

## ADMINISTRATIVE NOTES FOR THE CONDUCT OF THE 2020 ANNUAL GENERAL MEETING (“AGM”)

### 1. Safety measures in light of the COVID-19 pandemic

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 shareholders, Directors, staff and other stakeholders is of paramount concern for the Company. In view of the foregoing, the Company wishes to advise shareholder that necessary steps and measures will be undertaken in holding the Company’s 2020 AGM:

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, shareholders/proxies/corporate representatives who wish to attend the 2020 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 **Monday, 24 August 2020 at 9.00 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.

For the conduct of the 2020 AGM, the Company wishes to advise the shareholders that the Company will be taking precautionary measures in line with the Standard Operating Procedures (“SOP”) issued by Majlis Keselamatan Negara (“MKN”) dated 16 June 2020 and any revisions that may be made from time to time by MKN and/or the relevant authorities.

If any of the attendees (“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.

All attendees will be required to wear face mask in advance and throughout the 2020 AGM and practice proper self-sanitisation (including the use of hand sanitisers), undergo temperature check and make a health declaration prior to entering the meeting venue. The Company and/or Corus Paradise Resort Port Dickson reserves the right to deny entry to anyone with a temperature of 37.5 degrees Celsius or higher and/or showing symptoms of respiratory illness such as coughing and sneezing.

In accordance with the SOP dated 16 June 2020, only attendees aged 18 to 60 years are permitted to participate in meetings and the maximum attendees allowed is 250. The capacity of the meeting venue must be sufficient to allow seating arrangement with social distancing of one metre.

Therefore, if you are unwell or do not fall in the age bracket above, you are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote on your behalf at the 2020 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 2020 AGM, shareholders/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 shareholders/proxies/corporate representatives wish to attend the 2020 AGM in person.

Social distancing would be practised at all times. Shareholders who attend the 2020 AGM should maintain at least 1 metre (3 feet) distance between him/herself.

Seats in the 2020 AGM venue would be placed at least one metre (3 feet) apart from one another.

## 3. Individual Shareholders

All Shareholders who intend to attend the 2020 AGM in person **ARE REQUIRED TO PRE-REGISTER ("RSVP")** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by **Monday, 24 August 2020 at 9.00 a.m.** Kindly refer to the RSVP procedures below.

Shareholders who are unable to attend the 2020 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.

## 4. Corporate Shareholders / Power of Attorney

Corporate shareholders who wish to appoint corporate representatives instead of a proxy to attend and vote at the 2020 AGM, must deposit their **Original or Duly Certified** certificate of appointment of corporate representative to Tricor not later than **Monday, 24 August 2020 at 9.00 a.m.**

Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Monday, 24 August 2020 at 9.00 a.m.** to attend and vote at the 2020 AGM.

**A shareholder who has appointed a proxy/attorney/corporate representative to attend and vote at the 2020 AGM must request his/her proxy/attorney/corporate representative to submit their RSVP at TIIH Online website at <https://tiih.online>.**

If a corporate shareholder (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the 2020 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.

## 5. Pre-registration ("RSVP") to attend the AGM

Pursuant to the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 18 June 2020,

shareholders are required to register ahead of the 2020 AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants.

Please read and follow the procedures to pre-register your physical attendance at the 2020 AGM via the TIIH Online website at <https://tiih.online> :

	Procedure	Action
<b>BEFORE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your RSVP to attend AGM	<ul style="list-style-type: none"> <li><b>Registration is open from 9.00 a.m. Tuesday, 30 June 2020 up to 9.00 a.m. Monday, 24 August 2020.</b></li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) CHINA OUHUA 2020 AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert the CDS account number and indicate the number of shares.</li> <li>Submit to register your physical attendance.</li> <li>System will send an <b>e-mail to notify</b> that your registration to attend the 2020 AGM physically is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>17 August 2020</b>, the system will send you an <b>e-mail to notify</b> if your registration is approved or rejected.</li> <li>For shareholders who have registered to attend the 2020 AGM physically, the system will email an e-passcode slip. Print the passcode slip and bring it along with you to the 2020 AGM.</li> </ul>

## 6. Eligibility to attend based on the Record of Depositors

Only a shareholder whose name appears on the Record of Depositor as at **17 August 2020** shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

## 7. Annual Report 2019

The Company’s Annual Report 2019 is available at the Company’s website at <http://www.ouhuawine.com/Investor-Relations.html>

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.

## 8. Registration on the day of the 2020 AGM

Registration will start at 7.45 a.m. at the Linggi Hall, Corus Paradise Resort Port Dickson, 3.5 km Jalan Pantai, 71000 Port Dickson, Negeri Sembilan.

Original MyKad or passport is required to be presented during registration for verification.

Upon verification of your MyKad or passport and signing of attendance list, you will be given an identification wristband printed with passcode to enter the meeting room and cast your vote during the polling session. There will be no replacement of wristband in the event that it is lost or misplaced.

Please note that you will only be allowed to enter the meeting hall if you are wearing the identification wristband.

If you are attending the meeting as a shareholder as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.

You will not be allowed to register on behalf of another person even with the original MyKad or passport of that person.

Please vacate the registration area immediately after registration to prevent congestion. If you have any enquiry, please proceed to the Help Desk counter located near the registration area.

## 9. Help Desk

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

## 10. Door Gifts / Food Voucher / Refreshment

There will be **NO distribution of door gifts or food vouchers or refreshment** at this 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.

## 11. Appointment of Proxy

A shareholder who is unable to attend the 2020 AGM on 26 August 2020 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. 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.

For individual shareholders, you have the option of submitting the proxy form electronically via TIIH Online at <https://tiih.online>. Please follow the procedures to submit your proxy form electronically which are summarised below:

	Procedure	Action
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li><li>If you are already a user with TIIH Online, you are not</li></ul>

		required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“CHINA OUHUA 2020 AGM – Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the proxy form for your record.</li> </ul>

The last date and time for lodging the proxy form is **Monday, 24 August 2020 at 9.00 a.m.**

#### 12. Pre-Meeting submission of questions to the Board of Directors

Shareholders may submit questions for the Board in advance of the 2020 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 **Monday, 24 August 2020 at 9.00 a.m.** The Board will endeavour to answer the questions received at the AGM.

#### 13. Poll Voting

The Voting at the 2020 AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

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 2020 AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

#### 14. Communication Guidance

Shareholders are advised to check the Company's website at [www.ohuawine.com.my](http://www.ohuawine.com.my) and announcements from time to time for any changes to the administration of the 2020 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.

#### 15. Recording or Photography

Strictly **NO** unauthorised recording or photography of the proceedings of the 2020 AGM is allowed.

## 16. Enquiry

If you have any enquiries prior to the meeting, you may contact the Share Registrar at:

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b>		<b>Telephone Number</b>
Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	<i>General Line</i>	603-2783 9299
	<i>Mr. Jake Too</i>	603-2783 9285
	<i>Ms. Vivien Khoh</i>	603-2783 9091
	<i>Mr. Alven Lai</i>	603-2783 9283
	<i>Fax Number</i>	603-2783 9222
	<i>Email</i>	is.enquiry@my.tricor global.com