INNOTEK LIMITED

(Company Registration No. 199508431Z)
(Incorporated in the Republic of Singapore)

ANNOUNCEMENT

AGM TO BE HELD ON 3 JUNE 2020

1. **InnoTek Limited (the "Company") refers to:**

   (a) Its announcement dated 1 April 2020 in relation to the waiver granted by Singapore Exchange Regulation ("SGX Regco") to allow the Company an extension of time of up to 29 June 2020 to comply with Rule 707(1) of the Listing Manual of the Singapore Exchange Securities Trading Limited in respect of holding the Company's annual general meeting ("**AGM**") for the financial year ended 31 December 2019.

   (b) The COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangement for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means.

   (c) The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the "**Order**") which was gazetted on 13 April 2020 and subsequently amended on 14 April 2020 and 24 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and

   (d) The joint statement released by the Accounting and Corporate Regulatory Authority , the Monetary Authority of Singapore and SGX Regco on 13 April 2020, providing additional guidance on the conduct of general meetings during the elevated safe distancing period.

2. **Date, time and conduct of AGM**. The Company is pleased to announce that pursuant to the Order, its AGM will be convened and held by way of electronic means on 3 June 2020 at 9.30 a.m.

   The Company's Board Chairman, Mr. Neal Manilal Chandaria, will preside as Chairman of the AGM, conduct the proceedings of the AGM and address relevant and substantial questions (as may be determined by the Company in its sole discretion) which shareholders have submitted in advance.

3. **Notice of AGM and proxy form.** The Notice of AGM and accompanying proxy form will also be available on the Company's website at https://innotek.listedcompany.com/ar.rev.

4. **No personal attendance at AGM**. Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM in person.

5. **Alternative arrangements for participation at the AGM**. Shareholders may participate at the AGM by:

   (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;

   (b) Submitting questions in advance of the AGM and/or

   (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

   Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold InnoTek Limited shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50 of Singapore), including CPF and SRS investors, and who wish to participate in the AGM by:

   (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;

   (b) Submitting questions in advance of the AGM; and/or

   (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM

   should contact the relevant intermediary (which would include, in the case of CPF and SRS investors their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2019**. The Annual Report 2019 has been published on the Company's website and may be accessed at https://innotek.listedcompany.com/ar.rev.

8. **Record and payment dates for the first and final dividend**. Subject to the approval of shareholders for the first and final dividend at the AGM to be convened on 3 June 2020, the Register of Members and Share Transfer Books of the Company will be closed on 17 June 2020. Duly completed transfers in respect of ordinary shares of the Company together with all relevant documents of title received by the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place, Singapore Land Tower #32-01, Singapore 048623 up to the close of business at 5.00 p.m. on 16 June 2020 ("Entitlement Date") will be registered to determine shareholder's entitlements to the first and final dividend. Subject as

aforesaid, shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with ordinary shares of the Company as at 5.00 p.m. on the Entitlement Date will be entitled to the first and final dividend. The first and final dividend, if so approved by shareholders, will be paid on 30 June 2020.

9. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
19 May 2020 (Tuesday)	Shareholders may begin to pre-register at agm.teame@boardroomlimited.com for live audio-visual webcast/live audio-only stream of the AGM proceedings.
5.00 p.m. on 26 May 2020 (Tuesday)	• Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes; and • Submit questions in advance of the AGM
9.30 a.m. 31 May 2020 (Sunday)	Deadline for shareholders to: • Pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and • Submit proxy forms appointing the Chairman of the AGM as proxy in respect of the resolutions tabled for approval at the AGM.
1.00 p.m. on 2 June 2020 (Tuesday)	Authenticated shareholders will receive an email which will contain (a) user ID, password details, and the link to access the live audio-visual webcast, as well as (b) a PIN code and the toll-free telephone number to access the live audio-only stream of the AGM proceedings (the "Confirmation Email"). Shareholders who do not receive the Confirmation Email by 1.00 p.m. on 2 June 2020, but have registered by the 31 May 2020 deadline should contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. At +65 65365355 (between 9.00 a.m. to 4.00 p.m. on 2 June 2020).
Date and time of AGM – 9.30 a.m. on 3 June 2020 (Wednesday)	• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email and key in the PIN code to access

	the live audio-only stream of the AGM proceedings.
5.00 p.m. on 16 June 2020 (Tuesday)	Record date for determining entitlements to first and final dividend, subject to shareholders' approval at the AGM.
30 June 2020 (Tuesday)	Payment date for first and final dividend, subject to shareholders' approval at the AGM.

As the COVID-19 situation continues to evolve, further measures and/or changes to the AGM arrangements may be made on short notice. Shareholders are advised to regularly check the Company's website at https://innotek.listedcompany.com/ar.rev or announcements released on SGXNET for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience, understanding and co-operation.

BY ORDER OF THE BOARD

Linda Sim Hwee Ai
Company Secretary
Singapore, 19 May 2020

APPENDIX

Steps for pre-registration, pre-submission of questions and voting at the AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-video webcast using their mobile phones, tablets or computers, or live audio-only stream by calling a toll free telephone number, submit questions in advance of the AGM and/or vote by appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	**Pre-registration**	**Shareholders must pre-register at the pre-registration website at https://smartagm.sg/innotekagm2020 from 19 May 2020 up to 9.30 a.m. on 31 May 2020 to enable the Company to verify their status as shareholders.** Following the verification, authenticated shareholders will receive an email by 1.00 p.m. on 2 June 2020 (the "Confirmation Email"). Shareholders who do not receive the Confirmation Email by 1.00 p.m. on 2 June 2020, but have registered by the 31 May 2020 deadline should contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 65365355 (between 9.00 a.m. to 4.00 p.m. on 2 June 2020).
2	**Submit questions in advance**	**Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.** **Submission of questions.** Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM in the following manner: (a) Via the pre-registration website at https://smartagm.sg/innotekagm2020 (b) By post to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 50 Raffles Place #32-01 Singapore Land Tower, Singapore 048623; or

		(c) By email to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at agm.teame@boardroomlimited.com. When sending in their questions by post or email, shareholders are required to provide the Company with the following details to enable the Company to verify the shareholders' status: • Their full name, • Their address; and • The manner in which they hold shares in InnoTek Limited (e.g. via CDP, CPF or SRS). **Deadline to submit questions**. All questions must be submitted by 5.00 p.m. on 26 May 2020 **Addressing questions.** The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received. **Minutes of AGM**. The Company will publish the minutes of the AGM on SGXNet and the Company's website within one month after the date of AGM.
3.	**Submit proxy forms to vote**	**Appointment of Chairman of the AGM as proxy.** Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled for approval at the AGM must appoint the Chairman of the AGM as their proxy to attend, speak and vote on their behalf at the AGM in accordance with the instructions on the proxy form. **Specific voting instructions to be given.** Where shareholders (whether individual or corporate) appoint the Chairman of the AGM as their proxy, they must give specific instructions as to voting or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the AGM as proxy for that resolution will be treated as invalid. **Submission of proxy form.** Proxy form must be submitted in the following manner: (a) If submitted **by post, be lodged with the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 50 Raffles Place,**

		#32-01 Singapore Land Tower, Singapore 048623; or **(b)** If submitted electronically, be submitted **via email to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at agm.teame@boardroomlimited.com** In either case, not less than 72 hours before the time set for the meeting. A shareholder who wishes to submit a proxy form 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 shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.** CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 26 May 2020.**