

## **SAMKO TIMBER LIMITED**

(Incorporated in the Republic of Singapore)

(Company Registration No. 200517815M)

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### **ANNUAL GENERAL MEETING TO BE HELD ON 30 APRIL 2021**

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#### **1. Background**

The board of directors (the “**Board**” or “**Directors**”) of Samko Timber 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**”) which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) The Joint Statement by Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore (MAS) and Singapore Exchange Regulation (“**SGX RegCo**”) issued on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which included a checklist to guide listed and non-listed entities on the conduct of general meetings during the period from 27 March 2020 to 30 June 2021.

#### **2. Date, time and conduct of AGM**

The Company is pleased to announce that pursuant to the Order, its annual general meeting (“**AGM**” or the “**Meeting**”) will be convened and held by way of electronic means on **Friday, 30 April 2021, at 3.00 p.m.**

#### **3. Notice of AGM and proxy form**

The Notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on the Company’s corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> and will also be made available on the SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to shareholders.

#### **4. No personal attendance at AGM**

Due to the prevailing COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM physically in person.

#### **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 “live” audio-only stream;

- (b) submitting of questions in advance in relation to any resolution set out in the Notice of AGM; and
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

## 6. 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, Chapter 50), including Central Provident Fund (“CPF”) and Supplementary Retirement Scheme (“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 of questions in advance in relation to any resolution set out in the Notice of AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM,

should contact the relevant intermediaries (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such shares by **5.00 p.m. on 20 April 2021** in order for the necessary arrangements to be made for their participation in the AGM.

## 7. Annual Report 2020

The Annual Report for the financial year ended 31 December 2020 have been published at the Company’s corporate website at the URL <https://www.sampoernakayoe.co.id/annual-report> by clicking on the hyperlinks “Download” under the “2020” section of “Annual Reports”.

## 8. Minutes of AGM

The minutes of the AGM which will include the responses to substantial and relevant comments or queries from shareholders relating to the agenda of the AGM (if any), will thereafter be published on the Company’s corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> and will also be made available on the SGX’s website at the URL <https://www.sgx.com/securities/company-announcements> within one (1) month after the date of the AGM.

## 9. Key dates/deadlines

In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
15 April 2021 (Thursday)	Shareholders may begin to submit question in advance in relation to any resolution set out in the Notice of AGM via the electronic form or email.

5.00 p.m. on 20 April 2021 (Tuesday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
3.00 p.m. on 23 April 2021 (Friday)	Deadline for shareholders to submit questions in advance.
3.00 p.m. on 28 April 2021 (Wednesday)	Deadline for shareholders to submit proxy forms.
3.00 p.m. on 30 April 2021 (Friday)	Live event of AGM by way of electronic means via “live” audio-visual webcast or “live” audio-only stream.
After 5.06 p.m. on 30 April 2021 (Friday)	Release of the Result of the AGM to Listing Manual of the Singapore Exchange Securities Trading Limited via SGXNet.

#### **10. Important reminder**

Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change the arrangements for the AGM at short notice. Shareholders should check the Company’s corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> or on the SGX’s website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold the AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

#### **BY ORDER OF THE BOARD**

Riko Setyabudhy Handoko  
Executive Director and Chief Executive Officer

15 April 2021

## APPENDIX

### Steps for pre-submission of questions, vote and participating at the AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a “live” audio-visual webcast via their mobile phones, tablets or computers or through a “live” audio-only stream via telephone, submit questions in advance in relation to any resolution set out in the Notice of AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

Steps	Details
<p>Submit questions in advance in relation to any resolution set out in the Notice of AGM</p>	<p><b>Submission of questions.</b> Please note that the audio-visual webcast and audio-only stream are mainly for shareholders to contemporaneously observe the AGM proceeding and hence, shareholders will not be able to ask questions at the AGM “live” during the audio-visual webcast and audio-only stream. Accordingly, it is important for shareholders to submit their questions in advance in relation to any resolution set out in the Notice of AGM to be tabled for approval at the AGM, in the following manner:</p> <p><b>Via electronic form or email.</b> In view of the prevailing COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed question forms by post, shareholders are encouraged to submit the questions:</p> <p>(i) via electronic form at the URL <a href="https://forms.office.com/r/SrbRdjUWYm">https://forms.office.com/r/SrbRdjUWYm</a>; or</p> <p>(ii) via email to the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd (“BCAS”), at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</p> <p>A shareholder who wishes to submit a question form via email must first download accompanied with this announcement or at the Company’s corporate website at the URL <a href="https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/">https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/</a> complete and sign the question form, before scanning and sending it via email to the email address provided above.</p> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>3.00 p.m. on Friday, 23 April 2021</b>. Please take note that the URL <a href="https://forms.office.com/r/SrbRdjUWYm">https://forms.office.com/r/SrbRdjUWYm</a> will be automatically disabled; and email submit by shareholders to the Company’s Share Registrar, BCAS, will be disregarded, after 3.00 p.m. on Friday, 23 April 2021.</p> <p><b>Addressing questions.</b> Management and the Board of the Company will endeavour to address all substantial and relevant questions received from shareholders prior to the AGM by publishing the responses to those questions on the SGX’s website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> and the Company’s corporate website at the URL <a href="https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/">https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/</a>.</p> <p>Where there are any subsequent clarifications or follow-up questions and further questions submitted by shareholders are unable to be addressed prior to, or at, the AGM, the Company will address the substantial and relevant comments or queries relating to any resolution set out in the Notice of AGM subsequent to the AGM being held on the SGX’s website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> and the Company’s corporate website at the URL <a href="https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/">https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/</a>.</p>

<p>Submit proxy forms to vote</p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, 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 Meeting 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 Meeting as proxy for that resolution will be treated as invalid.</p> <p><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be deposited with the Company's Share Registrar, BCAS, at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar, BCAS, at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>,</p> <p>in either case, by <b>3.00 p.m. on Wednesday, 28 April 2021</b> (being not less than forty-eight (48) hours before the time appointed for the AGM).</p> <p>A shareholder who wishes to submit a proxy form must first download accompanied with this announcement or at the Company's corporate website at the URL <a href="https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/">https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/</a> 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>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 Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on Tuesday, 20 April 2021</b>.</p>
<p>Participating AGM at</p>	<p>LIVE EVENT : FRIDAY, 30 APRIL 2021, AT 3:00 P.M.</p> <p>You can watch the live event via audio-visual webcast or audio-stream via telephone line information below:</p> <p>(a) <b>Live audio-visual webcast</b></p> <p>URL:  <a href="https://zoom.us/j/93498270065?pwd=Z1N2NUJtNVhFZVQrc3NUejNqZVBrdz09">https://zoom.us/j/93498270065?pwd=Z1N2NUJtNVhFZVQrc3NUejNqZVBrdz09</a>  Meeting ID: <b>934 9827 0065</b>  Password: <b>397083</b></p> <p>(b) <b>Live audio-only stream</b></p> <p>Toll-free telephone number: +65 3165 1065 or +65 3158 7288 and follow the instruction.</p>