



Samko Timber Limited

(Company Registration Number: 200517815M)

ALTERNATIVE ARRANGEMENT FOR ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2022

1. Background

The board of directors (the “**Board**” or “**Directors**”) of Samko Timber 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 (“**MinLaw**”) 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, tele-conferencing 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**”) which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, the conduct of general meetings of companies. The Order was amended on 14 April 2020, 24 April 2020 and 29 September 2020;
- (c) The Joint Statement by the Accounting and Corporate Regulatory Authority (ACRA), the Monetary Authority of Singapore (MAS) and the Singapore Exchange Regulation (“**SGX RegCo**”), issued on 13 April 2020 and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020, which included a checklist to guide listed and non-listed entities on the alternative arrangements for the conduct of general meetings for the Applicable Period (as defined in (d) below) stipulated in the Order (the “**Checklist**”); and
- (d) The Order was amended on 6 April 2021 to extend the alternative meeting arrangements beyond 30 June 2021 (the “**Applicable Period**”), until revoked or amended by MinLaw. Accordingly, until such time, issuers including the Company may continue to utilise the Checklist to guide entities on the conduct of their general meetings. On 4 February 2022, the SGX RegCo has announced that the Regulator’s Column issued on 16 December 2021 in relation to the expectation of SGX RegCo for the conduct of general meetings be formed part of the Checklist.

2. Date, time and conduct of AGM

The Company is pleased to announce that pursuant to the Order, the annual general meeting (“**AGM**” or the “**Meeting**”) of the Company for the financial year ended 31 December 2021 will be convened and held by way of electronic means on **Friday, 29 April 2022, at 11.00 a.m.**

3. Notice of AGM and proxy form

The Notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on the Company's corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> and will also be made available on the SGX's website at the URL <https://www.sgx.com/securities/company-announcements>. **Printed copies of these documents will not be sent to shareholders.**

4. Annual Report 2021

The Annual Report for the financial year ended 31 December 2021 will be published at the Company's corporate website at the URL <https://www.sampoernakayoe.co.id/annual-report> by clicking on the hyperlinks "Download" under the "2021" section of "Annual Reports" and will also be made available on the SGX's website at the URL <https://www.sgx.com/securities/company-announcements>. **Printed copies of this document will not be sent to shareholders.**

5. No personal attendance at AGM

To minimise physical interactions and COVID-19 transmission risks, shareholders will not be able to attend the AGM in person. Shareholders will also not be able to vote online on the resolutions to be tabled for approval at the AGM. The Company has made alternative arrangement to conduct the AGM set out in paragraph 6 below.

6. Alternative arrangements for participation at the AGM

Alternative arrangements have been made by the Company to allow shareholders to 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 in relation to any resolution set out in the Notice of AGM; and
- (c) appointing the Chairman of the Meeting as proxy to attend and vote at the AGM.

Details of the steps and deadlines for submission of questions in advance and voting at the AGM by shareholders including Central Provident Fund ("CPF") monies ("CPF Investors") or monies in the Supplementary Retirement Scheme ("SRS") accounts ("SRS Investors"), are set out in the Appendix to this announcement.

7. Persons who hold shares through relevant intermediaries

Persons who hold shares of the Company through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF Investors 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 in relation to any resolution set out in the Notice of AGM, if any; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend and vote at the AGM,

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 at the AGM.

In the case of CPF Investors and SRS Investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on Tuesday, 19 April 2022**.

8. Key dates/deadlines

The key dates/deadlines which shareholders should take note of are summarised in the table below (which is to be read in conjunction with the Appendix to this announcement):

Key dates	Actions
5.00 p.m. on 19 April 2022 (Tuesday)	Deadline for CPF Investors or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
11.00 a.m. on 22 April 2022 (Friday)	Deadline for shareholders to submit questions in advance. Such questions should be submitted via the electronic form or email.
11.00 a.m. on 27 April 2022 (Wednesday)	Deadline for shareholders to submit proxy forms.
Time and date of AGM – 11.00 a.m. on 29 April 2022 (Friday)	Shareholders, including CPF Investors and SRS Investors, may access: <ul style="list-style-type: none"> • the live audio-visual webcast; or • the live audio-only stream, of the AGM proceedings by following the instructions set out in the Appendix.

9. Minutes of AGM

The minutes of the AGM, which will include the responses to substantial and relevant comments or queries from shareholders relating to the agenda of the AGM (if any), will thereafter be published on the Company's corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> and will also be made available on the SGX's website at the URL <https://www.sgx.com/securities/company-announcements> within one (1) month after the date of the AGM.

10. Important reminder

Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change the arrangements for the AGM at short notice. Shareholders are requested to visit the Company's corporate website at the URL <https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/> or on the SGX's website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold the AGM pursuant to the Order and applicable safe management measures amidst the current COVID-19 situation.

By Order of the Board

Riko Setyabudhy Handoko
Executive Director and Chief Executive Officer

14 April 2022

APPENDIX

Steps for submission of questions in advance and voting at the AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend and vote on their behalf at the AGM if such shareholders wish to exercise their voting rights at the AGM.

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

No.	Steps	Details
1.	Submit questions in advance	<p>Please note that the live audio-visual webcast and live audio-only stream are mainly for shareholders to contemporaneously observe the AGM proceeding and hence, shareholders will not be able to ask questions “live” at the AGM during the live audio-visual webcast and audio-only stream. Therefore, it is important for shareholders to submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders, including CPF Investor and SRS Investors, can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance via the following manner:</p> <p>(i) via electronic form at the URL https://forms.gle/zTJCEVez9QNEG1c97; or</p> <p>(ii) via email to the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd (“BCAS”), at AGM.TeamE@boardroomlimited.com.</p> <p>A shareholder who wishes to submit a question form via email must first download, complete and sign the question form, before scanning and sending it by email to the email address provided above. The question form may be downloaded from the Company’s corporate website at the URL https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/ and on the SGX’s website at the URL https://www.sgx.com/securities/company-announcements.</p> <p>When submitting questions via email to the Company, shareholders should provide the following details in their submission, for verification purposes:</p> <ul style="list-style-type: none"> • the shareholder’s full name; • the shareholder’s NRIC, passport or company registration number; • the shareholder’s address; and • the manner in which the shareholder holds shares in the Company (e.g., via CDP, CPF/SRS and/or scrip). <p>Deadline to submit questions. All questions must be submitted by 11.00 a.m. on Friday, 22 April 2022. Please take note that the URL https://forms.gle/zTJCEVez9QNEG1c97 will be automatically disabled; and email submit by shareholders to the Company’s Share Registrar, BCAS, will be disregarded, after 11.00 a.m. on Friday, 22 April 2022.</p> <p>Addressing questions. Management and the Board of the Company will endeavour to address all substantial and relevant questions relating to the resolutions set out in the Notice of AGM (if any) received from shareholders prior to the AGM and will publish the responses to these questions on the Company’s corporate website at the URL https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/ and on the SGX’s website at the URL https://www.sgx.com/securities/company-announcements.</p>

No.	Steps	Details
2.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting 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 Meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be deposited with the Company's Share Registrar, BCAS, at 1 Harbourfront Avenue, Keppel Bay Tower, #14-07 Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar, BCAS, at AGM.TeamE@boardroomlimited.com,</p> <p>in either case, by 11.00 a.m. on Wednesday, 27 April 2022, being not less than forty-eight (48) hours before the time appointed for the AGM.</p> <p>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. The proxy form may be downloaded from the Company's corporate website at the URL https://www.sampoernakayoe.co.id/investors/minutes-of-agm-egm/ and on the SGX's website at the URL https://www.sgx.com/securities/company-announcements.</p> <p>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.</p> <p>CPF Investors or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on Tuesday, 19 April 2022.</p>
3.	Participating at AGM	<p>Shareholders, including CPF Investors and SRS Investors, may follow the instructions below to access the live audio-visual webcast or live audio-only stream to observe and/or listening to the AGM proceedings on 29 April 2022, Friday, at 11.00 a.m.:</p> <p>(a) <u>Live audio-visual webcast</u></p> <p>URL: https://us06web.zoom.us/j/82965886518?pwd=NDZ1Z1R0TGtXeDdmbWh5VWRyUHlZz09 Meeting ID: 829 6588 6518 Password: 558290</p> <p>(b) <u>Live audio-only stream</u></p> <p>Toll-free telephone number: +65 3158 7288 or + 65 3165 1065 and follow the instruction</p>