



ORNAPAPER BERHAD

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

REVISED ADMINISTRATIVE GUIDE

NINETEENTH (19th) ANNUAL GENERAL MEETING (“AGM” OR “MEETING”) OF ORNAPAPER BERHAD (“ORNAPAPER” OR “THE COMPANY”)

Date : **Friday, 11 June 2021**
Time : **10.30 a.m.**
Online Meeting : <https://tiih.online>
Platform

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 19th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“TIIH”) via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 19th AGM must ensure that the duly executed Proxy Form or other instruments of appointment are deposited at the Company’s Share Registrar at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Counter, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or by electronic lodgement via **TIIH Online** website at <https://tiih.online> not later than **10.30 a.m. on Wednesday, 9 June 2021**.

Corporate representatives of corporate members must deposit their original or duly certified certificate of appointment of corporate representative at the Company’s Share Registrar’s office not later than **10.30 a.m. on Wednesday, 9 June 2021** to participate via RPV in the 19th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Company’s Share Registrar’s Office not later than **10.30 a.m. on Wednesday, 9 June 2021** to participate via RPV in the 19th AGM.

A member who has appointed a proxy or attorney or authorised representative to participate at the 19th AGM via RPV must request his/her proxy to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>.

As the 19th AGM of Ornapaper is a fully virtual meeting, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.

PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

Members/proxies/corporate representatives/attorneys who wish to participate at the 19th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE DAY OF 19TH AGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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 request to attend 19 th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Monday, 31 May 2021 until the day of 19th AGM on Friday, 11 June 2021. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 19th AGM to ascertain their eligibility to participate the 19th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) ORNAPAPER 19TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 3 June 2021, the system will send you an e-mail after 9 June 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
ON THE DAY OF THE 19TH AGM (FRIDAY, 11 JUNE 2021)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 19th AGM at any time from 9.30 a.m., i.e. one (1) hour before the commencement of the 19th AGM on Friday, 11 June 2021 at 10.30 a.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) ORNAPAPER 19TH AGM” to engage in the proceedings of the 19th AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the 19th AGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the meeting.

(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 10.30 a.m. on Friday, 11 June 2021 until a time when the Chairman announces the completion of the voting session of the 19th AGM. • Select the corporate event: “(REMOTE VOTING) ORNAPAPER 19TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 19th AGM, the live streaming will end.

Note to users of the RPV:

1. Should your application to join the 19th AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the 19th AGM will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution of door gifts or food vouchers** for the 19th AGM as the meeting is conducted on a fully virtual basis.

We would like to thank our members for your kind cooperation and understanding during these challenging times.

GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the **ROD as at 3 June 2021** shall be entitled to attend, speak and vote at the 19th AGM or appoint proxies to attend and/or vote on his/her behalf.

APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

- The 19th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 11 June 2021, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- Accordingly, Proxy Form and/or document relating to the appointment of proxy/corporate representative/attorney for the 19th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Wednesday, 9 June 2021 at 10.30 a.m.:**

(i) In Hard Copy:

By hand or post to the Company's Share Registrar's Office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia 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, Malaysia not less than forty-eight (48) hours before the time appointed for holding the 19th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

(ii) By Electronic Form:

All members can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
i. <u>Steps for Individual Members</u>		
(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" select "Create Account by Individual Holder". Please do refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. 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 19TH 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.
ii. <u>Steps for Corporation or Institutional Members</u>		

(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online • Select the corporate event: “ORNAPAPER 19TH AGM – Submission of Proxy Form”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data. • Proceed to upload the duly completed proxy appointment file. • Select “Submit” to complete your submission. • Print the confirmation report of your submission for your record.

POLL VOTING

- The voting at the 19th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Members can proceed to vote on the resolutions at any time from the commencement of the 19th AGM at **10.30 a.m. on Friday, 11 June 2021** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to the note above, “Procedures for RPV” for guidance on how to vote remotely from the **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 19th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTION(S) TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 19th AGM via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **10.30 a.m. on Wednesday, 9 June 2021**. The Board will endeavour to answer the questions received at the 19th AGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 19th AGM is allowed.

COMMUNICATION GUIDANCE

Members are advised to check the Company's website at <http://ornapaper.com> and announcements from time to time for any changes to the administration of the 19th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

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