



ORNAPAPER BERHAD

Company No: 200201006032 (573695-W)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS

EIGHTEENTH ANNUAL GENERAL MEETING OF ORNAPAPER BERHAD

Date : **Friday, 24 July 2020**
Time : **10.30 a.m.**
Venue of Meeting : **Function Room 1, Level 2, Holiday Inn Melaka, Jalan Syed Abdul Aziz, 75000 Melaka**

COVID-19: PUBLIC HEALTH PRECAUTIONARY MEASURES

The Board of Directors (“Board”) is cognisant of the Covid-19 pandemic as declared by the World Health Organisation which, to-date, is still subsisting. The health and safety of the Company’s members, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise members that necessary steps and measures will be undertaken in holding the Company’s Eighteenth Annual General Meeting (“18th AGM”):

1. In view of the Covid-19 pandemic and further to the “Guidance and FAQs on the Conduct of General Meetings for Listed Issuers” issued by the Securities Commission, members/proxies/corporate representatives who wish to attend the 18th AGM in person **ARE REQUIRED TO PRE-REGISTER (“RSVP”)** with the Company’s share registrar, Tricor Investor & Issuing House Services Sdn Bhd (“Share Registrar”, “Tricor”, or “TIIH”), via the **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 22 July 2020 at 10.30 a.m.** Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at this AGM.

2. VENUE AND SEATING ARRANGEMENT

- As a precautionary measure, the Company reserves the right to limit the number of physical attendees to be accommodated at the venue.
- In order to assist the Company in managing the turnout for the 18th AGM, members/proxies/corporate representatives are required to pre-register with the Company’s share registrar, via the **TIIH Online** website at <https://tiih.online>, if the members/proxies/corporate representatives wish to attend the 18th AGM in person.
- Social distancing would be practised at all times. Members who attend the 18th AGM should maintain at least 1 metre (3 feet) distance between him/herself.
- Seats in the 18th AGM venue would be placed at least one metre (3 feet) apart from one another.

3. OTHER IMPORTANT INFORMATION

- If any of the members/proxies/corporate representatives (“Persons”) have travelled overseas to China (including mainland China, SAR Hong Kong, SAR Macau and Taiwan), Italy, Iran, Korea, Japan and other affected countries in the past 14 days or if a Person is unwell with fever, dry cough, tiredness, sore throat, aches and pains, nasal congestion, runny nose, diarrhea or shortness of breath, they must seek medical attention and quarantine themselves at home. Under such circumstances, the Persons are advised to appoint the Chairman of the meeting as their proxy to attend and vote on their behalf at the AGM.

- Generally, any Persons who:
 - (a) feel unwell before the 18th AGM; or
 - (b) have been placed on quarantine orders or stay-at-home notices; or
 - (c) have a travel history to certain countries/regions in the specified period preceding the 18th AGM, as announced by the Ministry of Health, must not attend the 18th AGM in person, and instead are strongly encouraged to appoint the Chairman of this AGM as their proxy to attend and vote on their behalf at the AGM.
- For Persons who are physically attending the 18th AGM, temperature screening on each Person will be taken during registration and the Persons will be required to sign a health declaration form and provide their travel history and contact details (to facilitate contact tracing, if required) before entering the venue of the 18th AGM.
- As a precautionary measure, the Company reserves the right to deny any Persons with body temperature of above 37.5°C entry into the 18th AGM venue.
- Any Persons attending the 18th AGM physically should wear a face mask in advance and throughout the 18th AGM and practice proper self-sanitisation, including the use of hand sanitisers.

4. **INDIVIDUAL MEMBERS**

- All Members who intend to attend the 18th AGM in person **ARE REQUIRED TO PRE-REGISTER (“RSVP”)** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by **Wednesday, 22 July 2020 at 10.30 a.m.** Kindly refer to the RSVP procedures below.

Members who are unable to attend the 18th AGM and who wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on your behalf by indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

5. **CORPORATE MEMBERS**

- Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the 18th AGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Wednesday, 22 July 2020 at 10.30 a.m.**
- Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Wednesday, 22 July 2020 at 10.30 a.m.** to attend and vote at the 18th AGM.
- **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the 18th AGM must request his/her proxy/attorney/corporate representative to submit their RSVP at TIIH Online website at <https://tiih.online>.**
- If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 18th AGM you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

6. **PRE-REGISTER (“RSVP”) PROCEDURES**

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the 18th AGM are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE AGM DAY		
(a)	Register as a user	<ul style="list-style-type: none"> • Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial

	with TIIH Online	<p>guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your RSVP to attend AGM	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Thursday, 25 June 2020 up to 10.30 a.m. Wednesday, 22 July 2020. Login with your user ID and password and select the corporate event: “(REGISTRATION) ORNAPAPER 18TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert the CDS account number and indicate the number of shares. Submit to register your physical attendance. System will send an e-mail to notify that your registration to attend the AGM physically is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 16 July 2020, the system will send you an e-mail to notify if your registration is approved or rejected. For members who have registered to attend the AGM physically, the system will email an e-passcode slip. Print the passcode slip and bring it along with you to the AGM.

7. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the 18th AGM in order to ensure social distancing and as a measure to reduce crowds in accordance with the Covid-19 guidelines by the Ministry of Health.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

8. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **16 July 2020** shall be entitled to attend, speak and vote at the 18th AGM or appoint proxies to attend and/or vote on his/her behalf.

9. PROXY

- If you are unable to attend the meeting on 24 July 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 22 July 2020 at 10.30 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
- You may submit your Proxy Form to Tricor by fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com. However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time

appointed for holding the 18th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

10. ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "ORNAPAPER 18TH AGM - Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.

11. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 18th AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Wednesday, 22 July 2020 at 10.30 a.m.** The Board will endeavor to answer the questions received at the 18th AGM.

12. POLL VOTING

- The Voting at the 18th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of voting and NeedsBridge Advisory Sdn. Bhd. as Scrutineers to verify the poll results.
- During this AGM, the Chairman will invite the Poll Administrator to brief on the Voting procedures. The voting session will commence as soon as the Chairman calls for the poll to be opened.
- Upon completion of the voting session for the 18th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

13. ANNUAL REPORT 2019

- The Company's Annual Report 2019 is available at the Company's website at http://ornapaper.com/Ornapa/Bursa_Report.asp
- You may request for a printed copy of the Annual Report 2019 at <https://tiih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services". Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

14. REGISTRATION

1. Registration will start at 9.15 a.m. in Function Room 1, Level 2, Holiday Inn Melaka, Jalan Syed Abdul Aziz, 75000 Melaka.
2. Please present your original MyKad/passport to the registration staff for verification.
3. Upon verification, you are required to write your name, mobile contact and sign the Attendance list placed on the registration table.
4. You will be given an identification wristband for the purpose of voting at this AGM.
5. You must wear the identification wristband throughout the AGM as no person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
6. 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 wristband to enter the meeting hall.
7. No person will be allowed to register on behalf of another person even with the original Mykad/passport of the other person.

15. HELP DESK

1. Please proceed to the Help Desk for any clarification or queries apart from registration details.
2. The Help Desk will also handle revocation of proxy's appointment.

16. RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 18th AGM is allowed.

17. ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact Persons : Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com
: Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com
: Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com