
NOTICE OF EXTRAORDINARY GENERAL MEETING

KOP LIMITED

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

NOTICE IS HEREBY GIVEN that an Extraordinary General Meeting of KOP Limited (the “**Company**”) will be held by way of electronic means on **6 April 2021 at 2.00 p.m.** (Singapore Time) for the purpose of considering and, if thought fit, passing with or without modifications, the resolution as set out below.

All capitalised terms used in this Notice which are not defined herein shall have the meanings ascribed to them in the circular to the shareholders of the Company dated **19 March 2021**.

ORDINARY RESOLUTION

THE PROPOSED CHANGE OF AUDITORS FROM MESSRS ERNST & YOUNG LLP TO MESSRS UHY LEE SENG CHAN & CO

That:

- (a) Messrs UHY Lee Seng Chan & Co having consented to act, be and are hereby appointed as the Auditors, to hold office until the conclusion of the next AGM for a fee and on such terms as may be agreed by the Directors with Messrs UHY Lee Seng Chan & Co; and
- (b) the Directors or any one of them be and are hereby authorised to take such steps, approve all matters, implement, execute, perfect or give effect to complete and do all such acts and things (including to approve, modify, ratify, sign, seal, execute and deliver all such documents as may be required) as they or he may consider expedient, desirable, necessary or in the interests of the Company to give effect to the Proposed Change of Auditors and/or this Ordinary Resolution.

By Order of the Board
Shirley Tan Sey Liy
Company Secretary
Singapore, 19 March 2021

Notes relating to measures to minimise the transmission risks of COVID-19:

General

1. Pursuant to COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, the EGM will be convened and held by way of electronic means as part of the Company’s efforts to minimise physical interactions and COVID-19 transmission risk. **Shareholders will not be allowed to attend the EGM in person. Printed copies of this Notice will not be sent to shareholders. Instead, this Notice will be published on the Company’s corporate website <http://www.koplimited.com> and the following URL: <http://agm.conveneagm.com/koplimited>. This Notice will also be made available on the SGXNet website at the URL <https://www.sgx.com/securities/company-announcements>.**
2. Alternative arrangements are instead put in place to allow shareholders to participate in the EGM by:
 - (a) watching or listening to the EGM proceedings via a Live Webcast (as defined below). Shareholders who wish to participate as such will have to pre-register in the manner outlined in Note 3 to 7 below;
 - (b) submitting questions before the EGM. Please refer to Notes 8 to 10 below for further details; and
 - (c) voting by proxy at the EGM. Please refer to Notes 11 to 17 below for further details.

Participation in the EGM via live webcast or live audio feed

3. A shareholder of the Company or their corporate representatives (in the case of a member which is a legal entity) will be able to watch or listen to the proceedings of the EGM through a live webcast via mobile phone, tablet or computer (“**Live Webcast**”). In order to do so, the member must pre-register by 2.00 p.m. on 3

NOTICE OF EXTRAORDINARY GENERAL MEETING

April 2021, being 72 hours before the time appointed for the EGM (“**Registration Deadline**”), at the following URL: <http://agm.conveneagm.com/koplimited> (“**KOP EGM Website**”), to create an account.

4. Following authentication of his/her/its status as a shareholder of the Company, such shareholder will receive an email on their authentication status and will be able to access the Live Webcast using the account created.
5. Shareholders who have registered by the Registration Deadline in accordance with paragraph 3 above but do not receive an email response by 12.00 p.m. on 5 April 2021 may contact the Company’s Share Registrar by 5.00 p.m. on 5 April 2021 for assistance at the following email address: shareregistry@incorp.asia, 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**”).
6. Non-CPF/SRS holders whose shares are registered under Depository Agents (“**DAs**”) must also 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 EGM proceedings.
7. Corporate shareholders must also submit the Corporate Representative Certificate to the Company’s Share Registrar at shareregistry@incorp.asia, in addition to the registration procedures as set out in paragraph (3) above, by the Registration Deadline, for verification purpose.

Submission of questions prior to the EGM

8. A shareholder of the Company may also submit questions relating to the resolution to be tabled for approval at the EGM or the Company’s businesses and operations. The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received. The Company will publish the minutes of the EGM on SGXNet and the Company’s website within one month after the date of the EGM.
9. To do so, all questions must be submitted no later than the Registration Deadline through any one of the following means: (a) via the KOP EGM Website; or (b) in physical copy by depositing the same at the Company’s registered office of the Company at 316 Tanglin Road, #01-01, Phoenix Park, Singapore 247978.
10. If the questions are deposited in physical copy at the Company’s registered office and not accompanied by the completed and executed Proxy Form (as defined below), the following details must be included with the submitted questions: (i) the member’s full name; and (ii) his/her/its identification/registration number for verification purposes, failing which the submission will be treated as invalid.

Voting by proxy

11. Shareholders may only exercise their voting rights at the EGM via proxy voting. The accompanying proxy form for the EGM may be accessed via the KOP EGM Website, the Company’s corporate website at the URL: <http://www.koplimited.com>, and will also be made available on the SGXNet website at the URL <https://www.sgx.com/securities/company-announcements>.
12. Shareholders (including Relevant Intermediary*) who wish to vote on the resolution at the EGM must submit the proxy form to appoint the Chairman of the EGM as their proxy to do so on their behalf. In appointing the Chairman of the EGM as proxy, shareholders (whether individuals or corporates) must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment of the Chairman of the EGM as proxy for the resolution will be treated as invalid.
13. The instrument appointing the Chairman of the EGM as proxy must be submitted to the Company in the following manner:
 - (a) in the electronic format accessible on the KOP EGM Website;
 - (b) if submitted by post, be lodged at the Company’s registered office of the Company at 316 Tanglin Road, #01-01, Phoenix Park, Singapore 247978; or
 - (c) if submitted electronically, be submitted via email to the Company’s Share Registrar at shareregistry@incorp.asia,

NOTICE OF EXTRAORDINARY GENERAL MEETING

in either case **by no later than the Registration Deadline.**

In the case of submission of the Proxy Form other than via the KOP EGM Website, a member who wishes to submit an instrument of proxy 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.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically.

14. In the case of submission of the Proxy Form other than via the KOP EGM Website, the instrument appointing the Chairman of the EGM as proxy must be under the hand of the appointor or on his/her attorney duly authorised in writing. Where the instrument appointing the Chairman of the EGM as proxy is executed by a corporation, it must be executed either under its common seal or signed on its behalf by its attorney duly authorised in writing or by an authorised officer of the corporation. Where an instrument appointing Chairman of the EGM as proxy is signed on behalf of the appointer by an attorney, the letter or power of attorney (or other authority) or a duly certified copy thereof must (failing previous registration with the Company) be lodged with the instrument of proxy, failing which the instrument of proxy may be treated as invalid.
15. An investor who holds shares under the CPF Investment Scheme (“**CPF Investor**”) and/or the Supplementary Retirement Scheme (“**SRS Investor**”) (as may be applicable) and wishes to vote, should approach their respective CPF Agent Banks and/or SRS Operators to submit their votes to appoint the Chairman of the EGM as their proxy, at least 7 working days before the EGM.
16. A Depositor’s name must appear on the Depository Register maintained by CDP as at 72 hours before the time fixed for holding the EGM in order for the Depositor to be entitled to vote.
17. **Please note that shareholders will not be able to vote through the Live Webcast and can only vote with their proxy forms which are required to be submitted in accordance with the foregoing paragraphs.**

*A Relevant Intermediary is:

- (a) a banking corporation licensed under the Banking Act (Cap. 19) 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 (Cap. 289) and who holds shares in that capacity; or
- (c) the Central Provident Fund Board established by the Central Provident Fund Act (Cap. 36), 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 Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

PERSONAL DATA PRIVACY

By pre-registering for the Live Webcast, submitting the Proxy Form appointing the Chairman of the EGM as proxy to vote at the EGM and/or any adjournment thereof, and/or submitting questions relating to the resolution to be tabled for approval at the EGM or the Company’s businesses and operations, a member of the Company consents to the collection, use and disclosure of such member’s personal data by the Company (or its agents or service providers) for the purpose of the processing, administration, analysis and facilitation by the Company (or its agents or service providers) of his/her/its participation in the EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines.