



OXFORD INNOTECH BERHAD
Registration No. 202101035217 (1435517-T)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FIFTH (“5TH”) ANNUAL GENERAL MEETING (“AGM”)

Date and Time : Wednesday, 24 June 2026 at 9.00 a.m.
Venue : Mezza Room, Level 2, Iconic Hotel, 71, Jalan Icon City, Icon City, 14000 Bukit Mertajam, Penang

1. ELIGIBILITY TO ATTEND

Only a shareholder whose name appears in the Record of Depositors of Oxford Innotech Berhad (“the Company”) as at 15 June 2026 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

2. MEETING REFRESHMENTS

Light refreshments will be served at the foyer area prior to the 5th AGM.

3. NO DOOR GIFTS OR VOUCHERS

There will be NO distribution of door gifts or vouchers.

4. REGISTRATION ON THE DAY OF THE 5TH AGM

Registration will commence at 8.00 a.m. and will remain open until the conclusion of the 5th AGM or such time as may be determined by the Chairman of the meeting.

All attendees are required to present their original MyKad or passport for verification during registration. Registration on behalf of another person is not permitted, even with that person’s original MyKad or passport.

Upon verification of your MyKad or passport and signing of the attendance list, you will be issued an identification wristband for entry into the meeting hall. No replacement wristband will be provided in the event it is lost or misplaced.

Please note that entry into the meeting hall is strictly restricted to attendees wearing the identification wristband.

5. POLL VOTING

Voting at the 5th AGM will be conducted by way of poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct poll voting electronically (e-voting) via the Vistra Share Registry and IPO (MY) portal (“the Portal”). Independent Scrutineers will be appointed to verify the poll results.

During the 5th AGM, the Chairman will invite the Poll Administrator to brief attendees on the poll voting procedures.

Upon completion of the voting session at the 5th AGM, the Independent Scrutineers will verify the poll results, which will then be announced by the Chairman, followed by the Chairman’s declaration as to whether the resolutions have been carried.

6. APPOINTMENT OF PROXY

Shareholders may appoint the Chairman of the Meeting as their proxy and indicate their voting instructions in the Proxy Form.

If you wish to participate in the 5th AGM in person, please do not submit any Proxy Form. You will not be allowed to attend the 5th AGM together with a proxy appointed by you.

Accordingly, the Proxy Form and/or documents relating to the appointment of a proxy/attorney for the 5th AGM, whether in hard copy or by electronic means, must be deposited or submitted in the manner set out below and received by the Company not less than forty-eight (48) hours before the time appointed for holding the 5th AGM or any adjournment thereof, i.e. **not later than Monday, 22 June 2026 at 9.00 a.m.:**

(i) In hard copy form

To be deposited with the Company's Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd., 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 drop-in box located at at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(ii) By electronic means

The procedures for lodging your Proxy Form electronically via the Portal at <https://srmy.vistra.com> are set out below:

Procedure	Action
i. <u>Steps for Individual Shareholders</u>	
Register as a User at the Portal	<ul style="list-style-type: none"> Visit the website at https://srmy.vistra.com. Click "Register" and select "Individual Holder", then complete the New User Registration Form. For guidance, you may refer to the tutorial guide available on the homepage. Once registration is completed, you will receive an email notification to verify your registered email address. After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved. Upon receiving the confirmation email, activate your account by creating a password. <p><i>(If you are an existing user with the Portal or had registered with TIH Online portal previously, you are not required to register again. You will automatically receive a notification once the remote participation is available for registration at the Portal.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login to the Portal with your email address and password. Select the corporate event: "OXFORD INNOTECH BERHAD 5TH AGM". Navigate to the 3 dots at the end of the corporate event and choose "SUBMISSION OF PROXY FORM". Read and agree to the Terms and Conditions and confirm the Declaration. Indicate the total number of shares assigned to your proxy(ies) to vote on your behalf. Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman of the meeting as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Print the proxy form for your record.

6. APPOINTMENT OF PROXY (CONT'D)

Procedure	Action
ii. Steps for Corporation or Institutional Shareholders	
Register as a User at the Portal	<ul style="list-style-type: none"> Visit the website at https://srmy.vistra.com. Click "Register" and select "Representative of Corporate Holder", then complete the New User Registration Form. Complete the registration form with your personal details and upload the required documents. Once registration is completed, you will receive an email notification to verify your registered email address. After verification, your registration will be reviewed and approved within two (2) working days. A confirmation email will be sent once approved. Upon receiving the confirmation email, activate your account by creating a password. <p><i>Note: The representative of a corporation or institutional shareholder 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>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to the Portal at https://srmy.vistra.com with your email address and password. Select the corporate event: "OXFORD INNOTECH BERHAD 5TH AGM" Navigate to the icon ">" at the end of the corporate event. Read and agree to the Terms & Conditions and confirm the Declaration. Select the corporate holder's name. Proceed to download the submission file. Prepare the file for the appointment of proxy(ies) by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select "Confirm" to complete your submission. Print the confirmation report of your submission for your record.

7. NO RECORDING OR PHOTOGRAPHY

By participating at the 5th AGM, you agree that no part of the 5th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

8. OTHER INFORMATION FOR ATTENDEES AT THE 5TH AGM

Parking bays are available at Iconic Hotel. Kindly use Touch 'n Go (with minimum RM25.00 card balance), debit or credit card to enter the parking bay as it is a cashless payment system.

Although the wearing of face mask in an enclosed area is now optional, you are encouraged to wear your face mask throughout the meeting session.

9. ENQUIRY

If you have any enquiries on the above, please contact the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at 03 - 2783 9299 or via email at is.enquiry@vistra.com during office hours from 9.00 a.m. to 5.30 p.m., Mondays to Fridays (except public holidays).

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.