



KOTRA

KOTRA INDUSTRIES BERHAD

[Registration No. 199901022732 (497632-P)]

(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR THE VIRTUAL TWENTY-THIRD
ANNUAL GENERAL MEETING (“23rd AGM”) OF KOTRA INDUSTRIES BERHAD (“Company”)**

Date	:	29 November 2022 (Tuesday)
Time	:	10.00 a.m.
Broadcast Venue	:	Vertical Business Suite, Unit 35-01, Level 35, Tower A, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.

Mode of Meeting

1. The 23rd AGM of the Company will be conducted virtually through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities. This is in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 which recommends listed companies to leverage technology to facilitate greater remote shareholders’ participation at general meetings and vote without being physically present at the venue.
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the 23rd AGM. No members/proxies should be physically present at the Broadcast Venue on the day of the 23rd AGM.
3. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection of the participants. Therefore, please ensure that your connectivity for the duration of the 23rd AGM is maintained.

Entitlement to Attend and Vote

1. Only members whose names appear in the Record of Depositors on 23 November 2022 shall be eligible to virtually attend, participate, speak and vote at the 23rd AGM or appoint a proxy on his/her behalf.

Appointment of Proxy


1. The Form of Proxy must be deposited at the office of the Poll Administrator at 95, Jalan Dato Senu 26, Taman Dato Senu, Sentul, 51000 Kuala Lumpur, no later than Sunday, 27 November 2022 at 10.00 a.m. Alternatively, you may submit your Form of Proxy via email to ir_kib@kotrapharma.com.

Remote Participation and Voting

1. Members/proxies are to participate remotely at the 23rd AGM using RPV facilities provided by Digerati Technologies Sdn. Bhd.
2. The RPV facilities are available on <https://agm.digerati.com.my/kib>.
3. Please follow the procedures set out below to register, participate and vote remotely using the RPV facilities.

Procedures To Remote Participation and Voting Via RPV Facilities

Members who wish to participate the 23rd AGM remotely using RPV, must follow the following procedures:

Step	Action	Procedure
A	To register as a user at website: https://agm.digerati.com.my/kib 	<ul style="list-style-type: none">● Click 'Register' to sign up as new user.● Upload your identity documents.● Complete and submit your registration.● Verify your email to complete the registration.● You will be notified upon successful or rejected registration.● You may pose your question, if any, to the Chairman/Board using the website.● Within seven (7) days before the AGM, you will be notified with login credentials to join the meeting upon approval. <p>*Note: - Please check your spam box if you did not receive any email from us. - Registered user and proxy may skip this step. - Identity documents will be deleted after registration.</p>
B	To appoint proxy or corporate representative at the website (optional)	<ul style="list-style-type: none">● Login your registered account at the website.● Select "KIB 23rd AGM".● Fill up the information to appoint proxy.● Within seven (7) days before the AGM, you and your proxy will be notified upon approval or rejection of RPV.
C	On the day of 23rd AGM	<ul style="list-style-type: none">● Access to Broadcast and E-Poll Form using the website or through email links.● If you have any questions for the Chairman/Board, you may use the Q&A section to type your questions.● Submit your voting within a specific period once the Chairman announces that the voting is open.● Voting will be closed upon the expiry of the voting period.● Broadcast will be terminated upon the announcement of the poll result by the Chairman.

No door gifts/vouchers

There will be no distribution of door gifts/vouchers for the 23rd AGM.

No recording or photography

Please note that no recording or photography of the 23rd AGM proceedings is allowed.

Enquiry

If you have any enquiry in relation to registration, logging in and system related, please contact the Technical Support:

Technical Support : Digerati Technologies Sdn. Bhd.
Tel No. : +6011-6338 8316
Email : support@digerati.com.my