

KODA LTD

(Incorporated in the Republic of Singapore)
(Company Registration Number 198001299R)

ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD BY WAY OF ELECTRONIC MEANS ON FRIDAY, OCTOBER 28, 2022 AT 10.00 A.M.

1. **Date, time and conduct of AGM.** The annual general meeting (“**AGM**”) of Koda Ltd (the “**Company**”) will be convened and held by electronic means on Friday, October 28, 2022 at 10.00 a.m. to transact the business set out in the Notice of AGM.
2. **No personal attendance at AGM.** The Company has decided that the forthcoming AGM will be held by way of electronic means and Shareholders will not be able to attend the AGM in person.
3. **Participation at the AGM.** Alternative arrangements have been made by the Company to allow Shareholders to participate at the AGM via electronic means. Such alternative arrangements include:
 - (a) arrangements by which Shareholders may electronically access the proceedings of the AGM and observe and/or listen to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream;
 - (b) arrangements by which Shareholders may submit comments, queries and/or questions to the chairman of the AGM (the “**Chairman of the AGM**”) in advance of, or live at, the AGM;
 - (c) arrangements by which the Board and the Management may address substantial and relevant comments, queries and/or questions in advance of, or live at, the AGM; and
 - (d) arrangements by which Shareholders themselves or their duly appointed proxies (other than the Chairman of the AGM) may vote live at the AGM via electronic means or Shareholders may appoint the Chairman of the AGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM.

Details of the steps for pre-registration for the live audio-visual webcast or live audio-only stream, submission of comments, queries and/or questions in advance of, or live at, the AGM, address of substantial and relevant comments, queries and/or questions in advance of, or live at, the AGM and voting live at the AGM by the Shareholders themselves or their duly appointed proxies (other than the Chairman of the AGM) via electronic means or appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM are set out in the **Appendix** to this announcement.

4. **Persons who hold shares through relevant intermediaries.** Persons who hold shares of the Company through relevant intermediaries (as defined in section 181 of the Companies Act 1967), including CPF and SRS investors, and who wish to participate in the AGM by:
 - (a) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream;
 - (b) submitting comments, queries and/or questions to the Chairman of the AGM in advance of, or live at, the AGM; and/or
 - (c) voting “live” via electronic means at the AGM or appointing the Chairman of the AGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective Agent Banks/SRS operators) through which they hold such shares by 5.00 p.m.

(Singapore Time) on Monday, October 17, 2022 in order for the necessary arrangements to be made for their participation in the AGM.

5. **AGM Resources.** There are no printed copies of the Notice of AGM, the FY2022 Annual Report and the Proxy Form to be sent to Shareholders. The Notice of AGM, the FY2022 Annual Report and the Proxy Form may be accessed at the Company’s website at the URL <http://www.kodaonline.com/> by clicking on the tab titled “Investor Relation” and selecting the hyperlink titled “Announcements” and will also be made available on SGXNET at the URL <https://www.sgx.com/securities/company-announcements>. A copy of this announcement (the “**AGM Alternative Arrangements Announcement**”) may be accessed at the Company’s website, and will also be made available on SGXNET.
6. **Key dates and times.**

Key dates	Actions
By 5.00 p.m. (Singapore Time) on Monday, October 17, 2022	Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective Agent Banks/SRS operators to submit their votes.
By 10.00 a.m. (Singapore Time) on Friday, October 21, 2022	Deadline for Shareholders to submit comments, queries and/or questions in advance of the AGM.
By 10.00 a.m. (Singapore Time) on Tuesday, October 25, 2022	Deadline for Shareholders to : (a) pre-register for the live audio-visual webcast or live audio-only stream; and (b) submit the completed and signed Proxy Forms.
By 10.00 a.m. (Singapore Time) on Thursday, October 27, 2022	Shareholders, who have pre-registered for the live audio-visual webcast or live audio-only stream who have been verified by the Company’s Share Registrar, will receive an email which will contain instructions to access the live audio-visual webcast or the telephone number to access the live audio-only stream (the “ Confirmation Email ”). Shareholders who have pre-registered for the live audio-visual webcast or live audio-only stream but who have not received the Confirmation Email by 10.00 a.m. (Singapore Time) on Thursday, October 27, 2022, should contact the Company’s Share Registrar, In.Corp Corporate Services Pte. Ltd., at shareregistry@incorp.asia .
10.00 a.m. (Singapore Time) on Friday, October 28, 2022	Shareholders may participate at the AGM via electronic means by: (a) accessing the URL in the Confirmation Email and following the instructions to access the live audio-visual webcast; or (b) calling the telephone number to access the live audio-only stream.

7. **Important reminder. Shareholders should check the Company's website at the URL <http://www.kodaonline.com/> for the latest updates on the status of the AGM. Such updates will also be made available on SGXNET at the URL <https://www.sgx.com/securities/company-announcements>.**

The Company would like to thank all Shareholders for their patience and co-operation in enabling the Company to hold its AGM via electronic means.

By Order of the Board of Directors of
Koda Ltd

James Koh Jyh Gang
Executive Chairman and Chief Executive Officer

October 13, 2022

Appendix

Steps for pre-registration, pre-submission of questions and voting at the AGM

Shareholders may electronically access the proceedings of the AGM and observe and/or listen to the live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit comments, queries and/or questions to the Chairman of the AGM in advance of, or live at, the AGM and vote live at the AGM via electronic means or submit Proxy Forms to appoint the Chairman of the AGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM.

To do so, Shareholders will need to complete the relevant steps below.

No.	Steps	Details
1.	Pre-registration for the live audio-visual webcast or live audio-only stream	<p>Shareholders must pre-register at the URL https://globalmeeting.bigbangdesign.co/koda2022/ from the date hereof until 10.00 a.m. (Singapore Time) on Tuesday, October 25, 2022 to enable the Company's Share Registrar, In.Corp Corporate Services Pte. Ltd. to verify their status as Shareholders of the Company.</p> <p>Following the verification, authenticated Shareholders will receive an email by 10.00 a.m. (Singapore Time) on Thursday, October 27, 2022 which will contain instructions to access the live audio-visual webcast or the telephone number to access the live audio-only stream (the "Confirmation Email").</p> <p>Shareholders, who have pre-registered for the live audio-visual webcast or live audio-only stream but who have not received the Confirmation Email by 10.00 a.m. (Singapore Time) on Thursday, October 27, 2022 should contact the Company's Share Registrar, In.Corp Corporate Services Pte. Ltd., at shareregistry@incorp.asia.</p>
2.	Submission of comments, queries and/or questions	<p>Submission of comments, queries and/or questions in advance of the AGM. Shareholders may submit comments, queries and/or questions related to the resolutions in the Notice of AGM to the Chairman of the AGM in advance of the AGM in the following manner:</p> <p>(a) By post – Shareholders may submit their comments, queries and/or questions by post to the Company's registered office at 18 Tagore Lane Singapore 787477. Comments, queries and/or questions submitted by Shareholders by post must be accompanied by the Shareholders' full name, address and the manner in which the Shareholder holds Shares in the Company.</p> <p>(b) By electronic means – Shareholders, who have pre-registered for the live audio-visual webcast or live audio-only stream, may submit their comments, queries and/or questions by electronic means at the URL https://globalmeeting.bigbangdesign.co/koda2022/.</p> <p>Shareholders must submit all comments, queries and/or questions by 10.00 a.m. on Friday, October 21, 2022.</p> <p>The Company will endeavour to address all substantial and relevant questions received from Shareholders before the AGM. The Company will publish its responses to comments, queries and/or questions on the Company's website at the URL http://www.kodaonline.com/ and on SGXNET at the URL https://www.sgx.com/securities/company-announcements by 10.00 a.m. (Singapore Time) on Sunday, October 23, 2022 (that is, at least 48 hours prior to the closing date and time for the lodgement of the Proxy Forms).</p> <p>Submission of comments, queries and/or questions live at the AGM. Shareholders and, where applicable, appointed proxies may also ask the Chairman of the AGM questions related to the resolutions in the Notice of AGM, live at the AGM, by submitting via the online platform hosting the live audio-</p>

No.	Steps	Details
		<p>visual webcast and the live audio-only stream. Shareholders and, where applicable, appointed proxies who wish to ask the Chairman of the AGM questions, live at the AGM, must pre-register at the URL https://globalmeeting.bigbangdesign.co/koda2022/ by 10.00 a.m. (Singapore Time) on Tuesday, October 25, 2022.</p> <p>The Company will address all substantial and relevant comments, queries and/or questions received from Shareholders live at the AGM through the live audio-visual webcast and the live audio-only stream.</p> <p>Minutes of the AGM. The Company will publish the minutes of the AGM on the Company's website at the URL http://www.kodaonline.com/ and on SGXNET at the URL https://www.sgx.com/securities/company-announcements within one (1) month after the AGM. The minutes of AGM will include responses from the Board of Directors and the Management to substantial and relevant comments, queries and/or questions received from Shareholders addressed at the AGM during the live audio-visual webcast or live audio-only stream.</p>
3.	Voting at the AGM	<p>Shareholders of the Company (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions in the Notice of AGM may:</p> <p>(a) (where such Shareholders of the Company are individuals) vote live at the AGM via electronic means, or (where such Shareholders of the Company are individuals or corporates) appoint proxies (other than the Chairman of the AGM) to vote live at the AGM via electronic means on their behalf; or</p> <p>(b) (where such Shareholders of the Company are individuals or corporates) appoint the Chairman of the AGM as their proxy to vote on their behalf at the AGM in accordance with the instructions as set out in the relevant Proxy Forms.</p> <p>Voting live at the AGM. Shareholders and, where applicable, appointed proxies who wish to vote live at the AGM must pre-register at the URL https://globalmeeting.bigbangdesign.co/koda2022/ by 10.00 a.m. (Singapore Time) on Tuesday, October 25, 2022. Upon successful verification, authenticated Shareholders will receive the Confirmation Email by 10.00 a.m. (Singapore Time) on Thursday, October 27, 2022, which will contain instructions to vote live at AGM.</p> <p>Submission of Proxy Forms. The Proxy Form must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be lodged with the Company at its registered office at 18 Tagore Lane Singapore 787477; or</p> <p>(b) if submitted by way of electronic means, be submitted via email to the Company's Share Registrar at shareregistry@incorp.asia,</p> <p>in either case, by 10.00 a.m. (Singapore Time) on Tuesday, October 25, 2022 (that is, not less than 72 hours before the time fixed for holding the AGM).</p> <p>A Shareholder who wishes to submit the Proxy Form must first download, complete and sign the Proxy Form, before submitting it by post to the address provided above, or by scanning and submitting it by way of electronic means via email to the email address.</p> <p>Shareholders are strongly encouraged to submit the completed Proxy Forms by way of electronic means.</p>

No.	Steps	Details
		<p>CPF/SRS investors. CPF/SRS investors:</p> <p>(a) may vote live at the AGM via electronic means if they are appointed as proxies by their respective CPF agent banks or SRS operators, and should contact their respective CPF agent banks or SRS operators if they have any queries regarding their appointment as proxies; or</p> <p>(b) may appoint the Chairman of the AGM as proxy, in which case they should approach their respective CPF agent banks or SRS operators to submit their votes by 5.00 p.m. (Singapore Time) on Monday, October 17, 2022 (that is, at least seven (7) working days before the date of the AGM).</p>