



ORNAPAPER BERHAD

Registration No. 200201006032 (573695-W)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20TH AGM” or “AGM”)

Day & Date : Friday, 10 June 2022
Time : 10:30 a.m.
Venue : Function Room 2, Level 2, Holiday Inn Melaka, Jalan Syed Abdul Aziz, 75000 Melaka, Malaysia

As the COVID-19 situation continues to evolve, Ornapaper Berhad (“Ornapaper” or the “Company”) will closely monitor the situation and reserves the rights to take further measures as appropriate up to the day of the 20th AGM of the Company, in accordance with the guidelines and/or standing operating procedure issued by the Malaysian Government and other relevant authorities in order to minimise any risk to shareholders and others attending the AGM.

The Company would like to thank all participants for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the COVID-19 pandemic.

The Company may make necessary changes to the arrangements of the 20th AGM at short notice.

Do refer to the Company’s website at <https://ornapaper.com/annual-general-meeting/> and Bursa Malaysia Securities Berhad’s website at [https://www.bursamalaysia.com/market information/announcements](https://www.bursamalaysia.com/market_information/announcements) for the latest updates on the status of the 20th AGM from time to time.

MEASURES TO MINIMISE RISKS OF COVID-19 INFECTION

In view of the COVID-19 pandemic, your safety remains our utmost priority. The following steps will be taken for participants who will be attending the AGM in order to minimise the risk of spreading the COVID-19 virus:

TEMPERATURE CHECK, HEALTH DECLARATION FORM, FACE MASK, SOCIAL DISTANCING AND SEATING ARRANGEMENT

- 1) **Only fully vaccinated Attendees** (referring, in a collective sense, to members / proxies / corporate representatives / attorneys / management personnel / invited guests) **ARE ALLOWED** to attend the 20th AGM.
- 2) The Attendees are required to show their fully vaccinated status through their MySejahtera app and undergo a temperature screening.
- 3) All Attendees attending the 20th AGM will be required to conduct a COVID-19 test using a self-testing kit or alternatively, PT-PCR or RTK swab test at any health facility within 48 hours before the date of the AGM at their own cost. The negative results must be presented at the registration counter.
- 4) Any person with a body temperature of more than 37.5°C and/or exhibit flu-like symptoms will not be allowed to attend the 20th AGM. Participants who are feeling unwell are strongly advised not to attend the 20th AGM.
- 5) Attendees are advised to arrive early at the meeting venue given that the above measures may cause delay in the registration process. Participants who are feeling unwell are strongly advised not to attend the 20th AGM.

- 6) All Attendees must practice proper hygiene including the use of hand sanitisers provided by the Company and are required to wear a face mask at all time.
- 7) To enhance social distancing measures, the seats allocated for Attendees at the 20th AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operations procedure provided by the Malaysian Government and/or relevant authorities from time to time.

REGISTRATION ON THE DAY OF 20TH AGM

- 1) Registration will commence at 9:30 a.m. and shall remain open until the conclusion of the 20th AGM or such other time as may be determined by Chairman of the meeting. Please read the signage to ascertain the registration area and proceed for registration.
- 2) Please present your original National Registration Identity Card (NRIC) or Passport (for foreign member) to the registration staff for verification. Please ensure your NRIC or Passport is returned to you after registration.
- 3) Upon verification and registration:
 - o please sign on the attendance list and an identification wristband will be provided at the registration counter;
 - o if you are attending the 20th AGM as a member as well as a proxy, you will be registered once and will only be given one identification wristband; and
 - o no person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event that you lose/misplace the identification wristband.
 - o a polling form will be given to you thereafter. There will be no replacement should you lose or misplace the polling form;
 - o you may proceed to the meeting venue thereafter.
- 4) Registration must be done in person. Please also note that you will not be allowed to register on behalf of another person even with the original NRIC or Passport of that other person.

PROXY

- 1) A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Form of Proxy in accordance with the notes and instructions printed therein.
- 2) The Form of Proxy is not required if you are attending the meeting.
- 3) If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the Registration Counter to revoke the appointment of your proxy.
- 4) Please ensure that the duly completed original Form of Proxy is deposited at the Company's Share Registrar's office at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor, Malaysia not less than forty-eight (48) hours before the meeting time. No proof of despatch of Form of Proxy will be entertained.

NO REFRESHMENT NOR DOOR GIFT

There will be no refreshment nor door gift provided at the 20th AGM.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining who shall be entitled to attend the 20th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **1 June 2022** and only a depositor whose name appears on such Record of Depositors shall be eligible to attend the 20th AGM.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 20th AGM proceedings is allowed without the prior written permission of the Company.

The Company and its subsidiaries, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives, attorneys or any other party arising out of or in connection with any of them being infected with COVID-19 and/or suffering any losses arising out of or in connection with attendance at the 20th AGM and/or measures undertaken by the Company in the Company's sole discretion in response to the COVID-19 pandemic.

ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays): -

SHARE REGISTRAR – Aldpro Corporate Services Sdn. Bhd.

Telephone No.: +603 7890 0638

Fax No.: +603 7890 1032

Email Address: admin@aldpro.com.my