



KOTRƏ

KOTRA INDUSTRIES BERHAD
[Registration No. 199901022732 (497632-P)]



Notification Letter To Shareholders
Twenty-Second Annual General Meeting ("22nd AGM")

HEALTH FOR LIFE



KOTRA

KOTRA INDUSTRIES BERHAD

[Registration No.: 199901022732 (497632-P)]

(Incorporated in Malaysia)

NOTIFICATION LETTER TO SHAREHOLDERS

Dear Valued Shareholders,

Kotra Industries Berhad ("Company") wishes to inform that the Twenty-Second Annual General Meeting ("22nd AGM") of the Company will be conducted on a **FULLY VIRTUAL** basis via live streaming and online voting as we take every necessary precaution to minimise the risk of COVID-19 infections. Details as set out below:

Date : **26 November 2021 (Friday)**

Time : **10.00 a.m.**

Broadcast Venue : **BO1-A-09, Menara 2, KL Eco City, No. 3, Jalan Bangsar, 59200 Kuala Lumpur, Malaysia.**

Please note that **NO SHAREHOLDERS** from the public should be physically present nor admitted at the broadcast venue on the day of the 22nd AGM.

We have enclosed herewith the following documents for your perusal:

- 1) Notice of Annual General Meeting;
- 2) Form of Proxy;
- 3) Requisition Form; and
- 4) Administrative Guide for the Fully Virtual 22nd AGM.

As part of our commitment to reduce environmental footprint, the following documents are available from the Group's website at https://www.kotrapharma.com/ir_overview.htm :

- 1) Annual Report 2021; and
- 2) Circular to Shareholders in Relation to the Proposed Renewal of Shareholders' Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature ("RRPT Circular").

If you wish to receive a printed copy of the Annual Report 2021 and/or RRPT Circular, please send to us the completed Requisition Form. The printed copy will be despatched to you within four (4) market days from the date of receipt of your request.

As a shareholder/proxy, you can register online to participate in the 22nd AGM. Please follow the steps provided in the Administrative Guide for the 22nd AGM in order to register, attend and vote remotely.

We thank you for your continuous support.

On Behalf of the Board,

CHUA SIEW CHUAN (MAICSA 0777689) (SSM PC NO. 201908002648)

TAN LEY THENG (MAICSA 7030358) (SSM PC NO. 201908001685)

Company Secretaries

Kuala Lumpur

28 October 2021

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Twenty-Second Annual General Meeting (“**22nd AGM**”) of **KOTRA INDUSTRIES BERHAD** (“**Company**”) will be conducted on a fully virtual basis through live streaming with an online remote participation and voting provided by V-Cube Malaysia Sdn. Bhd. from the Broadcast Venue at BO1-A-09, Menara 2, KL Eco City, No. 3, Jalan Bangsar, 59200 Kuala Lumpur, Malaysia on Friday, 26 November 2021 at 10.00 a.m. for the following purposes: -

AGENDA

1. To receive the Audited Financial Statements for the financial year ended 30 June 2021 together with the Reports of the Directors and the Auditors thereon. **(Please refer to Note 7)**
2. To approve the payment of a final single-tier dividend of 7 sen per ordinary share for the financial year ended 30 June 2021. **(Ordinary Resolution 1)**
3. To approve the payment of Directors’ fees amounting to RM380,000.00 from 27 November 2021 until the next AGM of the Company in year 2022. **(Ordinary Resolution 2)**
4. To approve the payment of Directors’ benefits payable up to an amount of RM26,000.00 from 27 November 2021 until the next AGM of the Company in year 2022. **(Ordinary Resolution 3)**
5. To re-elect the following Directors, who are retiring pursuant to Clause 118 of the Company’s Constitution, being eligible, have offered themselves for re-election: -
 - (a) Chin Swee Chang **(Ordinary Resolution 4)**
 - (b) Datuk Jamaludin bin Nasir **(Ordinary Resolution 5)**
6. To re-appoint Crowe Malaysia PLT as Auditors of the Company until the conclusion of the next AGM and to authorise the Directors to fix their remuneration. **(Ordinary Resolution 6)**

AS SPECIAL BUSINESS

To consider and if thought fit, with or without any modification, to pass the following Ordinary Resolutions:

7. **Ordinary Resolution** **(Ordinary Resolution 7)**
Authority to Issue Shares pursuant to the Companies Act 2016

“**THAT**, subject always to the Companies Act 2016, the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and the approvals of the relevant governmental and/or regulatory authorities, the Directors be and are hereby empowered pursuant to the Companies Act 2016, to issue and allot shares in the capital of the Company from time to time at such price and to such persons, upon such terms and conditions and for such purposes as the Directors may in their absolute discretion deem fit, provided always that the aggregate number of shares issued pursuant to this resolution does not exceed ten per centum (10%) of the total number of issued shares (excluding treasury shares) of the Company for the time being.

AND THAT the Directors be and are empowered to obtain the approval for the listing of and quotation for the additional shares to be issued on Bursa Malaysia Securities Berhad;

AND FURTHER THAT such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company.”

Notice of Annual General Meeting (Cont'd)

8. Ordinary Resolution

(Ordinary Resolution 8)

Proposed Renewal of Shareholders' Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature ("Proposed Shareholders' Mandate")

"**THAT** subject to the provisions of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, approval be and is hereby given to the Company and its subsidiaries to enter into recurrent related party transactions of a revenue and trading nature with the Related Parties as specified in Section 2.3.2(a) of the Circular to Shareholders dated 28 October 2021, which are necessary for the day-to-day operations of the Company and/or its subsidiaries ("**Group**"), to be entered by the Group in the ordinary course of business and are on terms which are not more favourable to the Related Parties with which such recurrent transactions to be entered into than those generally available to the public and are not detrimental to the minority shareholders.

THAT the authority for the Proposed Shareholders' Mandate shall continue to be in force until: -

- (i) the conclusion of the next AGM of the Company at which time it will lapse unless the authority is renewed by a resolution passed at the next AGM;
- (ii) the expiration of the period within which the next AGM is to be held pursuant to Section 340(2) of the Companies Act 2016 but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Companies Act 2016; or
- (iii) revoked or varied by resolution passed by the shareholders in a general meeting.

whichever is earlier.

AND THAT the Directors of the Company be authorised to complete and do such acts and things (including executing all such documents as may be required), as they may consider expedient or necessary to give full effect to the Proposed Shareholders' Mandate."

9. To transact any other ordinary business of which due notice shall have been given.

NOTICE OF DIVIDEND ENTITLEMENT

NOTICE IS HEREBY GIVEN THAT a final single-tier dividend of 7 sen per ordinary share in respect of the financial year ended 30 June 2021, if approved by the shareholders at the 22nd AGM of the Company, will be paid on 9 December 2021 to depositors who are registered in the Record of Depositors at the close of business on 30 November 2021.

A Depositor shall qualify for entitlement only in respect of: -

- (a) shares transferred into the Depositor's Securities Account before 4:30 p.m. on 30 November 2021 in respect of ordinary transfers; and
- (b) shares bought on Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of Bursa Malaysia Securities Berhad.

By Order of the Board

CHUA SIEW CHUAN (MAICSA 0777689) (SSM PC NO. 201908002648)

TAN LEY THENG (MAICSA 7030358) (SSM PC NO. 201908001685)

Company Secretaries

Kuala Lumpur
28 October 2021

Notice of Annual General Meeting (Cont'd)

Notes:

Fully Virtual 22nd AGM

1. The Meeting will be conducted on a fully virtual basis at the Broadcast Venue. Members are advised to refer to the Administrative Guide for the 22nd AGM on the registration and voting process for the Meeting.
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 Meeting. No shareholders or proxies should be physically present at the Broadcast Venue on the day of the 22nd AGM.

Proxy

1. In respect of deposited securities, only members whose names appear in the Record of Depositors on 22 November 2021 ("**General Meeting Record of Depositors**") shall be eligible to attend, participate, speak and vote at the Meeting.
2. A member entitled to attend and vote at the Meeting, may appoint more than one (1) proxy to attend and vote in his stead. Where a member appoints more than one (1) proxy to attend, participate, speak and vote at the same meeting, the appointments shall be invalid unless the proportion of the shareholdings to be represented by each proxy is specified. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at the Meeting of the Company shall have the same rights as the member to attend, participate, speak and vote at the Meeting.
3. Where a member is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, it may appoint at least one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
4. Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account ("**omnibus account**"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
5. The instrument appointing a proxy shall be in writing under the hand of the member or of his attorney duly authorised in writing or, if the member is a corporation, shall either be executed under the Corporation's common seal or under the hand of an officer or attorney duly authorised.
6. The instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or a duly notarised certified copy of that power or authority, shall be deposited at the office of the Poll Administrator at 54B, Damai Complex, Jalan Lumut, 50400 Kuala Lumpur or email to ir_kib@kotrapharma.com, not less than forty-eight (48) hours before the time for holding the Meeting or at any adjournment thereof. All resolutions set out in the Notice of the Meeting are to be voted by poll.

Note:

7. Audited Financial Statements for the financial year ended 30 June 2021

Item 1 of the Agenda is meant for discussion only, as the provision of Section 340(1)(a) of the Act does not require a formal approval of the shareholders for the Audited Financial Statements. Hence, this Agenda item is not put forward for voting.

Explanatory Notes to Ordinary and Special Business:

8. Payment of Directors' fees and benefits

The Board wishes to seek shareholders' approval for the following payments to Directors at the 22nd AGM in two (2) separate resolutions as below: -

- Ordinary Resolution 2 on payment of Directors' fees to the Directors of the Company amounting to RM380,000.00 for the period from 27 November 2021 until the next AGM of the Company in year 2022.
- Ordinary Resolution 3 of Directors' benefits up to an amount of RM26,000.00 for the period from 27 November 2021 until the next AGM of the Company in year 2022. The proposed Directors' benefits payable comprises the meeting allowance. The estimated amount of Directors' benefits payable is based on the size of the Board and Board Committees and the number of scheduled Board and Board Committee meetings for the period commencing from 27 November 2021 until the next AGM of the Company in year 2022.

Notice of Annual General Meeting (Cont'd)

9. **Re-election of Directors**

In determining the eligibility of the Directors to stand for re-election at the forthcoming 22nd AGM, the Nomination Committee ("NC"), guided by the requirements of Paragraph 2.20A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and recommended Chin Swee Chang and Datuk Jamaludin bin Nasir, for re-election as Directors pursuant to Clause 118 of the Constitution of the Company ("Retiring Directors"). The Board of Directors ("Board") has conducted a separate assessment and being satisfied with the performance/contribution of the Retiring Directors. Therefore, the Board recommended the same be tabled to the shareholders for approval at the forthcoming 22nd AGM of the Company under Ordinary Resolutions 4 and 5 respectively. The evaluation criteria adopted as well as the process of assessment by the Board have been duly elaborated in the Corporate Governance Overview Statement of the Annual Report 2021 of the Company. All the Retiring Directors have consented to their re-election, and abstained from deliberations and voting in relation to their individual re-election at the NC and Board Meetings, respectively.

10. **Authority to Issue Shares pursuant to the Act**

The Company had been granted a general mandate by its shareholders at the Twenty-First AGM of the Company held on 20 November 2020 ("Previous Mandate").

As at the date of this Notice, the Company has not issued any new ordinary shares pursuant to the Previous Mandate granted by the shareholders and hence no proceeds were raised therefrom.

The proposed Resolution 7, if passed, will provide flexibility to the Directors of the Company to undertake any possible fund raising activities, including but not limited to placement of shares for the purpose of funding Company's current and/or future investment projects, working capital, repayment of bank borrowings, acquisitions and/or such other purposes as the Directors may deem fit, without having to convene a general meeting. This authority, unless revoked or varied by the Company in a general meeting will expire at the conclusion of the next AGM of the Company.

11. **Proposed Shareholders' Mandate**

The proposed Ordinary Resolution 8 is intended to enable the Company and its affiliated companies to enter into recurrent related party transactions of a revenue or trading nature which are necessary for the Company's day-to-day operations to facilitate transactions in the normal course of business of the Company with the specified classes of related parties, provided that they are carried out on arm's length basis and on normal commercial terms and are not prejudicial to the shareholders on terms not more favourable to the related parties than those generally available to the public and are not to the detriment of the minority shareholders of the Company.

Please refer to the Circular to Shareholders dated 28 October 2021 for further information.

STATEMENT ACCOMPANYING NOTICE OF ANNUAL GENERAL MEETING

Pursuant to Paragraph 8.27(2) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad

There are no Directors standing for election at the forthcoming 22nd AGM of the Company.



KOTRA INDUSTRIES BERHAD

[Registration No. 199901022732 (497632-P)]
(Incorporated in Malaysia)

FORM OF PROXY

CDS ACCOUNT NO.
NUMBER OF SHARES HELD

*I/We _____ NRIC No./Company No. _____ of (full address)

being a Member/Members of KOTRA INDUSTRIES BERHAD ("Company"), hereby appoint: -

PROXY "A"

FULL NAME (IN BLOCK)	NRIC/PASSPORT NO.	PROPORTION OF SHAREHOLDINGS (%)
RESIDENTIAL ADDRESS		
E-MAIL ADDRESS	MOBILE NO.	

And/or failing *him/her,

PROXY "B"

FULL NAME (IN BLOCK)	NRIC/PASSPORT NO.	PROPORTION OF SHAREHOLDINGS (%)
RESIDENTIAL ADDRESS		
E-MAIL ADDRESS	MOBILE NO.	

#to put a separate sheet where there are more than two (2) proxies.

or failing him/her, the Chairman of the Meeting as *my/our proxy to attend and vote for *me/us and on *my/ our behalf at the Twenty-Second Annual General Meeting ("22nd AGM") of the Company to be conducted on a **fully virtual** basis through live streaming with an online remote participation and voting provided by V-Cube Malaysia Sdn. Bhd. from the Broadcast Venue at **BO1-A-09, Menara 2, KL Eco City, No. 3, Jalan Bangsar, 59200 Kuala Lumpur, Malaysia on Friday, 26 November 2021 at 10.00 a.m.** or any adjournment thereof.

ORDINARY RESOLUTIONS		FOR	AGAINST
1.	To approve the payment of a final single-tier dividend of 7 sen per ordinary share for the financial year ended 30 June 2021.		
2.	To approve the payment of Directors' fees amounting to RM380,000.00 from 27 November 2021 until the next AGM of the Company in year 2022.		
3.	To approve the payment of Directors' benefits up to an amount of RM26,000.00 from 27 November 2021 until the next AGM of the Company in year 2022.		
4.	To re-elect Madam Chin Swee Chang, who is retiring pursuant to Clause 118 of the Company's Constitution, have offered herself for re-election.		
5.	To re-elect Datuk Jamaludin bin Nasir, who is retiring pursuant to Clause 118 of the Company's Constitution, have offered himself for re-election.		
6.	To re-appoint Crowe Malaysia PLT as Auditors of the Company until the conclusion of the next AGM and to authorise the Directors to fix their remuneration.		
7.	Authority to Issue Shares pursuant to the Companies Act 2016.		
8.	Proposed Renewal of Shareholders' Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature.		

* Strike out whichever not applicable

Please indicate with an "X" in the spaces provided how you wish your vote to be cast. If you do not do so, the proxy will vote or abstain from voting at his/her discretion.

As witness my/our hand(s) this _____ day of _____ 2021.

Signature of Member/Common Seal

Notes:

Fully Virtual 22nd AGM

- The Meeting will be conducted on a fully virtual basis at the Broadcast Venue. Members are advised to refer to the Administrative Guide for the 22nd AGM on the registration and voting process for the Meeting.
- 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 Meeting. No shareholders or proxies should be physically present at the Broadcast Venue on the day of the 22nd AGM.

Proxy

1. In respect of deposited securities, only members whose names appear in the Record of Depositors on 22 November 2021 ("General Meeting Record of Depositors") shall be eligible to attend, participate, speak and vote at the Meeting.
2. A member entitled to attend and vote at the Meeting, may appoint more than one (1) proxy to attend and vote in his stead. Where a member appoints more than one (1) proxy to attend, participate, speak and vote at the same meeting, the appointments shall be invalid unless the proportion of the shareholdings to be represented by each proxy is specified. There shall be no restriction as to the qualification of the proxy. A proxy appointed to attend and vote at the Meeting of the Company shall have the same rights as the member to attend, participate, speak and vote at the Meeting.
3. Where a member is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991, it may appoint at least one (1) proxy in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
4. Where a member is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
5. The instrument appointing a proxy shall be in writing under the hand of the member or of his attorney duly authorised in writing or, if the member is a corporation, shall either be executed under the Corporation's common seal or under the hand of an officer or attorney duly authorised.
6. The instrument appointing a proxy and the power of attorney or other authority (if any), under which it is signed or a duly notarised certified copy of that power or authority, shall be deposited at the office of the Poll Administrator at 54B, Damai Complex, Jalan Lumut, 50400 Kuala Lumpur or email to ir_kib@kotrapharma.com, not less than forty-eight (48) hours before the time for holding the Meeting or at any adjournment thereof. All resolutions set out in the Notice of the Meeting are to be voted by poll.

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AFFIX
STAMP

KOTRA INDUSTRIES BERHAD
[Registration No. 199901022732 (497632-P)]

c/o Poll Administrator
54B, Damai Complex,
Jalan Lumut,
50400 Kuala Lumpur.

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KOTRA

KOTRA INDUSTRIES BERHAD

[Registration No.: 199901022732 (497632-P)]

(Incorporated in Malaysia)

REQUISITION FORM

If you require a printed copy of the Annual Report 2021 and/or RRPT Circular, please forward your request by completing this Request Form. The contact details are as stated below. The document(s) will be posted to you within four (4) market days from the date of receipt of your request.

To : Kotra Industries Berhad
No. 1, 2 & 3, Jalan TTC 12,
Cheng Industrial Estate,
75250 Melaka,
Malaysia.
Contact Person : Daniel Chua Chong Liang
E-mail : ir_kib@kotrapharma.com
Telephone No. : (06) 336 2222
Facsimile No. : (06) 336 6122
Website : www.kotrapharma.com

Please send a printed copy of the Annual Report 2021 and/or RRPT Circular of Kotra Industries Berhad as checked (✓) to me:

<input type="checkbox"/>	Annual Report 2021
<input type="checkbox"/>	RRPT Circular

Name of Shareholder : _____
I.C./Passport/Company No. : _____
Mailing Address : _____

CDS Account No. : _____
Contact No. : _____

Signature of Shareholder
Date:

Note to Shareholders:
Annual Report 2021 and RRPT Circular can be downloaded from the Group's website at www.kotrapharma.com



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AFFIX
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The Company Secretary
KOTRA INDUSTRIES BERHAD
[Registration No. 199901022732 (497632-P)]

No. 60-1, Jalan Lagenda 5,
Taman 1 Lagenda,
75400 Melaka,
Malaysia.

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KOTRA INDUSTRIES BERHAD
[Registration No. 199901022732 (497632-P)]

**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL TWENTY-SECOND
ANNUAL GENERAL MEETING (“22nd AGM”) OF KOTRA INDUSTRIES BERHAD (“Company”)**

Date : Friday, 26 November 2021
Time : 10.00 a.m.

STREAMING LOCATION & CHAIRMAN’S LOCATION

Broadcast Venue Address:
V-Cube Malaysia Sdn Bhd
BO1-A-09, Menara 2,
KL Eco City, 3, Jalan Bangsar,
59200 Kuala Lumpur, Malaysia.

SAFETY MEASURES DUE TO COVID-19 OUTBREAK

1. In light of the Covid-19 pandemic and the Company’s initiative to curb the spread of the pandemic, the Board of Directors of the Company has decided to convene the 22nd AGM of the Company via live streaming.

No members are allowed to attend the Broadcast Venue on the day of the Virtual 22nd AGM.

Kindly note that the quality of the live streaming would depend on the bandwidth and stability of the internet connection of the participants.

REGISTRATION FOR THE VIRTUAL 22nd AGM

1. Members are required to register ahead of the virtual 22nd AGM to allow the Company to make the necessary arrangement in relation to the meeting by registering online on or before 10.00 a.m. on 24 November 2021 (“Cut-off date”): -

REGISTRATION URL:

Member’s
E-Registration : <https://cutt.ly/LEKePvh>



An acknowledged receipt email will be sent to you after the completion and submission of your e-registration.

If you did not receive an email acknowledgement after your e-registration, it means your e-registration is not successful. Please check your spam/junk email folder or try to register again.

2. Following the verification, authenticated parties (shareholders and proxy holders) will receive an email from agm@vcube.com.my containing your **Unique Security (US) Link, Identifier (ID), Voting Password** and instructions to be used to enter the AGM at the date and time specified.
3. Please check your inbox or spam-box on the night before the said AGM.
4. You must not forward your **US link, ID and or Voting Password**. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalised usage. Such mis-usage will void your vote and you may be prosecuted under the PDPA Act 2010.
5. Members who register by the Cut-off date but did not receive an email response after 25 November 2021, may contact us for assistance at the Hotline via WhatsApp Message to +60 11 - 4008 5532 (Monday to Friday: from 9.00 a.m. to 5.00 p.m.) or at email address: ir_kib@kotrapharma.com.
6. Members are required to submit their **Form of Proxy, latest by 24 November 2021, 10.00 am** to the following address :-

KOTRA INDUSTRIES BERHAD

c/o Poll Administrator
54B, Damai Complex,
Jalan Lumut,
50400 Kuala Lumpur.

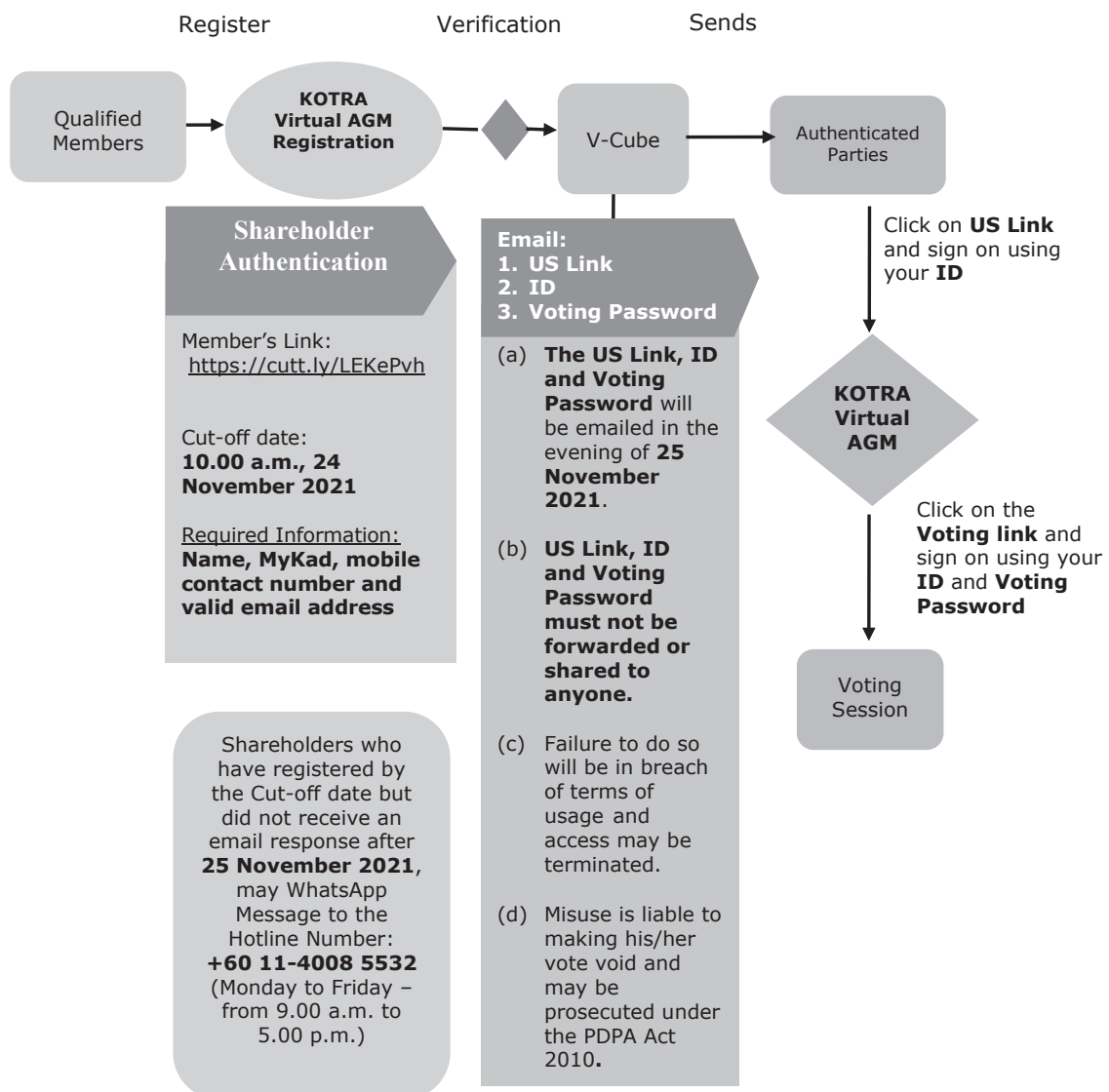
Notes:

- (a) Eligibility of participants will be verified against the General Meeting's Record of Depository as at 22 November 2021.
- (b) Participants must not forward your **US Link, ID or Voting Password** to any other persons. This will be in breach of terms of usage. This is also to avoid any technical disruptions to your personalised usage. Such mis-usage will void your vote and you may be prosecuted under the Personal Data Protection Act 2010. The link is trackable and will be erased after the virtual AGM has concluded.
- (c) Browser: You will need a browser that is HTML5-compatible (e.g. Microsoft Edge, Chrome, Firefox) and a stable WIFI or LAN connection to participate in the virtual AGM which is device agnostic. A pre-environment test is attached with the **US Link**.

For best user experience, you are strongly advised to join via a laptop or computer to engage fully in the proceedings and interactively download important information presented during the virtual AGM.

- (d) All virtual AGM user data are recorded for compliance purpose.

FLOW CHART – VIRTUAL 22nd AGM OF KOTRA INDUSTRIES BERHAD



E-VOTING PROCEDURES:

1. Click on the **Voting Link, enter your ID and your Voting password** which has been emailed to you.
2. During the session, the Chairperson of the Meeting or the Board will answer questions pertaining to each resolution within a certain timeframe. Upon completion of the Q & A session, members and proxy holders can click on the clickable voting link on the right-hand side of the screen to proceed with the voting process.
3. Members and/or proxy holders must submit the e-vote during the live polling session for each Resolution through clicking one of the following box: -

FOR

AGAINST

ABSTAIN

4. A fixed time for voting is allocated depending on the Chairperson's decision.
5. A member is allowed to vote either by Form of Proxy or online during this AGM.
6. The member or proxy holder is only allowed to vote once. In the event, the member or proxy holder voted twice, only the first vote is valid.
7. Once e-voting is completed for all the resolutions by polling, the AGM will be adjourned for the vote counting compliance.
8. During the adjournment period, the voting data in CSV format will be downloaded, checked and validated by the Scrutineer.
9. The Chairperson will provide details of the overall results.

UPDATES ON 22nd AGM ARRANGEMENT

Members are reminded to monitor the Company's website or announcements from time to time for the latest updates on the status or changes to the arrangement of the 22nd AGM process at <https://kotrapharma.com/>.

ENQUIRY

1. If you have any enquiries prior to the AGM, please email to ir_kib@kotrapharma.com and to include the following details when you email: -
 - i) Full name as per MyKad;
 - ii) Mobile Contact Number; and
 - iii) CDS Account Number.

We would like to thank all parties for your understanding and co-operation in conducting the virtual AGM amidst the COVID-19 pandemic. Stay Safe.

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www.kotrapharma.com



www.appeton.com



KOTRA INDUSTRIES BERHAD

[Registration No. 199901022732 (497632-P)]

No. 1, 2 & 3, Jalan TTC 12, Cheng Industrial Estate, 75250 Melaka.

Tel : 606 - 336 2222

Fax : 606 - 336 6122