

# INNOTEK LIMITED

(Company Registration No. 199508431Z)  
(Incorporated in the Republic of Singapore)

## ANNOUNCEMENT

### ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING TO BE HELD ON 29 APRIL 2021

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#### IMPORTANT NOTICE RELATING TO ANNUAL GENERAL MEETING (“AGM”) AND EXTRAORDINARY GENERAL MEETING (“EGM”)

- (1) NO DESPATCH OF PRINTED COPIES OF –
    - (A) THE ANNUAL REPORT 2020;
    - (B) CIRCULAR TO SHAREHOLDERS;
    - (C) NOTICE OF AGM;
    - (D) NOTICE OF EGM; AND
    - (E) PROXY FORM FOR AGM AND EGM
  - (2) NO PERSONAL ATTENDANCE AT THE AGM AND EGM
  - (3) ALTRNATIVE ARRANGEMENTS TO PARTICIPATE AT THE AGM AND EGM
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#### 1. INTRODUCTION

The Board of Directors (“Board”) of InnoTek Limited (the “Company”) refers to:

- (a) The COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangement for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, teleconferencing or other electronic means.
- (b) The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “Order”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies in Singapore including enabling them to hold meetings on or before 30 June 2021 via electronic means; and
- (c) The joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020), providing additional guidance on the conduct of general meetings amid the evolving COVID-19 situation during the period from 27 March 2020 to 30 June 2021.

2. **Date, time and conduct of AGM and EGM.** The Company is pleased to announce that pursuant to the Order, its AGM and EGM will be convened and held by way of electronic means on **29 April 2021 at 9.30 a.m. and 10.30 a.m. respectively.**

The Company's Board Chairman, Mr. Neal Manilal Chandaria, will preside as Chairman of the AGM and EGM, conduct the proceedings of the AGM and EGM and address relevant and substantial questions (as may be determined by the Company in its sole discretion) which shareholders have submitted in advance.

3. **Notice of AGM and EGM and the respective proxy form.** The Notice of AGM and EGM has been made available at SGXNET as well as the Company's website and the accompanying proxy form will also be available on the Company's website at <http://innotek.listedcompany.com/agmegm2021.html>
4. **No personal attendance at AGM and EGM.** Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM and EGM in person.
5. **Alternative arrangements for participation at the AGM and EGM.** Shareholders may participate at the AGM and/or EGM by:
  - (a) Observing and/or listening to the AGM and/or EGM proceedings via live audio-visual webcast or live audio-only stream;
  - (b) Submitting questions in advance of the AGM and/or EGM and/or
  - (c) Appointing the Chairman of the AGM and EGM as proxy to attend, speak and vote on their behalf at the AGM and/or EGM.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM and/or EGM are set out in the Appendix to this announcement.

6. **Persons who hold shares through relevant intermediaries:**
  - (a) Persons who hold InnoTek Limited shares through relevant Central Provident Fund ("CPF") and Supplementary Retirement Scheme ("SRS") ("CPF/SRS investors") who wish to participate in the AGM and/or EGM by
    - (i) observing and/or listening to the AGM and/or EGM proceedings via "live" audio-and-visual webcast or "live" audio-only stream; and
    - (ii) submitting questions in advance of the AGM and/or EGM, should follow the steps for pre-registration and pre-submission of questions set out in the Appendix. CPF/SRS investors who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit his/her vote by **5.00 p.m. on 19 April 2021**, being 7 working days before the date of the AGM and EGM.
  - (b) Persons who hold InnoTek Limited shares through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM and/or EGM by
    - (i) observing and/or listening to the AGM and/or EGM proceedings via "live" audio-and-visual webcast or "live" audio-only stream;

- (ii) submitting questions in advance of the AGM and/or EGM; and/or
- (iii) appointing the Chairman as proxy to attend, speak and vote on their behalf at the AGM and/or EGM,

should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM and EGM.

7. **Annual Report 2020.** The Annual Report 2020 has been published on the Company’s website and may be accessed at <http://innotek.listedcompany.com/agmegm2021.html>
8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

<b>Key dates</b>	<b>Actions</b>
13 April 2021 (Tuesday)	Shareholders may begin to pre-register at this link: <a href="http://smartagm.sg/innotekagmegm2021">http://smartagm.sg/innotekagmegm2021</a> for live audio-visual webcast/live audio-only stream of the AGM and/or EGM proceedings.
5.00 p.m. on 19 April 2021 (Monday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM and EGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
9.30 a.m. 21 April 2021 (Wednesday)	Submit Questions in advance of the AGM and EGM
9.30 a.m. 26 April 2021 (Monday) <b>for AGM</b>  10.30 a.m. 26 April 2021 (Monday) <b>for EGM</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• Pre-register for live audio-visual webcast/live audio-only stream of the AGM and/or EGM proceedings; and</li> <li>• Submit proxy forms appointing the Chairman of the AGM and EGM as proxy in respect of the resolutions tabled for approval at the AGM and/or EGM.</li> </ul>
1.00 p.m. on 28 April 2021 (Wednesday)	Authenticated shareholders will receive an email which will contain (a) user ID, password details, and the link to access the live audio-visual webcast, as well as (b) a PIN code and the toll-free telephone number to access the live audio-only stream of the AGM and/or EGM proceedings (the “Confirmation Email”).  Shareholders who do not receive the Confirmation Email by 1.00 p.m. on 28 April 2021, but have registered by the 26 April 2021 deadline should

	contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. via email at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a> or via phone at +65 6536 5355 (between 9.00 a.m. to 4.00 p.m. on 28 April 2021).
Date and time of <b>AGM</b> – 9.30 a.m. on 29 April 2021  Date and time of <b>EGM</b> – 10.30 a.m. on 29 April 2021 (Thursday)	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM and/or EGM proceedings; or</li> <li>• Call the toll-free telephone number in the Confirmation Email and key in the PIN code to access the live audio-only stream of the AGM and/or EGM proceedings.</li> </ul>
5.00 p.m. on 10 May 2021 (Monday)	Record date for determining entitlements to first and final dividend, subject to shareholders' approval at the AGM.
25 May 2021 (Tuesday)	Payment date for first and final dividend, subject to shareholders' approval at the AGM.

As the COVID-19 situation continues to evolve, further measures and/or changes to the AGM and EGM arrangements may be made on short notice. Shareholders are advised to regularly check the Company's website at <http://innotek.listedcompany.com/agmegm2021.html> or announcements released on SGXNET for the latest updates on the status of the AGM and EGM.

The Company would like to thank all shareholders for their patience, understanding and co-operation.

**BY ORDER OF THE BOARD**

Linda Sim Hwee Ai  
Company Secretary  
Singapore, 13 April 2021

## APPENDIX

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

Shareholders will be able to observe and/or listen to the AGM and/or EGM proceedings through a live audio-video webcast using their mobile phones, tablets or computers, or live audio-only stream by calling a toll free telephone number, submit questions in advance of the AGM and/or EGM and/or vote by appointing the Chairman of the AGM and EGM as proxy to attend, speak and vote on their behalf at the AGM and/or EGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	<b>Pre-registration</b>	<p><b>Shareholders must pre-register at the pre-registration website at <a href="http://smartagm.sg/innotekagmegm2021">http://smartagm.sg/innotekagmegm2021</a> from 13 April 2021 up to 9.30 a.m. on 26 April 2021 to enable the Company to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by 1.00 p.m. on 28 April 2021 (the "Confirmation Email").</p> <p>Shareholders who do not receive the Confirmation Email by 1.00 p.m. on 28 April 2021, but have registered by the 26 April 2021 deadline should contact the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. via email at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a> or via phone at +65 6536 5355 (between 9.00 a.m. to 4.00 p.m. on 28 April 2021).</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors will not be able to pre-register at <a href="http://smartagm.sg/innotekagmegm2021">http://smartagm.sg/innotekagmegm2021</a> for the "live" broadcast of the AGM and/or EGM. Such investors who wish to participate in the "live" broadcast of the AGM and EGM should instead approach his/her relevant intermediary as soon as possible in order to make the necessary arrangements.</p>
2	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the AGM and/or EGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM and/or EGM.</b></p>

		<p><b>Submission of questions.</b> Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM and/or EGM in advance of the AGM and/or EGM in the following manner:</p> <p>(a) Via the pre-registration website at <a href="http://smartagm.sg/innotekagmegm2021">http://smartagm.sg/innotekagmegm2021</a></p> <p>(b) By post to the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at 50 Raffles Place #32-01 Singapore Land Tower, Singapore 048623; or</p> <p>(c) By email to the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a></p> <p>When sending in their questions by post or email, shareholders are required to provide the Company with the following details to enable the Company to verify the shareholders’ status:</p> <ul style="list-style-type: none"> <li>• Their full name;</li> <li>• Their NRIC No.;</li> <li>• Their address; and</li> <li>• The manner in which they hold shares in InnoTek Limited (e.g. via CDP, CPF or SRS).</li> </ul> <p><b>Deadline to submit questions. <u>All questions must be submitted by 9.30 a.m. on 21 April 2021</u></b></p> <p><b>Addressing questions.</b> The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received.</p> <p><b>Minutes of AGM and EGM.</b> The Company will publish the minutes of the AGM and EGM on SGXNet and the Company’s website within one month after the date of AGM and EGM.</p>
3.	<b>Submit proxy forms to vote</b>	<b>Appointment of Chairman of the AGM and EGM as proxy.</b> Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM and/or EGM proceedings and wish to vote on the resolutions to be tabled for approval at the AGM and/or EGM must appoint the Chairman of the AGM and EGM as their proxy to attend, speak and vote on their behalf at the AGM and/or

		<p>EGM in accordance with the instructions on the proxy form.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the AGM and EGM as their proxy, they must give specific instructions as to voting or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the AGM and EGM as proxy for that resolution will be treated as invalid.</p> <p><b>Submission of proxy form.</b> Proxy form must be submitted in the following manner:</p> <p>(a) If submitted <b>by post, be lodged with the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623;</b> or</p> <p>(b) If submitted electronically, be submitted <b>via email to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at AGM.TeamE@boardroomlimited.com</b></p> <p>In either case, not less than 72 hours before the time set for the meeting.</p> <p>A shareholder who wishes to submit a proxy form must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above.</p> <p><b>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPF or SRS investors who wish to appoint the Chairman of the AGM and EGM as proxy should approach their respective Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 19 April 2021.</b></p>