



SAMKO TIMBER LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration No. 200517815M)

**ALTERNATIVE ARRANGEMENTS FOR ANNUAL
GENERAL MEETING TO BE HELD ON 29 APRIL 2023**

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, the Monetary Authority of Singapore and Singapore Exchange Regulation Pte Ltd (“**SGX RegCo**”) of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020, 4 February 2022 and 23 May 2022), read together with the FAQs on “The Holding of General Meetings” dated 23 May 2022 issued by SGX RegCo, which provides guidance on the conduct of general meetings.

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 2022 will be convened and held by way of electronic means on **Saturday, 29 April 2023, at 3.00 p.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 2022

The Annual Report for the financial year ended 31 December 2022 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 "2022" 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

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 arrangements 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) attendance at the AGM via electronic means (including arrangements by which the AGM can be electronically accessed via "live" audio-visual webcast or "live" audio-only stream);
- (b) submission of questions in advance of the AGM and addressing of substantial and relevant questions in advance of the AGM in relation to any resolutions set out in this Notice of AGM;
- (c) submission of text-based questions "live" at the AGM by clicking the "Ask a Question" feature and then clicking "Type Your Question" to input their queries in the questions text box; and
- (d) "live" voting or appointing proxy(ies)¹ or the Chairman of the AGM as proxy to attend and vote on their of 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 1967), 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) submission of text-based questions "live" at the AGM by clicking the "Ask a Question" feature and then clicking "Type Your Question" to input the Member(s)' queries in the questions text box; and
- (d) "live" voting at the AGM (i) themselves; or (ii) by appointing the Chairman of the AGM as proxy to attend and vote on their behalf at the AGM¹,

¹ For the avoidance of doubt, 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.

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 Wednesday, 19 April 2023**.

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
14 April 2023 (Friday)	Shareholders (including CPF and SRS investors) who wish to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings may begin to pre-register themselves or, where applicable, their appointed proxy(ies) for the AGM at the pre-registration website at the URL https://conveneagm.sg/SamkoTimberAGM2023 .
5.00 p.m. on 19 April 2023 (Wednesday)	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.
3.00 p.m. on 22 April 2023 (Saturday)	Deadline for shareholders to submit questions in advance. Such questions should be submitted via the electronic form or email.
3.00 p.m. on 27 April 2023 (Thursday)	Deadline for shareholders to pre-register for the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.
	Deadline for shareholders to submit instruments appointing a proxy(ies).
10.00 a.m. on 28 April 2023 (Friday)	<p>Authenticated shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) who have (or have been) pre-registered via the pre-registration website will receive an email which will contain unique user credentials and instructions on how to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Shareholders (including CPF and SRS investors), or, where applicable, their appointed proxy(ies) who do not receive the Confirmation Email by 12.00 p.m. on Friday, 28 April 2023, but have registered by 3.00 p.m. on Thursday, 27 April 2023 deadline, should contact the webcast vendor, ConveneAGM (Convene SG Pte Ltd), at +65 6856 7330 (during office hours) or by email to support@conveneagm.com before 5.00 p.m. on Friday, 28 April 2023.</p>

Key dates	Actions
Time and date of AGM – 3.00 p.m. on 29 April 2023 (Saturday)	<p>Click on the link in the Confirmation Email and follow the instructions to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings and to ask questions and vote “live” at the AGM.</p> <p>Authenticated 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 and vote “live” at the AGM.</p>

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

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.

By Order of the Board

Riko Setyabudhy Handoko
Executive Director and Chief Executive Officer

14 April 2023

APPENDIX

Steps for pre-registration, 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, or “live” at, the AGM and vote by (a) “live” by themselves via electronic means; or (b) through their duly appointed proxy(ies) via electronic means.

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

STEP 1: PRE-REGISTRATION		
No.	Actions	Details
1	Register at the pre-registration website for participating at the AGM	<p>Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) can attend the AGM via electronic means.</p> <p>To do so, shareholders (including CPF and SRS investors) can pre-register themselves or, where applicable, their appointed proxy(ies) for the AGM at the pre-registration website at the URL https://conveneagm.sg/SamkoTimberAGM2023 from 14 April 2023 till 3.00 p.m. on Thursday, 27 April 2023, to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) who have (or have been) pre-registered will receive an email (the “Confirmation Email”) by 10.00 a.m. on Friday, 28 April 2023. The email will contain unique user credentials and instructions on how to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.</p> <p>Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) who do not receive the Confirmation Email by 12.00 p.m. on Friday, 28 April 2023, but have (or have been) registered by 3.00 p.m. on Thursday, 27 April 2023 deadline, should contact the webcast vendor, ConveneAGM (Convene SG Pte Ltd), at +65 6856 7330 (during office hours) or by email to support@conveneagm.com before 5.00 p.m. on Friday, 28 April 2023.</p>
STEP 2: SUBMISSION OF QUESTIONS		
No.	Actions	Details
2(a)	Submit questions in advance of the AGM	<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 substantial and relevant questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM, via the pre-registration website at the URL https://conveneagm.sg/SamkoTimberAGM2023.</p> <p>Deadline to submit questions in advance of the AGM. All questions must be submitted by 3.00 p.m. on Saturday, 22 April 2023.</p> <p>Addressing questions in advance of the AGM. Management and the Board of Directors of the Company will endeavour to address all substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) received from shareholders 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 prior to the AGM.</p>

2(b)	Ask questions “live” at the AGM	<p>Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) can ask questions “live” at the AGM.</p> <p>Ask substantial and relevant questions “live” at the AGM. Shareholders (including CPF and SRS investors) or, where applicable, their appointed proxy(ies) can ask the Chairman of the AGM and/or directors of the Company substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, “live” at the AGM, by clicking the “Ask a Question” feature and then clicking “Type Your Question” to input their queries in the questions text box.</p> <p>Addressing questions during the AGM. Management and the Board of Directors of 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 they can. Where substantially similar questions are received, they will consolidate such questions and 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 audio-only stream of the AGM proceedings.</p>
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STEP 3: ATTEND AND VOTING AT THE AGM

No.	Actions	Details
3(a)	Shareholders (including CPF and SRS investors) to exercise the voting rights at the AGM	<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-register 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> <p>(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</p> <p>(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 Wednesday, 19 April 2023 in order to allow sufficient time for their respective relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf by the proxy cut-off date.</p>
3(b)	Appointing a proxy(ies) to vote at the AGM	<p>Shareholders can appoint proxy(ies) to vote at the AGM.</p> <p>Submission of instruments appointing a proxy(ies). The instrument appointing a proxy(ies) must be submitted in the following manner:</p> <p>(a) if submitted by post, be deposited at the office of 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 at AGM.TeamE@boardroomlimited.com,</p>

		<p>in either case, by 3.00 p.m. on Thursday, 27 April 2023.</p> <p>Notwithstanding the above, the Chairman of the AGM shall have the right to waive the time requirement provided above with respect to all instruments of proxies and to accept any and all instruments of proxy until the beginning of the AGM.</p> <p>A shareholder who wishes to submit an instrument of proxy 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>Shareholders are strongly encouraged to submit completed instruments appointing a proxy(ies) electronically via email.</p> <p>The appointed proxy(ies)* must attend and exercise their voting rights at the AGM via electronic means.</p> <p><i>*For the avoidance of doubt, 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.</i></p>
3(c)	<p>Deemed revocation of proxy appointment and withdrawal of instrument of proxy(ies)</p>	<p>Completion and return of the instrument of proxy(ies) does not preclude a shareholder from attending and voting at the AGM.</p> <p>Deemed revocation of proxy appointment if shareholder attends the AGM in person. Completion and return of the instrument appointing a proxy(ies) by a shareholder will not prevent him/her/its from attending and voting at the AGM if he/she/it so wishes. The appointment of the proxy(ies) for the AGM will be deemed to be revoked if the shareholder who has appointed a proxy(ies) and who subsequently pre-registers on the pre-registration website to attend and vote at the AGM by 3.00 p.m. on Thursday, 27 April 2023 without withdrawing the instrument of proxy(ies) will, subject to verification, receive a Confirmation Email by 3.00 p.m. on Friday, 28 April 2023, and in such event, the Company will automatically revoke the appointment of the proxy(ies) if the shareholder logs on to access the "live" audio-visual webcast of the AGM proceedings.</p> <p>Withdrawal of instrument of proxy. A shareholder who submitted a valid instrument of proxy but who subsequently wishes to attend and vote at the AGM himself/herself/itself may withdraw the instrument of proxy and should contact the Company at +65 6536 5355 (during office hour) or by email to AGM.TeamE@boardroomlimited.com, before 10.00 a.m. on Friday, 28 April 2023.</p>