



KOYO INTERNATIONAL LIMITED
(Company Registration No. 200100075E)
(Incorporated in Singapore)

MINUTES OF ANNUAL GENERAL MEETING

PLACE : "Live" webcast via sg.conveneagm.com/koyointl

DATE : Friday, 26 June 2020

TIME : 2.00 p.m.

PRESENT : As set out in the attendance records maintained by the Company.

IN ATTENDANCE : As set out in the attendance records maintained by the Company.

CHAIRMAN : Mr. Wong Loke Tan

QUORUM

As a quorum was present, the Chairman declared the Annual General Meeting ("**AGM**") open at 2.00 p.m.

INTRODUCTION

The Chairman introduced the Directors present.

NOTICE OF AGM

The notice of the AGM ("**Notice**") convening the meeting was taken as read.

VOTING BY POLL

The Chairman briefed that in view of the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 issued by the Minister of Law on 13 April 2020, shareholders will not be able to vote online at the AGM. Instead, shareholders that wishes to exercise their votes must submit a proxy form to appoint the chairman of the AGM to vote on their behalf. Proxy forms lodged have been checked and were found to be in order.

The Chairman informed that all resolutions to be tabled at the AGM would be voted upon by way of poll. All the motions had been duly voted by the shareholders through the submissions of the Proxy Forms to the Share Registrar and the Scrutineer has verified the counting of all votes casted through the Proxy Forms.

Poh Management Pte Ltd was appointed as scrutineers for the poll. RHT Corporate Advisory Pte. Ltd. was appointed as the polling agent.

SUBMISSION OF QUESTIONS FOR THE AGM

The Chairman informed that based on the information provided in the Notice of the AGM and the accompanying announcement dated 11 June 2020, shareholders will not be able to ask questions at the live webcast AGM. However, the Company had published its responses to substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM, the Company's businesses and operations via SGXNet on 22 June 2020. A copy of the response to substantial and relevant questions from Shareholders is annexed hereto as **Appendix 1**.

ORDINARY BUSINESS:

1. DIRECTORS' STATEMENT AND AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019 – RESOLUTION 1

The meeting proceeded to receive and consider the Directors' Statement and the Audited Financial Statements for the financial year ended 31 December 2019 and the Auditors' Report thereon.

The voting results of the poll for Resolution 1 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

"That the Directors' Statement and the Audited Financial Statements of the Company for the financial year ended 31 December 2019 together with the Auditors' Report thereon be received and adopted."

2. DECLARATION OF A FIRST AND FINAL TAX EXEMPT (ONE-TIER) DIVIDEND FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2019 – RESOLUTION 2

The voting results of the poll for Resolution 2 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

"That the declaration of a First and Final tax exempt (one-tier) Dividend of 0.10 Singapore cents per ordinary share for the financial year ended 31 December 2019 be and is hereby approved."

3. DIRECTORS' FEE FOR THE FINANCIAL YEAR ENDING 31 DECEMBER 2020, PAYABLE QUARTERLY IN ARREARS – RESOLUTION 3

The voting results of the poll for Resolution 3 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	137,668,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“That the payment of the Directors’ fees of S\$120,000 for the financial year ending 31 December 2020, payable quarterly in arrears, be approved for payment.”

4. RE-ELECTION OF MR. YEO GUAT KWANG AS A DIRECTOR – RESOLUTION 4

Mr. Yeo Guat Kwang (“Mr. Yeo”) who was retiring as a Director of the Company in accordance with Regulation 100 of the Company’s Constitution, had signified his consent to continue in office.

Mr. Yeo, upon re-election as a Director of the Company, will remain as an Independent Non-Executive Director, the Chairman of Nominating Committee and a member of the Audit Committee and Remuneration Committee, and is considered independent pursuant to Rule 704(7) of the Listing Manual – Section B: Rules of Catalist of the Singapore Exchange Securities Trading Limited (“**Catalist Rules**”).

The voting results of the poll for Resolution 4 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“That Mr. Yeo Guat Kwang, who retired from office in accordance with Regulation 100 of the Constitution of the Company and being eligible, offered himself for re-election, be and is hereby re-elected as a Director of the Company.”

5. RE-ELECTION OF MS. SERENA LEE CHOOI LI AS A DIRECTOR – RESOLUTION 5

Ms. Serena Lee Chooi Li (“Ms. Serena”) who was retiring as a Director of the Company in accordance with Regulation 100 of the Company’s Constitution, had signified her consent to continue in office.

Ms. Serena, upon re-election as a Director of the Company, will remain as an Independent Non-Executive Director, the Chairman of Remuneration Committee and a member of the Audit Committee and Nominating Committee, and is considered independent pursuant to Rule 704(7) of the Catalist Rules.

The voting results of the poll for Resolution 5 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“That Ms. Serena Lee Chooi Li, who retired from office in accordance with Regulation 100 of the Constitution of the Company and being eligible, offered herself for re-election, be and is hereby re-elected as a Director of the Company.”

6. APPOINTMENT OF MESSRS UHY LEE SENG CHAN & CO AS AUDITORS IN PLACE OF THE RETIRING AUDITORS OF THE COMPANY, MESSRS RT LLP AND TO AUTHORISE THE DIRECTORS OF THE COMPANY TO FIX THEIR REMUNERATION– RESOLUTION 6

The Meeting was informed that Resolution 6 on the Agenda was to appoint Messrs UHY Lee Seng Chan & Co as Auditors of the Company in place of the retiring Auditors of the Company, Messrs RT LLP, to hold office until the conclusion of the next AGM and to authorise the Directors of the Company to fix their remuneration.

The voting results of the poll for Resolution 6 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“That Messrs UHY Lee Seng Chan & Co be appointed as Auditors of the Company in place of the retiring Auditors of the Company, Messrs RT LLP and to hold office until the conclusion of the next Annual General Meeting and that the Directors be authorised to fix their remuneration.”

7. ANY OTHER ORDINARY BUSINESS

There being no other ordinary business to transact, the Meeting proceeded to deal with the Special Business on the Agenda.

SPECIAL BUSINESS:

8. AUTHORITY TO ALLOT AND ISSUE SHARES PURSUANT TO SECTION 161 OF THE COMPANIES ACT, CHAPTER 50 OF SINGAPORE AND RULE 806 OF THE CATALIST RULES – RESOLUTION 7

The Meeting was informed that Resolution 7 on the Agenda was to authorise the Directors to allot and issue shares pursuant to Section 161 of the Companies Act, Chapter 50 of Singapore and Rule 806 of the Catalist Rules.

The voting results of the poll for Resolution 7 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED:**

“That the Directors be and are hereby authorised pursuant to Section 161 of the Companies Act, Chapter 50 of Singapore (“Companies Act”) and Rule 806 of the Catalist Rules of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”)(“**Catalist Rules**”) to:

- (a) (i) allot and issue shares in the capital of the Company (“**Shares**”) by way of rights, bonus or otherwise; and/or
- (ii) make or grant offers, agreements or options (collectively, “**Instruments**”) that might or would require Shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) options, warrants, debentures or other instruments convertible into Shares,
- at any time and upon such terms and conditions and for such purposes and to such persons as the Directors of the Company may in their absolute discretion deem fit; and
- (b) (notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue Shares pursuant to any Instrument made or granted by the Directors of the Company while this Resolution was in force.

PROVIDED ALWAYS that:

- (1) the aggregate number of shares to be issued pursuant to this Resolution (including Shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution) shall not exceed one hundred percent (100%) of the total number of issued Shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of Shares to be issued other than on a pro rata basis to existing shareholders of the Company shall not exceed fifty percent (50%) of the

total number of issued Shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below) or such other limit as may be prescribed by the Catalist Rules as at the date of this resolution in force;

- (2) (subject to the manner of calculation and adjustments as may be prescribed by the SGX-ST) for the purpose of determining the aggregate number of Shares (including Shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution) that may be issued under sub-paragraph (a), the percentage of the total issued Shares shall be based on the total number of issued Shares (excluding treasury shares and subsidiary holdings) at the time this Resolution is passed, after adjusting for:

- (a) new Shares arising from the conversion or exercise of any convertible securities;
- (b) new Shares arising from exercising share options or vesting of share awards which are outstanding and subsisting at the time this Resolution is passed, provided that the share options or share awards (as the case may be) were granted in accordance with Part VIII of Chapter 8 of the Catalist Rules; and
- (c) any subsequent bonus issue, consolidation or subdivision of Shares,

adjustments in accordance with Rule 806(3)(a) or Rule 806(3)(b) of the Catalist Rules are only to be made in respect of new shares arising from convertible securities, share options or share awards which were issued and outstanding or subsisting at the time of the passing of the resolution approving the mandate;

- (3) in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Catalist Rules for the time being in force (unless such compliance has been waived by the SGX-ST), and all applicable legal requirements under the Companies Act and the Constitution for the time being of the Company; and
- (4) the authority conferred by this Resolution shall, unless revoked or varied by the Company in general meeting, continue in force until the conclusion of the Company's next annual general meeting or the date by which the next annual general meeting of the Company is required by law to be held, whichever is earlier."

9. AUTHORITY TO ISSUE SHARES PURSUANT TO THE KOYO INTERNATIONAL SHARE OPTION SCHEME 2011 – RESOLUTION 8

The Meeting was informed that Resolution 8 on the Agenda was to authorise the Directors to allot and issue shares pursuant to the Koyo International Share Option Scheme 2011.

The voting results of the poll for Resolution 8 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“That pursuant to Section 161 of the Companies Act, Chapter 50 of Singapore, the Directors of the Company be authorised and empowered to offer and grant options under the Koyo International Share Options Scheme 2011 (the “KSOS”) and to issue from time to time such number of shares in the capital of the Company (“Shares”) as may be required to be issued pursuant to the exercise of options granted by the Company under the KSOS, whether granted during the subsistence of this authority or otherwise, provided always that the aggregate number of new Shares to be allotted and issued pursuant to the KSOS (including options granted under the KSOS and any other scheme or plan for the time being of the Company), shall not exceed fifteen per cent (15%) of the total number of issued Shares (excluding treasury shares and subsidiary holdings, if any) in the capital of the Company on the date immediately preceding the date of grant of an option; and that such authority shall, unless revoked or varied by the Company in general meeting, continue in force until the conclusion of the next AGM or the date by which the next AGM of the Company is required by law to be held, whichever is earlier.”

10. APPROVAL FOR RENEWAL OF SHARE BUYBACK MANDATE – RESOLUTION 9

The Meeting was informed that Resolution 9 on the Agenda was to approve the renewal of share buyback mandate.

The voting results of the poll for Resolution 9 were as follows:

	Total Votes	Percentage of Total Votes
For the Resolution	138,458,400	100%
Against the Resolution	0	0%

Based on the above result, the Chairman declared the motion carried and it was **RESOLVED**:

“THAT:

(a) for the purposes of Sections 76C and 76E of the Companies Act, the exercise by the Directors of the Company of all the powers of the Company to purchase or otherwise acquire ordinary shares in the capital of the Company ("**Shares**"), not exceeding in aggregate the Maximum Limit (as hereinafter defined), at such price or price(s) as may be determined by the Directors of the Company from time to time up to the Maximum Price (as hereinafter defined), and such purchases and acquisitions of the Shares may be effected by way of:–

- i. Market purchases ("**Market Purchases**") transacted on the SGX-ST's through the ready market trading system or, as the case may be, any other securities exchange on which the Shares may for the time being be listed and quoted, through one or more duly licensed stockbrokers appointed by the Company for the purpose; and/ or
- ii. Off-market purchases ("**Off-Market Purchases**") effected otherwise than on the SGX-ST in accordance with an equal access scheme(s), as may be determined or formulated by the Directors of the Company as they consider fit, which scheme(s) shall satisfy all the conditions prescribed by the Companies Act and the Catalist Rules;

and otherwise in accordance with all other laws and regulations, including but not limited to, the provisions of the Companies Act, the Constitution of the Company and the Catalist Rules as may for the time being, be applicable, be and is hereby authorised and approved generally and unconditionally ("**Share Buyback Mandate**");

(b) any Share that is purchased or otherwise acquired by the Company pursuant to the Share Buyback Mandate shall, at the discretion of the Directors of the Company, either be cancelled or held in treasury and dealt with in accordance with the Companies Act;

(c) unless varied or revoked by the Company in general meeting, the authority conferred on the Directors of the Company pursuant to the Share Buyback Mandate may be exercised by the Directors at any time and from time to time during the Relevant Period (as hereinafter defined) and expiring on the earliest of:

- i the date on which the next annual general meeting is held or required by law to be held;
- ii the date on which the Share Buybacks are carried out to the full extent mandated; or
- iii the date on which the authority contained in the Share Buyback Mandate is varied or revoked by the Shareholders in a general meeting.

(d) for the purposes of this Resolution:

"**Average Closing Price**" means the average of the closing market prices of a Share over the last five days on which the SGX-ST is open for trading in securities ("**Market Days**") and which transactions in the Shares were recorded, immediately preceding the day of the Market Purchase, or as the case may be, the Day of the Making of the offer pursuant to the Off-Market Purchase, and deemed to be

adjusted for any corporate action that occurs during the relevant five-day period and the day on which the purchases are made;

“Date of the Making of the offer” means the day on which the Company announces its intention to make an offer the purchase of Shares from Shareholders, stating the purchase price (which shall not be more than the Maximum Price calculated on the foregoing basis) for each Share and the relevant terms of the equal access scheme for effecting the Off-Market Purchase; and

“Maximum Limit” means ten percent (10%) of the total issued Shares of the Company as at the date of the passing of this ordinary resolution, unless the Company has effected a reduction of the share capital of the Company (other than a reduction by virtue of a share buyback) in accordance with the applicable provisions of the Companies Act, at any time during the Relevant Period (as hereinafter defined) in which event the issued Shares of the Company shall be taken to be the total number of the issued Shares as altered by such capital reduction (the total number of Shares shall exclude any Shares that may be held as treasury shares by the Company from time to time);

“Maximum Price” in relation to a Share to be purchased or acquired, means the purchase price (excluding brokerage, stamp duties, applicable goods and services tax and other related expenses) which shall not exceed:

- (i) in the case of a Market Purchase, 105% of the Average Closing Price of the Shares; and
- (ii) in the case of an Off-Market Purchase, pursuant to an equal access scheme, 120% of the Average Closing Price; and

“Relevant Period” means the period commencing from the date of passing this ordinary resolution and expiring on the earliest of the date on which the next AGM of the Company is held or required by law to be held, the date on which the Share Buybacks are carried out to the full extent of the Share Buyback Mandate or date the Share Buyback Mandate is revoked or varied by the Shareholders in a general meeting;

- (e) the number of Shares which may in aggregate be purchased or acquired by the Company during the Relevant Period shall be subject to the Maximum Limit;
- (f) the Directors of the Company and/or any of them be and are hereby authorised to deal with the Shares purchased by the Company, pursuant to the Share Buyback Mandate in any manner as they think fit, which is permitted under the Companies Act; and
- (g) the Directors of the Company and/or any of them be and are hereby authorised, empowered to complete and do and execute all such things and acts (including without limitation, to execute all such documents as may be required and to approve any amendments, alterations or modifications to any documents), as they and/or he may consider desirable, expedient or necessary to give effect to the transactions contemplated by this ordinary resolution.”

CONCLUSION

There being no other business, the Chairman declared the Annual General Meeting of the Company closed at 2.10 p.m. and thanked everyone for their attendance.

CONFIRMED AS A TRUE RECORD OF PROCEEDINGS HELD

WONG LOKE TAN
CHAIRMAN



KOYO INTERNATIONAL LIMITED

Registration No. 200100075E

(Incorporated in Singapore)

**RESPONSES TO SUBSTANTIAL AND RELEVANT QUESTIONS RECEIVED FROM
SHAREHOLDERS FOR THE 26 JUNE 2020 ANNUAL GENERAL MEETING**

The Board of Directors of Koyo International Limited (“**Company**”) and together with its subsidiaries, collectively known as the “**Group**”) refers to the publishing of its annual general meeting related documents on the SGXNET on 15 April 2020 and 11 June 2020. As at 2pm on 22 June 2020, the Company has received the following questions from shareholders and the Company wishes to provide its responses:

Questions Received from Shareholders:

Q1. How is the COVID-19 situation affecting the Company’s operations?

- A. Although the provision of services in relation to facilities management by the Company is being classified as part of “essential services”, the circuit breaker measures implemented since 7 April 2020 to date have resulted the in Group’s operations being scaled down, including its projects being put on hold. Stringent health and safety distancing measures imposed by the relevant authorities had also affected the construction sector, which has also reduced the Group’s productivity.

Since the onset of the COVID-19 pandemic in Singapore, the Group has also implemented preventive measures including but not limited to regular temperature taking, safe distancing measures, surgical mask are made readily available to employees and employees are required to work from home insofar as practicable.

The Group has resumed its operations after lifting of the circuit breaker measures but is still subject to compliance with stringent measures.

Q2. Do you have any dormitory workers impacted by the coronavirus?

- A. One of the Group’s dormitory worker had been infected with the COVID-19 disease. The related dormitory had been isolated at the time and the worker had since been declared free of the virus and is in good health. The Group continues its proactive efforts by working closely with the government agencies and continues to keep in close contact with all employees to monitor their health, safety and well-being.

By Order of the Board

Koyo International Limited

Foo Suay Wei
Executive Director
22 June 2020

This announcement has been prepared by the Company and its contents have been reviewed by the Company's sponsor, PrimePartners Corporate Finance Pte. Ltd. (the "Sponsor") in accordance with Rules 226(2)(b) and 753(2) of the Singapore Exchange Securities Trading Limited (the "SGX-ST") Listing Manual Section B: Rules of Catalist.

This announcement has not been examined or approved by the SGX-ST. The SGX-ST assumes no responsibility for the contents of this announcement, including the correctness of any of the statements or opinions made or reports contained in this announcement.

The contact person for the Sponsor is Ms. Gillian Goh, Director, Head of Continuing Sponsorship (Mailing Address: 16 Collyer Quay, #10-00, Income at Raffles Singapore 049318 and E-mail: sponsorship@ppcf.com.sg).