

INNOTEK LIMITED

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

26th ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2022

1. **Background.** The Board of Directors 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 arrangements for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing 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**”), and as amended by Covid-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
 - (c) The joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020 (the “**Checklist**”).
 - (d) The Order was amended on 6 April 2021 to extend the alternative meeting arrangements beyond 30 June 2021 (their previous expiry date), until revoked or amended by Ministry of Law. Accordingly, until such time, issuers including the Company may continue to utilise the Checklist to guide entities on the conduct of their general meetings. On 4 February 2022, the SGX RegCo had announced that the Regulation’s Column issued on 16 December 2021 in relation to the expectation of SGX RegCo for the conduct of general meetings form part of the Checklist.
2. **Date, time and conduct of Annual General Meeting (“AGM”).** Pursuant to the Order, the Company has the option to hold a virtual meeting, even where the Company is permitted under safe distancing measures to hold a physical meeting. Due to the current Covid-19 situation and the Company’s efforts to minimise physical interactions and Covid-19 transmission risk to a minimum, the Company is pleased to announce that its AGM will be convened and held by way of electronic means, on **Thursday, 28 April 2022 at 9.30 a.m.**
3. **Annual Report 2021, Notice of AGM and Proxy Form.** Printed copies of the Annual Report 2021, Notice of AGM and Proxy Form (the “**AGM Documents**”) will NOT be sent to members. However, shareholders may access copies of the AGM Documents at the Company’s website at <http://innotek.listedcompany.com/> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.
4. **No personal attendance at AGM.** The Company does not allow real-time remote electronic voting through an electronic voting system to take place at the AGM, a member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.
5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or audio-only means;
 - (b) Submitting questions in advance of the AGM; and
 - (c) Appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.



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

6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company's shares through relevant intermediaries (as defined in section 181 of the Companies Act 1967), other than 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 audio-only means;
 - (b) Submitting questions in advance of the AGM; and
 - (c) Appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

Should contact their relevant intermediary to make arrangements to pre-register on their behalf. The relevant intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address and NRIC/passport number) to the Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at AGM.TeamE@boardroomlimited.com **no later than 9.30 a.m. on Monday, 25 April 2022.**

7. **Important reminder. Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check at the Company's website at <http://innotek.listedcompany.com/> for the latest updates on the status of the AGM.**
8. The Company would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Linda Sim Hwee Ai
Company Secretary
6 April 2022

APPENDIX
Steps for pre-registration, pre-submission or questions and voting at the AGM of
INNOTEK LIMITED
(Company Registration No. 199508431Z)

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or audio-only means via their mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

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

No.	Steps	Details
1.	Pre-registration	<p>Shareholders who wish to observe the AGM proceedings through live audio-visual webcast must pre-register at the pre-registration website below:</p> <p>https://smartagm.sg/innotekagm2022</p> <p>The pre-registration website is open from 9.30 a.m. on 6 April 2022 till 9.30 a.m. on Monday, 25 April 2022 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 5.00 p.m. on Wednesday, 27 April 2022 (the "Confirmation Email") which will contain the login instructions, password, as well as the link to access the Live Webcast and Live Audio Stream of the proceedings of the AGM.</p> <p>Shareholders who do not receive a Confirmation Email by 5.00 p.m. on Wednesday, 27 April 2022 but have registered by Monday, 25 April 2022 deadline, should contact the Share Registrar at +65 65365355 or by email at AGM.TeamE@boardroomlimited.com for assistance.</p> <p>Investors who hold Shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at https://smartagm.sg/innotekagm2022 for the "live" broadcast of the AGM. Such investors who wish to participate in the "live" broadcast of the AGM should instead approach their relevant intermediary as soon as possible in order to make the necessary arrangements.</p>
2.	Submit questions in advance	<p>Submission of questions. As the Company will not be adopting real-time electronic communication facilities to enable questions to be raised and responded to, at the AGM, shareholders are to submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at https://smartagm.sg/innotekagm2022</p>



		<p>The pre-registration website commences from 9.30 a.m. on 6 April 2022.</p> <p>(a) By email. Shareholders may submit their questions via email to AGM.TeamE@boardroomlimited.com.</p> <p>(b) By post. Shareholders may also submit their questions by post to the registered office of the Company at 160 Robinson Road, #24-12 SBF Center, Singapore 068914, by no later than 5.00 p.m. on Wednesday, 13 April 2022.</p> <p>When sending in your questions via the pre-registration website, by email or by post, please also provide us with the following details:</p> <p>(i) Your full name;</p> <p>(ii) Your address; and</p> <p>(iii) The manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS).</p> <p>Deadline to submit questions. All questions must be submitted by 5.00 p.m. on Wednesday, 13 April 2022.</p> <p>Addressing questions. We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on our corporate website and on SGXNET prior to the AGM.</p>
3.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meetings as proxy. Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meetings as their proxy to vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meetings as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy forms, failing which the appointment of the Chairman of the Meetings as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <p>(i) If submitted electronically, be submitted via email to AGM.TeamE@boardroomlimited.com or</p> <p>(ii) Submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 1 Harbourfront Avenue, Keppel Bay Tower #14-07, Singapore 098632.</p> <p>In either case, by no later than Monday, 25 April 2022, 9.30 a.m., being at least 72 hours before the time for holding the AGM.</p>

		<p>A member who wishes to submit an instrument of proxy must first complete and sign the proxy form, before submitting it electronically via email to the email address provided above, or submitting it by post to the address provided above.</p> <p>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.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meetings as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes for the AGM by 5.00 p.m. on Monday, 18 April 2022.</p> <p>Investors who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (other than CPF/SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should approach their respective relevant intermediaries to submit their voting instructions by 5.00 p.m. on Monday, 18 April 2022.</p>
4.	<p>AGM on Thursday, 28 April 2022 at 9.30 a.m.</p>	<p>Follow the instructions in the Confirmation Email to access the live webcast of the AGM proceedings; or</p> <p>Call the telephone number and enter the conference code in the email from the Company to access the live audio-only means of the AGM proceedings.</p>