

INNOTEK LIMITED

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

27th ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2023

1. **Background.** The Board of Directors of InnoTek Limited (the “**Company**”) refers to:
 - (a) 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 arrangements for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, teleconferencing or other electronic means;
 - (b) 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**”), and as amended by Covid-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
 - (c) The joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020 and 4 February 2022), read together with the FAQs on “The Holding of General Meetings” dated 23 May 2022 issued by the Singapore Exchange Regulation, which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation (the “**Checklist**”).
2. **Date, time and conduct of Annual General Meeting (“AGM”).** Pursuant to the Order, the AGM of Company for the financial year ended 31 December 2022 will be convened and held wholly by way of electronic means on **Friday, 28 April 2023 at 9.30 a.m.**
3. **Annual Report 2022, Notice of AGM and Proxy Form.** Printed copies of the Annual Report 2022, Notice of AGM and Proxy Form (the “**AGM Documents**”) will NOT be sent to members. However, shareholders may access copies of the AGM Documents at the Company’s website at <http://innotek.listedcompany.com/> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.
4. **No personal attendance at AGM.** Shareholders will **NOT** be able to attend the AGM in person. Shareholders who wish to participate at the AGM will need to do so in accordance with the alternative arrangements set out in paragraph 5 below.
5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) watching and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio feed;
 - (b) submitting questions in advance of or “live” at the AGM in relation to any resolutions to be tabled for approval at the AGM through the messaging function on the webcast platform; and
 - (c) voting at the AGM “live” by themselves or through their duly appointed proxy(ies).

Details of the steps and deadlines for pre-registration, submission of questions in advance of or "live" at the AGM, and voting at the AGM by Shareholders (including Central Provident Fund ("CPF") and Supplementary Retirement Scheme ("SRS") investors)-are set out in the **Appendix** to this announcement.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company's shares through relevant intermediaries (as defined in section 181 of the Companies Act 1967), other than CPF and SRS investors, and who wish to participate in the AGM by:
- (a) watching and/or listening to the AGM proceedings via "live" audio-visual webcast or "live" audio feed;
 - (b) submitting questions in advance of or "live" at the AGM in relation to any resolutions to be tabled for approval at the AGM through the messaging function on the webcast platform; and
 - (c) voting at the AGM "live" by themselves or by appointing the Chairman of the AGM as proxy to vote on their behalf,

should contact the relevant intermediaries 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.

In particular, CPF and SRS investors should note that they (a) may vote "live" via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or (b) may appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes **by 5.00 p.m. on Tuesday, 18 April 2023.**

BY ORDER OF THE BOARD

Goh Siew Geok
Company Secretary
6 April 2023

APPENDIX

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

(Company Registration No. 199508431Z)

Shareholders (including CPF and SRS investors) will be able to watch and/or listen to the AGM proceedings through a “live” audio-visual webcast or “live” audio feed via their mobile phones, tablets or computers, submit questions in advance or, “live” at the AGM and vote at the AGM (a) “live” via electronic means; or (b) through duly appointed proxy(ies) via electronic means.

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

No.	Steps	Details
1.	Pre-registration	<p>Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) can attend the AGM via electronic means.</p> <p>Shareholders who wish to watch and/or listen to the AGM proceedings through a “live” audio-visual webcast or “live” audio feed must pre-register themselves or, where applicable, their appointed proxy(ies) for the AGM, at the pre-registration website below:</p> <p>https://go.lumiengage.com/innotekagm2023</p> <p>The pre-registration website is open from 9.30 a.m. on 6 April 2023 till 9.30 a.m. on Tuesday, 25 April 2023 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated Shareholders or, where applicable, their appointed proxy(ies), will receive an email by 5.00 p.m. on Thursday, 27 April 2023 (the “Confirmation Email”) which will contain the login instructions, password, as well as the link to access the “live” audio-visual webcast and “live” audio feed of the AGM proceedings.</p> <p>Shareholders or, where applicable, their appointed proxy(ies) who do not receive the Confirmation Email by 5.00 p.m. on Thursday, 27 April 2023 but have registered by Tuesday, 25 April 2023 deadline, should contact the Company’s Share Registrar at +65 6536 5355 or by email at AGM.TeamE@boardroomlimited.com with the following details included: (i) the full name of the Shareholder, and (ii) his/her/its identification/registration number.</p> <p>Investors who hold shares in the Company through relevant intermediaries (other than CPF/SRS investors) (as defined in Section 81SF of the Securities and Futures Act) 2001 of Singapore) and wish to watch the “live” audio-visual webcast or listen to the “live” audio feed of the AGM must approach their respective relevant intermediaries as soon as possible in order to make the necessary arrangements.</p>

2.	<p>Submit questions in advance of the AGM</p>	<p>Shareholders (including CPF and SRS investors) can submit questions in advance of the AGM.</p> <p>Submission of substantial and relevant questions in advance of the AGM. Shareholders (including CPF and SRS investors) can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM, in the following manner:</p> <p>(a) via the pre-registration website at https://go.lumiengage.com/innotekagm2023. The pre-registration website commences from 9.30 a.m. on 6 April 2023;</p> <p>(b) by email to AGM.TeamE@boardroomlimited.com; or</p> <p>(c) in hard copy by sending personally or by post and lodging the same at the registered office of the Company at 160 Robinson Road, #24-12 SBF Center, Singapore 068914, attention to InnoTek AGM;</p> <p>When submitting questions via email or by hard copy to the Company, Shareholder should provide the following details in their submission, for verification purposes:</p> <p>(i) the Shareholder's full name;</p> <p>(ii) the Shareholder's address;</p> <p>(iii) the number of shares held; and</p> <p>(iv) The manner in which the Shareholder holds shares in the Company (e.g. via CDP, CPF or SRS).</p> <p>Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his Shareholder status.</p> <p>Deadline to submit questions in advance of the AGM. All questions must be submitted by 5.00 p.m. on Thursday, 13 April 2023.</p> <p>Addressing questions in advance of the AGM. The Company will address all substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Shareholders in the manner set out above via SGXNET and/or the Company's website prior to the AGM.</p>
3.	<p>Ask questions "live" at the AGM</p>	<p>Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) can ask questions "live" at the AGM.</p> <p>Asking substantial and relevant questions "live" at the AGM. Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies), who have pre-</p>

		<p>registered and are verified to attend the AGM can ask questions related to the resolutions to be tabled for approval at the AGM "live" at the AGM, by typing in and submitting their questions through the "live" ask-question function via the audio-visual webcast platform during the AGM within a certain prescribed time limit. Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the AGM) to ask questions "live" at the AGM on their behalf must, in addition to completing and submitting the proxy form, pre-register for their proxy(ies) via the pre-registration website before 9.30 a.m., Tuesday, 25 April 2023 deadline.</p> <p>Addressing questions during the AGM. The Company will, during the AGM itself, address as many substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) which have not already been addressed prior to the AGM, as well as those received "live" at the AGM itself, as reasonably practicable. Where there are substantially similar questions, the Company will consolidate such questions; consequently, not all questions may be individually addressed.</p> <p>Access AGM proceedings via "live" audio-visual webcast to ask questions. Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies), must access the AGM proceedings via the "live" audio-visual webcast in order to ask questions "live" at the AGM, and will not be able to do so via the "live" audio feed of the AGM proceedings.</p>
<p>4.</p>	<p>Shareholders including CPF and SRS investors) to exercise the voting rights at the AGM</p>	<p>Shareholders (including CPF and SRS investors) can exercise their voting rights at the AGM via electronic means.</p> <p>Shareholders (including CPF and SRS investors) who have pre-registered themselves and wish to exercise their voting rights at the AGM, must attend and exercise their voting rights at the AGM via electronic means.</p> <p>CPF or SRS investors who hold the Company's shares through CPF Agent Banks or SRS Operators:</p> <ul style="list-style-type: none"> (a) may attend and vote "live" via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or (b) may appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on Tuesday, 18 April 2023.

5.	<p>Appointing a proxy(ies) to vote at the AGM</p>	<p>Shareholders can appoint proxy(ies) to vote at the AGM.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> (i) If submitted electronically, be submitted via email to AGM.TeamE@boardroomlimited.com or (ii) If submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 1 Harbourfront Avenue, Keppel Bay Tower #14-07, Singapore 098632. <p>In either case, by no later than Tuesday, 25 April 2023, 9.30 a.m., being at least 72 hours before the time for holding the AGM, and in default the proxy form shall not be treated as valid.</p> <p>A Shareholder who wishes to submit a proxy form must first download, complete and sign the proxy form, before submitting it personally or by post to the address provided above, or scanning and sending it by email to the email address provided above. The proxy form may be downloaded from SGXNet or the Company's website at http://innotek.listedcompany.com.</p> <p>Shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>The appointed proxy(ies) must attend and exercise their voting rights at the AGM via electronic means.</p> <p>CPF and SRS investors will not be able to appoint third party proxy(ies), other than the Chairman of the AGM, to vote "live" at the AGM on their behalf. CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 5.00 p.m. on Tuesday, 18 April 2023 to ensure that their votes are submitted.</p>
6.	<p>Deemed revocation of proxy appointment and withdrawal of proxy form</p>	<p>Completion and return of the proxy form does not preclude a Shareholder from attending, speaking and voting at the AGM.</p> <p>Deemed revocation of proxy appointment if a Shareholder attends the AGM in person. Completion and return of the instrument appointing a proxy(ies) by a Shareholder will not prevent him/her from attending, speaking and voting at the AGM if he/she so wishes. Any appointment of a proxy(ies) shall be deemed to be revoked if a Shareholder logs on to access the "live" audio-visual webcast or "live" audio feed of the AGM proceedings. In such event, the Company reserves the right to refuse to admit any person or persons appointed under the instrument of proxy to the AGM.</p>