



OSK Holdings Berhad
199001015406 (207075-U)
(Incorporated in Malaysia)

ADMINISTRATIVE NOTES FOR EXTRAORDINARY GENERAL MEETING

1. Date, Time and Venue of Extraordinary General Meeting (“EGM”)

The details of the EGM of OSK Holdings Berhad (“OSK” or “the Company”) are as set out below:

Date : Wednesday, 14 May 2025
Time : 12:30 p.m. or immediately after the conclusion of the 35th Annual General Meeting (“35th AGM”) of the Company scheduled to be held at the same venue and on the same day at 10:00 a.m., whichever is later
Venue : Grand Ballroom,
Sime Darby Convention Centre,
1A, Jalan Bukit Kiara 1, Bukit Kiara,
60000 Kuala Lumpur

2. Circular to Shareholders in relation to the Proposed Bonus Issue of Shares

Please join us in practising environmental sustainability by downloading the following documents from the Company’s website at www.oskgroup.com/investor-relations/egm or by scanning the QR Code below:

Please scan here



1. Circular to Shareholders in relation to the Proposed Bonus Issue of Shares (“Circular”)
2. Notice of the EGM
3. Administrative Notes
4. Form of Proxy

In our commitment to environmental sustainability, we have printed only a limited number of copies of the Circular. We encourage you to refer to the documents available online. However, if you still wish to receive a printed copy of the Circular, you may log on to the Share Registrar, Securities Services (Holdings) Sdn. Bhd.’s website according to the steps below:

Step 1 - Visit <https://www.sshsb.com.my/new/requestarep.aspx>

Step 2 - Type “OSK Holdings Berhad” in the “Company Name” field and complete the online request form.

Step 3 - Click the “Send” button to submit your request.

The requested documents will be sent to you by ordinary post within four (4) market days from the date of receipt of your request.

3. Entitlement to Attend and Vote

In respect of deposited securities, only members whose names appear in the Register of Members and Record of Depositors as at 5 May 2025 shall be eligible to attend, participate, speak and vote at the EGM.

4. Lodgement of Form of Proxy of EGM

If you are unable to attend the EGM, you may appoint proxy to vote on your behalf. The instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or a duly notarised certified copy of that power or authority, must be deposited not less than forty-eight (48) hours before the time for holding the EGM i.e. latest by 12:30 p.m. on Monday, 12 May 2025 or any adjournment thereof through either one of the following avenues:

- (a) In Hardcopy Form of Proxy
 - The Form of Proxy shall be deposited at the Share Registrar's office, Securities Services (Holdings) Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur.
- (b) By Electronic Form of Proxy
 - The Form of Proxy shall be submitted via fax at +603 2094 9940 or +603 2095 0292 or emailed to eservices@sshbs.com.my; or
 - The Form of Proxy shall be submitted electronically via Securities Services e-Portal at <https://sshbs.net.my/>. Please refer to Appendix I for further details.

A proxy may, but need not be, a member of the Company. There shall be no restriction as to the qualification of the proxy.

If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the registration counter to revoke the appointment of your proxy.

5. Health and Safety Measures

As a precautionary measure, the participants who are feeling unwell should wear a mask while attending the EGM, to ensure the safety and comfort of all attendees.

6. Registration

- a) The registration will commence at 8:00 a.m. and will end at a time as directed by the Chairman of the EGM. At the closure thereof, no person will be allowed to register for the EGM nor enter the meeting venue and no identification tag (as referred to under item (f) hereinafter) will be allocated.
- b) Please read the signage to ascertain the registration counter to register yourself for the EGM and join the queue accordingly.
- c) Please produce your original National Registration Identity Card ("NRIC")/passport to the registration staff for verification. Kindly make sure you collect your NRIC/passport thereafter.
- d) After the verification, you are required to write your name and sign on the Attendance List placed at the registration counter.
- e) No person will be allowed to register on behalf of another person even with the original NRIC/passport of that person.
- f) You will be given an identification tag upon verification and registration. No person will be allowed to enter the meeting hall without the identification tag. There will be no replacement in the event that you lose or misplace the identification tag.
- g) If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification tag to enter the meeting hall.
- h) The registration counter will only handle verification of identity and registration. If you have any questions, please proceed to the Help Desk Counter.

7. Voting Procedure

- a) Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the resolution as set out in the Notice of the EGM will be put to vote by poll.
- b) The polling process shall be managed by the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. who will serve as the Poll Administrator. Independent scrutineers shall be appointed to verify and validate the results of the poll at the EGM.

8. Parking

- a) Parking for visitors is available at the parking bays of Sime Darby Convention Centre, Kuala Lumpur.
- b) Complimentary parking will be provided to the attendees.

9. Door Gifts and Refreshments

- a) Kindly be advised that NO door gift will be provided for shareholders and/or proxies who attend the EGM.
- b) Light refreshments will be provided to registered shareholders/proxies upon the conclusion of the AGM, available while supplies last.

10. Mobile Devices

- a) Please ensure that all mobile devices, i.e. phones/other sound emitting devices are switched off or put on silent mode during the EGM to ensure smooth and uninterrupted proceedings.
- b) Strictly NO unauthorised recording or photography of the proceedings of the EGM is allowed.

11. Personal Belongings

Please take care of your personal belongings. OSK will not be held responsible for any missing personal belongings.

12. General Enquiry

If you have any enquiries, kindly contact the following persons during office hours, Monday to Friday (excluding public holidays):

Share Registrar

Securities Services (Holdings) Sdn. Bhd.

(from 9:00 a.m. to 5:30 p.m.)

Mr. Wong Piang Yoong / Mr. Jerry Tan Hor Seng

Tel no. : (603) 2084 9168 / (603) 2084 9165

Fax no. : (603) 2094 9940 / (603) 2095 0292

Email : Piang.Yoong.Wong@sshbs.com.my / Hor.Seng.Tan@sshbs.com.my

OSK Holdings Berhad

(from 9:00 a.m. to 5:30 p.m.)

Ms. Jennifer Ho, Group Corporate Communications

Tel no. : (603) 2177 1999 ext 1921

Fax no. : (603) 2026 6331

Email : jennifer.ho@oskgroup.com



GUIDELINES FOR LODGEMENT OF E-PROXY FORM

Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders through their appointed representatives, to submit proxy form electronically – paperless submission.

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by OSK Holdings Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

REQUIRE ASSISTANCE?

Please contact our general line (DID: +603 2084 9000) to request for e-Services Assistance during our office hours on Monday to Friday from 9:00 a.m. to 12:15 p.m. and from 1:15 p.m. to 5:30 p.m. Alternatively, you may email us at eservices@sshbs.com.my.

| (A) Sign up for a user account at Securities Services e-Portal | |
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| Step 1 Visit https://sshbs.net.my/ | <ul style="list-style-type: none"> • This is a ONE-TIME registration. If you already have a user account, you need not register again. • Your email address is your User ID. • Please proceed to (B) below once you are a registered user. |
| Step 2 Sign up for a user account | |
| Step 3 Wait for our notification email that will be sent within one (1) working day | |
| Step 4 Verify your user account within seven (7) days of the notification email and log in | |

REGISTER AS A USER BY 8 MAY 2025 TO SUBMIT E-PROXY FORM

| (B) Submit e-Proxy Form | |
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| Meeting Date and Time | Proxy Form Submission Closing Date and Time |
| Wednesday, 14 May 2025 at 12:30 p.m. | Monday, 12 May 2025 at 12:30 p.m. |

- Log in to <https://sshbs.net.my/> with your registered email and password.
- Look for **OSK Holdings Berhad** under Company Name and **EGM on 14 May 2025 at 12:30 p.m. – Submission of Proxy Form** under Event and click ">" to submit your proxy forms online for the meeting by the submission closing date and time above.

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| <p>Step 1 Check if you are submitting the proxy form as:</p> <ul style="list-style-type: none"> • Individual shareholder • Corporate or authorised representative of a body corporate <p><i>For body corporates, the appointed corporate/authorised representative is to upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the Company's Share Registrar at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur for verification before the proxy form submission closing date and time above or handover the said document to the registrar at the registration counter.</i></p> <p>Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities. Then enter the information of your proxy(ies) and the securities to be represented by your proxy(ies). You may appoint the Chairman of the meeting as your proxy where you are not able to participate.</p> <p>Step 3 Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 4 Review and confirm your proxy form details before submission.</p> |
| <ul style="list-style-type: none"> • A copy of your submitted e-Proxy Form can be accessed via My Records (refer to the left navigation panel). • You need to submit your e-Proxy Form for every CDS account(s) you have or represent. |