved.</p>
	

Procedures	Action
<p>3. Appoint a Proxy</p>	<p>Should you be unable to participate in the 22nd AGM, you may appoint a proxy to participate and vote on your behalf.</p> <ul style="list-style-type: none"> • On the Omesti 22nd AGM row in the Portal, select Nominate Proxy. • Either select Chairperson if you choose Chairperson to be your proxy or Third Party if you choose other people to be your proxy. • Fill in your details as required including your CDS account number and Proxy details. • 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. • Enter your voting instructions for the resolutions (otherwise your proxy will decide your vote) and submit. • You may view your proxy form submissions under My Records. <p>NOTE: Your appointed proxy must register as a user on the portal [See Step 1] to be able to participate in the 22nd AGM on your behalf.</p>

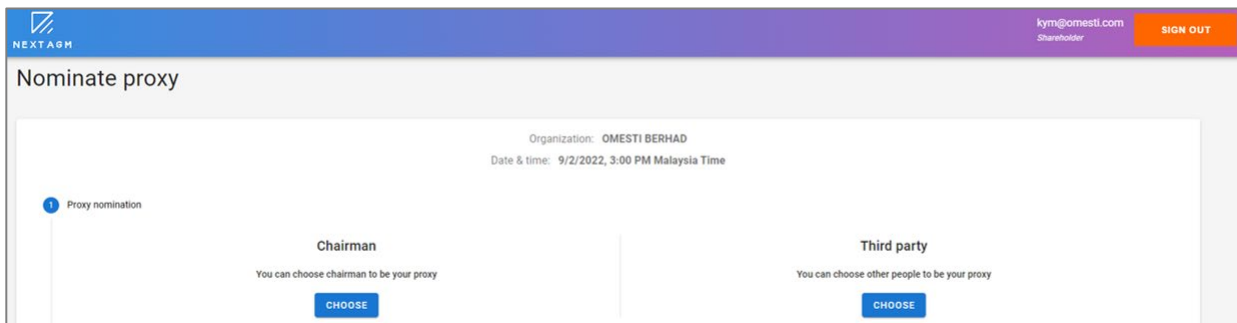


Virtual Meetings

If you have already registered to participate in a virtual meeting, you may view the status of your applications by clicking "My records" on the left side menu.

Organization/Company	Title	Status	Date & Time ↓
OMESTI BERHAD	OMESTI BERHAD 22ND AGM	-	9/2/2022, 3:00 PM

REGISTER FOR MEETING | **NOMINATE PROXY**



Nominate proxy

Organization: OMESTI BERHAD
Date & time: 9/2/2022, 3:00 PM Malaysia Time

1 Proxy nomination

Chairman

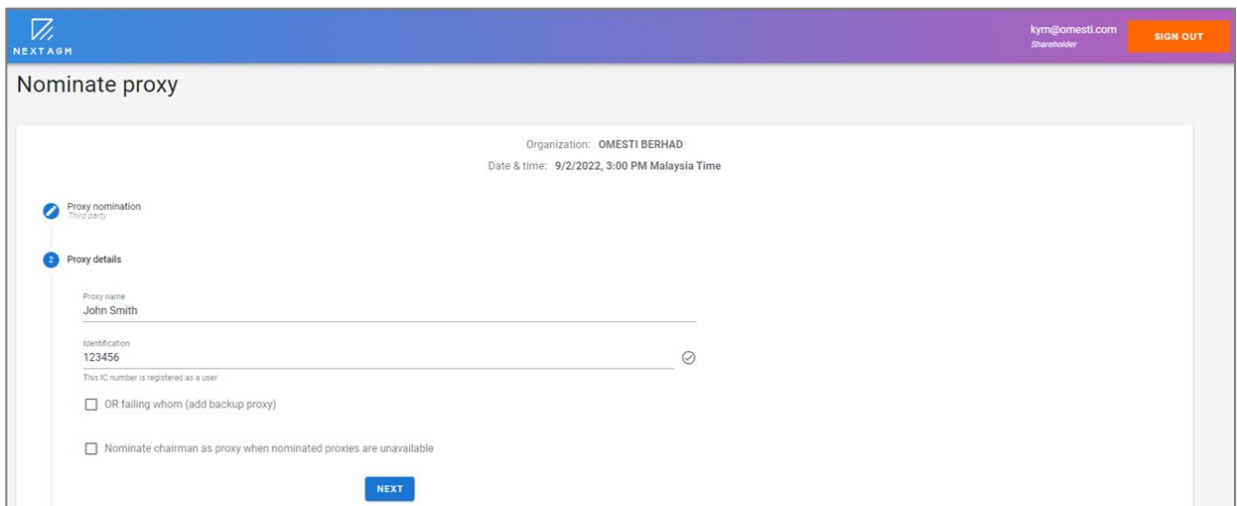
You can choose chairman to be your proxy

CHOOSE

Third party

You can choose other people to be your proxy

CHOOSE



Nominate proxy

Organization: OMESTI BERHAD
Date & time: 9/2/2022, 3:00 PM Malaysia Time

1 Proxy nomination (Third party)

2 Proxy details

Proxy name: John Smith

Identification: 123456 ✓
This IC number is registered as a user.

OR falling whom (add backup proxy)

Nominate chairman as proxy when nominated proxies are unavailable

NEXT

Procedures	Action
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NEXT AGM

kym@omesti.com
Shareholder

SIGN OUT

Nominate proxy

Organization: OMESTI BERHAD

Date & time: 9/2/2022, 3:00 PM Malaysia Time

✔ Proxy nomination
Third party

✔ Proxy details
John Smith (123456)

3 CDS account number details

CDS account number
123-123-12312412

Number of shares
100000

The number of shares represented by this proxy

NEXT

NEXT AGM

kym@omesti.com
Shareholder

SIGN OUT

Voting instructions

4 Voting instructions

Resolution 1
No description.

FOR

ABSTAIN

AGAINST

Resolution 2
No description.

FOR

ABSTAIN

AGAINST

Resolution 3
No description.

FOR

ABSTAIN

AGAINST

Resolution 4
No description.

FOR

ABSTAIN

AGAINST

Resolution 5
No description.

FOR

ABSTAIN

AGAINST

NEXT

NEXT AGM

kym@omesti.com
Shareholder

SIGN OUT

Summary

Nomination of proxy application to attend the OMESTI BERHAD 22ND AGM of OMESTI BERHAD that will take place at 9/2/2022, 3:00 PM Malaysia Time

CDS account number details
CDS account number: 123-123-12312412

Number of shares represented by this proxy: 100000

Proxy

	Name	Identification
Proxy	John Smith	123456

Voting instructions

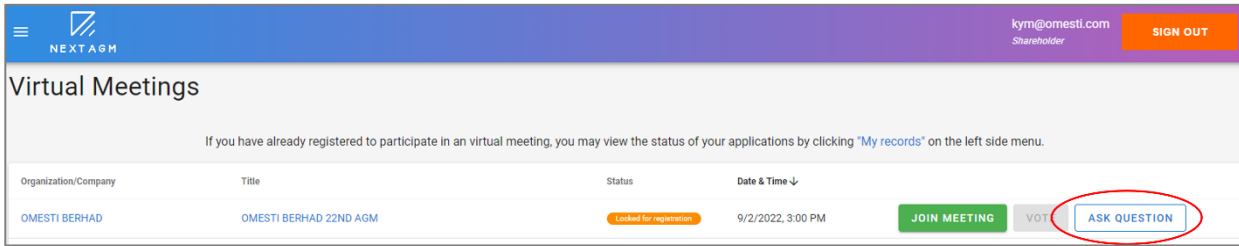
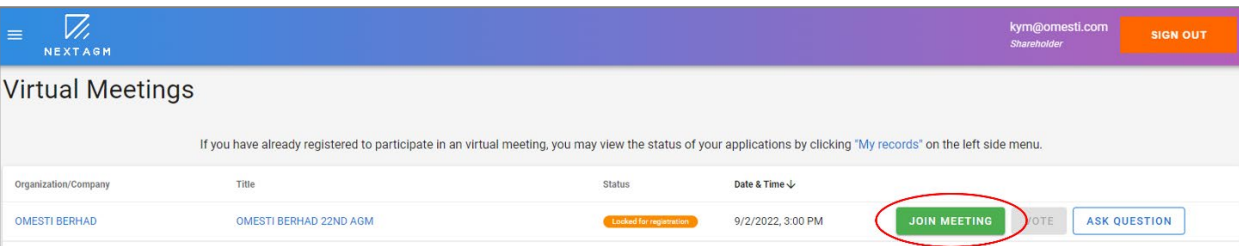
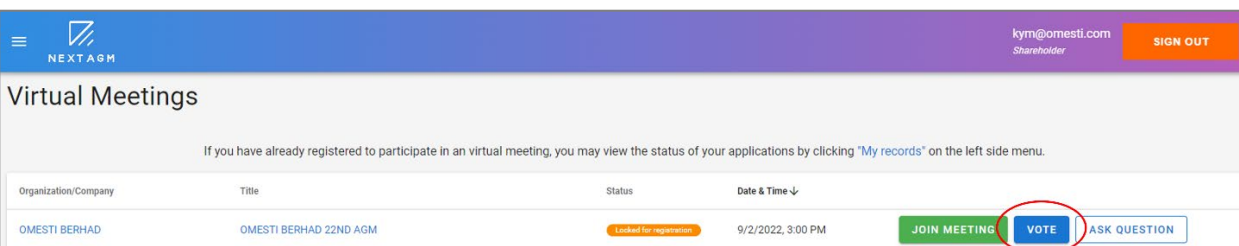
	FOR	ABSTAIN	AGAINST	VOTE OPTION
Resolution 1	X			
Resolution 2		X		
Resolution 3	X			
Resolution 4			X	
Resolution 5	X			

SUBMIT

SUBMIT AND ADD ANOTHER PROXY

4. Submit Questions before the 22nd AGM

- Select **Virtual Meetings** under Main Menu.
- On the **Omesti 22nd AGM** row, select **Ask Question** to post your questions.
- You may only submit questions after your request to participate in the 22nd AGM is approved.

Procedures	Action
	
ON THE DAY OF THE 22ND AGM	
<p>5. Login to the Portal at https://agm.omesti.com and participate in the 22nd AGM through Live Streaming</p>	<p>EITHER:</p> <ul style="list-style-type: none"> Click on the link in your confirmation email at any time within 30 minutes before the start of the 22nd AGM. For security purposes, you may be asked for your credentials before entering the Portal. <p>OR:</p> <ul style="list-style-type: none"> Login to the portal with your user ID and password. On the Omesti 22nd AGM row, click Join Meeting. You will join the live streaming of the 22nd AGM. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of your internet connection.
	
<p>6. Submit Questions During the 22nd AGM</p>	<ul style="list-style-type: none"> To submit question(s) for the Chairman/Board/Management during the 22nd AGM, you may use the Ask Question function on the right of the Live video. The Chairman/Board/Management will endeavour to respond during the 22nd AGM to all relevant questions submitted.
<p>7. Online Remote Voting</p>	<ul style="list-style-type: none"> Voting will open once the Chairman of the 22nd AGM declares that the voting function is activated. It will end when advised by the Chairman. Select the Voting function next to Join Meeting Cast your vote on all resolutions as shown on screen. Click submit. Once submitted, your votes will be final and cannot be changed.
	
<p>8. End of RPEV facilities</p>	<p>The RPEV facilities will end and the Ask Question function will be disabled as soon as the Chairman of the 22nd AGM announces the closure of the 22nd AGM.</p>

Note to users of the RPEV facilities:

Once your application to participate in the 22nd AGM is approved, you will be granted the rights to participate in the live stream broadcast of the 22nd AGM and to vote remotely. Your login to the Portal on the day of the 22nd AGM and clicking "**Join Meeting**" will indicate your presence at the 22nd AGM.

APPOINTMENT OF PROXY

- I. The 22nd AGM will be conducted on a virtual basis. If you are unable to participate in the 22nd AGM, you may appoint the Chairman of the 22nd 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 **Thursday, 1 September 2022 at 3.00pm**. See Step 3 above, "Appoint a Proxy".

You may also submit the Form of Proxy by email to 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

In accordance with our commitment to protect the environment, it is highly recommended that you submit your Form of Proxy via the Portal or via email to osem@quadrantbiz.co.

Your Form of Proxy must be submitted **not less than 24 hours before the time appointed for holding the 22nd 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 22nd AGM via RPEV facilities, the following requirements apply and must be completed **not less than 24 hours before the time appointed for holding the 22nd AGM** or any adjournment thereof:

Corporate representatives of corporate shareholders	To deposit their original certificate of appointment of corporate representative at the Registered Office of the Company as above
Attorneys appointed by power of attorney	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 22nd AGM via RPEV facilities **must ensure** that this person[s] **register as a user** at the Portal **latest by Thursday, 1 September 2022 at 3.00pm**.

POLL VOTING

- I. Voting at the 22nd 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 22nd AGM declares that the voting platform is activated and will end upon declaration by the Chairman. Please refer to Item 7 in the procedures above for voting 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 22nd AGM.

REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 22nd AGM yourself, please email osem@quadrantbiz.co to revoke the earlier appointed proxy(ies) at least 24 hours before the 22nd AGM. On revocation, your proxy(ies) will not be allowed to participate in the 22nd AGM. In such event, you should advise your proxy(ies) accordingly.

RECORD OF DEPOSITORS (ROD) FOR THE 22ND AGM

Only shareholders whose names appear on the ROD as at 25 August 2022 shall be entitled to participate and vote remotely at the 22nd AGM via RPEV facilities or appoint proxy(ies) to participate in the 22nd 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 22nd AGM.

DIGITAL COPIES OF 22ND 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-FY2022>
 - **Volume 1 – 2022 Annual Report** – Corporate Report & Compliance Statements including Notice of Annual General Meeting
 - **Volume 2 – 2022 Annual Report** – Financial Statements
 - **Circular to Shareholders** dated 29 July 2022
 - **Administrative Guide** for the 22nd Annual General Meeting
 - **Form of Proxy**
 - **Request Form**
- II. You may request a printed copy of the Annual Report 2022 and/or the Circular to Shareholders dated 29 July 2022 by sending the completed Request Form via email to osem@quadrantbiz.co.

ENQUIRIES

If you have any enquiry relating to the 22nd 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
Contact persons	:	Kym Mi
- (ii) Enquiries relating to the Annual Report 2022 and/or the Circular to Shareholders dated 29 July 2022 and other documents

Tel	:	+603 9779 1700
Email	:	osem@quadrantbiz.co
Contact persons	:	Ms Lim Shook Nyee / Ms Stella Lee / Pn Izzati Norza

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.