



(Company Registration No. 200415164G)  
(Incorporated in Singapore)  
(the "Company")

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## ANNOUNCEMENT ON ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 28 OCTOBER 2020

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### 1. INTRODUCTION

The Board of Directors ("**Board**") of KOP Limited ("**Company**") refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister of Law by order to prescribe alternative meeting arrangements for, amongst others, listed companies in Singapore to conduct general meetings, either wholly or partly, by 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 issued by the Minister of Law on 13 April 2020, as amended on 14 April 2020, 24 April 2020 and 29 September 2020 and from time to time ("**Alternative Arrangements Order**"), which sets out the alternative arrangements in respect of the conduct of general meetings of, amongst others, listed companies in Singapore including enabling them to hold meetings on or before 30 June 2021 from 27 March 2020 ("**Applicable Period**") via electronic means which they are encouraged to do so ("**Alternative Arrangements**"); and
- (c) the joint statement issued by The Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 1 October 2020 ("**Joint Statement**") together with an updated checklist which was first issued on 13 April 2020 and was updated on 27 April 2020, 22 June 2020 and 1 October 2020 to guide, amongst others, listed companies in Singapore on the conduct of general meetings ("**Checklist**") arising from the COVID-19 situation.

Based on the Joint Statement, compliance with these Alternative Arrangements will be deemed to be compliant with the relevant provisions of written law or legal instrument in respect of which the Alternative Arrangements are made. Listed companies in Singapore, amongst others, that wish to hold general meetings in accordance with the Alternative Arrangements during the Applicable Period are required to conduct their meetings in accordance with the Checklist which incorporates the Alternative Arrangements prescribed in the Alternative Arrangements Order.

### 2. DATE OF ANNUAL GENERAL MEETING

The Board wishes to inform shareholders of the Company ("**Shareholders**") that the Annual General Meeting ("**AGM**") will be held by way of electronic means on Wednesday, 28 October 2020 at 2.00 p.m.. The Company has issued the Annual Report for the financial year ended 31 March 2020 enclosing the Notice of the AGM dated 12 October 2020 ("**Notice of AGM**"), Appendix to the Annual Report in relation to the proposed renewal of the share purchase mandate and the proxy form relating to the AGM (collectively, "**FY2020 AR**").

### 3. NO DESPATCH OF PRINTED COPIES OF DOCUMENTS

In line with the provisions under the Alternative Arrangements Order, no printed copies of the Notice of AGM, the Appendix and the proxy form will be despatched to shareholders. An electronic copy of each of these documents has been made available on:

- (a) the home page of the Company's corporate website at <http://www.koplimited.com> ("**KOP Corporate Website**");
- (b) the website set up for the purposes of the AGM at the following URL: <http://agm.conveneagm.com/koplimited> ("**KOP AGM Website**"); and
- (c) SGX website at <https://www.sgx.com/securities/company-announcements>.

#### 4. ALTERNATIVE ARRANGEMENTS FOR AGM

##### (A) NO PHYSICAL ATTENDANCE

Pursuant to the Alternative Arrangements Order, all Shareholders will not be permitted to attend the AGM in person.

Alternative arrangements are instead put in place to allow all Shareholders to participate in the AGM by:

- (a) watching and/or listening to the AGM proceedings via a “live” webcast. Shareholders who wish to participate as such will have to pre-register in the manner outlined in paragraph 4(B) below;
- (b) submitting questions ahead of the AGM. Please refer to paragraph 4(C) below for further details;
- (c) voting by proxy at the AGM. Please refer to paragraph 4(D) below for further details; and
- (d) Non-Supplementary Retirement Scheme (“**Non-SRS**”) holders whose shares of the Company (“**Shares**”) are registered under Depository Agents (“**DAs**”) must contact their respective DAs to indicate their interest in order for their respective DAs to make the necessary arrangements for them to participate in the “live” webcast of the AGM proceedings.

##### (B) “LIVE” WEBCAST

The AGM proceedings will be conducted via electronic means. Shareholders will be able to watch or listen to the proceedings via a “live” webcast on their mobile phones, tablets or computers.

In order to do the above, Shareholders will have to follow these steps:

- (a) Shareholders (including those who hold their Shares through relevant intermediaries<sup>1</sup>) who wish to watch and/or listen to the “live” webcast must pre-register on the KOP AGM Website (URL: <http://agm.conveneagm.com/koplimited>) and to create an account, no later than 10.00 a.m. on 25 October 2020, being 72 hours before the time appointed for the AGM (“**Registration Deadline**”).

Following authentication of a Shareholder’s status, such Shareholder will receive an email on their authentication status and will be able to access the “live” webcast of the AGM proceedings using the account created.

- (b) Shareholders who have pre-registered by the Registration Deadline but do not receive the aforementioned email by 12:00 p.m. on 27 October 2020 may contact the Company’s Share Registrar by 5.00 p.m. on 27 October 2020 for assistance at the following email address: [rhtcaoscar@rhtcorporate.com](mailto:rhtcaoscar@rhtcorporate.com), with the following details included: (1) the shareholder’s full name; (2) his/her/its identification/company registration number; and (3) the manner in which the shares are held (e.g via The Central Depositor (Pte) Limited (“**CDP**”), Central Provident Fund (“**CPF**”) Investment Scheme, or Supplementary Retirement Scheme (“**SRS**”).

Shareholders are reminded that the AGM proceedings are private. Instructions on accessing the “live” webcast of the AGM proceedings should therefore not be shared with anyone who is not a Shareholder or otherwise not authorised to attend the AGM. Recording of the “live” webcast in whatever form is also strictly prohibited.

For optimal user experience, it is recommended that Shareholders use the following browser versions when accessing the KOP AGM Website as well as the “live” webcast of the AGM proceedings:

- Mozilla Firefox 69 and above; or
- Safari 12.1.2 and above; or
- Google Chrome 74 and above; or

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<sup>1</sup> A relevant intermediary is:

- (a) a banking corporation licensed under the Banking Act (Chapter 19) of Singapore or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds shares in that capacity;
- (b) a person holding a capital markets services licence to provide custodial services for securities under the Securities and Futures Act (Chapter 289) of Singapore and who holds shares in that capacity; or
- (c) the Central Provident Fund Board (“CPF Board”) established by the Central Provident Fund Act (Chapter 36) of Singapore, in respect of shares purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the CPF Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

- Microsoft Edge 79 and above.

### **(C) SUBMISSION OF QUESTIONS**

Shareholders may also submit questions relating to the resolutions to be tabled for approval at the AGM or to the Company's businesses and operations.

All questions must be submitted to the Company no later than the Registration Deadline via any one of the following means:

- (a) via the KOP AGM Website; or
- (b) in physical copy by depositing the same at the Company's registered office of the Company at 30 Cecil Street #23-02 Prudential Tower Singapore 049712.

If the questions are deposited in physical copy at the Company's registered office or sent via email, and in either case not accompanied by the completed and executed proxy form, the following details must be included with the submitted questions: (1) the full name of the Shareholder; and (2) his/her/its identification/registration number for verification purposes, failing which the submission will be treated as invalid.

The Company will endeavour to address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM or to the Company's businesses and operations. Please note that Shareholders will not be able to ask questions at the AGM and accordingly, it is important for Shareholders to submit their questions to the Company by the Registration Deadline.

The Company will publish the minutes of the AGM together with responses from the Company in relation to substantial and relevant comments or queries from Shareholders on SGXNET and the Company's website within one month after the date of AGM.

### **(D) VOTING BY PROXY**

Shareholders will not be able to vote online at the AGM. Instead, if Shareholders (whether individuals or corporates) wish to exercise their votes, they must submit a proxy form to appoint the chairman of the AGM ("**AGM Chairman**") to vote on their behalf.

Shareholders (whether individuals or corporates) appointing the AGM Chairman as proxy must give specific instructions to vote for or against or abstain from voting on the resolutions proposed at the AGM, in the proxy form, failing which the appointment and votes will be treated as invalid.

The proxy form must be submitted to the Company no later than the Registration Deadline through any one of the following means:

- (a) in the electronic format accessible on the KOP AGM Website;
- (b) if submitted by post, be lodged at the Company's registered office of the Company at 30 Cecil Street #23-02 Prudential Tower Singapore 049712; or
- (c) if submitted electronically, be submitted via email to the Company's Share Registrar at [rhtcaoscar@rhtcorporate.com](mailto:rhtcaoscar@rhtcorporate.com),

Shareholders who hold their Shares through relevant intermediaries<sup>1</sup> and who wish to exercise their votes by appointing the AGM Chairman as proxy should approach their respective relevant intermediaries (including their respective CPF Agent Banks or SRS Approved Banks) to submit their voting instructions at least seven (7) working days prior to the date of the AGM.

As the COVID-19 situation is constantly evolving, the Company has to implement measures to take into account the requirements, guidelines and recommendations of regulatory bodies and government agencies from time to time. Accordingly, the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to closely monitor announcements made by the Company on SGXNET.

The Company seeks the understanding and cooperation of all Shareholders in enabling the Company to hold and conduct the AGM in compliance with the COVID-19 measures to stem the spread of COVID-19 infections.

**BY ORDER OF THE BOARD**

Ong Chih Ching  
Executive Chairman and Executive Director  
12 October 2020

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*This announcement has been prepared by the Company and its contents have been reviewed by the Company's sponsor, RHT Capital Pte. Ltd. ("**Sponsor**"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("**SGX-ST**"). The Sponsor has not independently verified the contents of this announcement.*

*This announcement has not been examined or approved by the SGX-ST and 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 Mr. Khong Choun Mun, Registered Professional, RHT Capital Pte. Ltd., 9 Raffles Place, #29-01 Republic Plaza Tower 1, Singapore 048619, Telephone (65) 6381 6966.*