

## **KOTRA INDUSTRIES BERHAD**

(Company No. 497632-P)  
(Incorporated in Malaysia)

SUMMARY OF MINUTES OF THE 18TH ANNUAL GENERAL MEETING OF THE COMPANY HELD AT THE AUDITORIUM HALL, KOTRA PHARMA TECHNOLOGY CENTRE, NO. 2, JALAN TTC 12, CHENG INDUSTRIAL ESTATE, 75250 MELAKA ON THURSDAY, 23 NOVEMBER 2017 AT 10:35 A.M.

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- DIRECTORS** : Datuk Jamaludin bin Nasir (*Independent Non-Executive Chairman*)  
Mr. Piong Teck Onn, Jimmy (*Managing Director*)  
Datuk Piong Teck Yen, Vincent (*Executive Director*)  
Madam Chin Swee Chang (*Executive Director*)  
Mr. Lee Min On (*Independent Non-Executive Director*)  
Mr. Piong Chee Kien (*Alternate Director*)
- ABSENT WITH APOLOGY** : Mr. Piong Teck Min, Raymond (*Non-Executive Director*)
- MEMBERS** : As per Attendance List from the Registrar
- PROXY HOLDERS** : As per Attendance List from the Registrar
- INVITEES** : As per Attendance List from the Registrar
- AUDITORS** : Mr. Tan Lin Chun (*Crowe Horwath*)  
Ms. Irene Ng (*Crowe Horwath*)
- IN ATTENDANCE** : Ms. Sean Ne Teo (*Company Secretary*)

### **CHAIRMAN**

Datuk Jamaludin bin Nasir ("Datuk Chairman") was in the Chair. Datuk Chairman welcomed all present to the Meeting and thanked them for attending the 18th Annual General Meeting ("AGM") of the Company. Datuk Chairman then called the Meeting to order at 10:35 a.m.

### **PRESENTATION**

At this juncture, Datuk Chairman invited the Managing Director of the Company, Mr. Jimmy Piong, to present the Group's 2017 financial highlights and operations overview together with the future strategy for the information of the Shareholders.

### **QUORUM**

The requisite quorum being present pursuant to Article 67(1) of the Company's Constitution, Datuk Chairman declared the Meeting duly convened.

### **NOTICE OF MEETING**

The Notice convening the Meeting having been circulated within the prescribed period was, with the permission of the Meeting, taken as read.

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### **POLL VOTING**

Datuk Chairman exercised his right as the Chairman of the Meeting pursuant to Article 74 of the Company's Constitution, demanded for poll to be conducted for all resolutions set out in the Notice of 18th AGM. Datuk Chairman then gave an overview of the polling process.

Datuk Chairman informed the Meeting that for administrative efficiency, the polling for all the resolutions will be conducted upon the completion of all deliberations of the resolutions set out in the agenda.

### **AGENDA OF AGM**

The Chairman then proceeded to the Agenda proper as set out in the Notice of AGM as follows, and requested a proposer and seconder for each of the motion to be carried.

1. To consider and adopt the Audited Financial Statements for the financial year ended 30 June 2017 together with the Reports of the Directors and Auditors thereon.
2. To approve for payment a Final Single Tier Dividend of 2 sen per ordinary share for the financial year ended 30 June 2017.  
Resolution 1
3. To approve the payment of total Directors' Fees amounting to RM163,250 for the financial year ended 30 June 2017.  
Resolution 2
4. To approve the payment of Directors' Fees and other benefits payable up to RM320,000 from 1 July 2017 until the next AGM of the Company.  
Resolution 3
5. To re-elect Datuk Piong Teck Yen who retires in accordance with Article 97(1) of the Company's Constitution.  
Resolution 4
6. To re-elect the following Directors, who retire in accordance with Article 104 of the Company's Constitution.
  - (i) Datuk Jamaludin Bin Nasir  
Resolution 5
  - (ii) Lee Min On  
Resolution 6
7. To re-appoint Messrs. Crowe Horwath as Auditors of the Company and to authorise the Directors to fix their remuneration.  
Resolution 7

As Special Business

8. Authority to issue shares pursuant to Sections 75 and 76 of the Companies Act 2016  
Resolution 8

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9. Proposed Renewal of Shareholders' Mandate for existing Recurrent Related Party Transactions of a Revenue or Trading Nature.  
Resolution 9

### **CONDUCT OF POLL VOTING**

The Company Secretary briefed the Meeting on the polling procedure.

The Meeting was adjourned for 30 minutes for shareholders and proxy holders to cast their votes.

### **ANNOUNCEMENT OF POLL RESULTS**

Based on the poll results which had been verified by the Independent Scrutineer, the Chairman declared that all resolutions tabled at the AGM were carried.

### **CLOSE OF MEETING**

Datuk Chairman concluded the Meeting at 11:55 a.m. and thanked all present for their attendance.