



**19th ANNUAL GENERAL MEETING OF
DUOPHARMA BIOTECH BERHAD**
[Registration No. 200001021664 (524271-W)]

ADMINISTRATIVE GUIDE

Date: Wednesday, 17 June 2020
Time: 10.00 A.M.
Broadcast Venue: Tricor Business Centre, Manuka 2 & 3, Unit 29.01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia (**the “Broadcast Venue”**)

In light of the Covid-19 pandemic in Malaysia and globally, the Board of Directors of the Company has decided that the Nineteenth (19th) Annual General Meeting (“AGM”) of the Company shall be held electronically in its entirety via **REMOTE PARTICIPATION AND VOTING (“RPV”)** to prevent any form of crowding in the meeting venue that would lead to the spread of the Covid-19.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 (“CA 2016”) which stipulates that the Chairman shall be at the main venue of the 19th AGM. Hence, **NO MEMBERS** from the public will be physically present at the meeting venue on the day of the 19th AGM.

You will have to register to attend the 19th AGM remotely by using the RPV facilities, and the details are set out as follows:-

REMOTE PARTICIPATION AND VOTING (“RPV”)

1. The 19th AGM will be conducted through live streaming and online remote voting. You are encouraged to attend the 19th AGM using RPV facilities provided by Tricor Investor & Issuing House Service Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. With this facility, you may exercise your rights as member of the Company to participate and pose questions to the Board and Management of the Company, and vote at the 19th AGM.
2. **Members** who appoint proxies to participate via RPV in the 19th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **10.00 a.m. on Tuesday, 16 June 2020**.
3. **Corporate Representatives** of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **10.00 a.m. on Tuesday, 16 June 2020** to participate via RPV in the 19th AGM.
4. The **beneficiary** of the shares under a Nominee Company’s CDS account who wish to participate via RPV in the 19th AGM can request its Nominee Company to appoint him/her as a proxy and must ensure that the duly executed proxy forms are deposited with Tricor not later than **10.00 a.m. on Tuesday, 16 June 2020**.
5. Attorneys appointed by way of powers of attorney are to deposit their powers of attorney with Tricor not later than **10.00 a.m. on Tuesday, 16 June 2020** to participate via RPV in the 19th AGM.
6. A member who has appointed a proxy, attorney or authorised representative to attend, participate, speak and vote at this 19th AGM via RPV must instruct his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. The proxy, attorney or authorised representative (as the case may be) must register at TIIH Online website in order to participate in the 19th AGM via RPV.

As the 19th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

7. PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate the 19th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE DAY OF THE 19TH AGM		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that registration to attend the 19th AGM is available at TIIH Online.
(b)	Submit your request	<ul style="list-style-type: none"> Registration is open from Friday, 15 May 2020 at 10.00 a.m. and will continue to be opened until 10.00 a.m. on Tuesday, 16 June 2020. Login with your user ID and password and select the corporate event “(REGISTRATION) DUOPHARMA BIOTECH 19TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting” Review your registration and proceed to register System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting’s Record of Depositors as at 9 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE 19TH AGM		
(c)	Login to TIIH Online	Login with your user ID and password for remote participation at the 19 th AGM at any time from 9.40 a.m. (i.e. 20 minutes before the commencement of the 19 th AGM at 10.00 a.m. on Wednesday, 17 June 2020)
(d)	Participate through Live-Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) DUOPHARMA BIOTECH 19TH AGM” to engage in the proceedings of the 19th AGM remotely. If you have any question for the Chairman of the meeting or the Board of Directors, you may use the query box to transmit your question. The Chairman and/or the other members of the Board of Directors will endeavor to respond to questions submitted by remote participants during the 19th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m., Wednesday, 17 June 2020 until a time when the Chairman announces the completion of the voting session of the 19th AGM. Select the corporate event: “(REMOTE VOTING) DUOPHARMA BIOTECH 19TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman of the closure of the 19th AGM, the Live Streaming will end.

Notes to Users of the RPV Facilities

- Should your application to join the meeting be approved, Tricor will make available to you the access to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.

- c) *In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.*

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

8. To administer the proceedings of the 19th AGM orderly, you may submit questions to the Chairman or the Board of Directors in advance via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose your questions and submit them electronically no later than **Monday, 15 June 2020**. The Chairman and/or the other members of the Board of Directors will endeavor to address the received questions via this channel during the 19th AGM.

NO BREAKFAST/ LUNCH PACK, MEAL VOUCHER AND DOOR GIFT

9. As the 19th AGM will be conducted via RPV, there will be no distribution of breakfast/ lunch packs or vouchers during the 19th AGM.
10. The Company will also not be distributing any door gifts.

ENTITLEMENT TO ATTEND AND VOTE

11. Only members whose names appear on the Record of Depositors as at 9 June 2020 shall be eligible to attend, speak and vote at the 19th AGM or appoint the Chairman of the Meeting as proxy to attend and vote on their behalf. A member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.

If you wish to participate in 19th AGM yourself, please do not submit any Form of Proxy for the 19th AGM. You will not be allowed to participate in the 19th AGM together with a proxy appointed by you. The duly completed Form of Proxy must be deposited at the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3 Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia **no later than 10.00 a.m. on Tuesday, 16 June 2020**. You may also submit the proxy appointment electronically via Tricor’s TIIH Online website at <https://tiih.online> **no later than 10.00 a.m. on Tuesday, 16 June 2020**. All proxy forms submitted must be received by the Company not less than twenty-four (24) hours before the time appointed for taking of the poll as per Section 334(3) of the Companies Act, 2016.

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “Submission of Proxy Form”. Read and agree to the Terms & Conditions and confirm the Declaration Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(s) appointment. Print proxy form for your record.

POLL VOTING

- The voting at the 19th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Asia Securities Sdn Bhd as Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and **submit your votes at any time from the commencement of the 19th AGM at 10.00 a.m.** Kindly refer to item no. 7 of the procedure for RPV facilities above for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>. Upon completion of the voting session for the 19th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed. Subsequently an announcement of the poll results will be made by the Company to the Exchange operated by Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

ANNUAL REPORT 2019

- The Annual Report is available on the Company’s website at www.duopharmabiotech.com, and Bursa Malaysia’s website at www.bursamalaysia.com under Company’s announcements.

You may request for a copy of the printed Annual Report at <https://tiih.online> by selecting “Request for Annual Report” under the “Investor Services”. Alternatively, you may also make your request by completing and submitting online requisition form at Duopharma Biotech Berhad’s Corporate Website at <https://duopharmabiotech.com/investor-relations/annual-report/annual-report-requisition-form/> Please consider the environment before you decide to print or request for the above reports.

ENQUIRY

- If you have any enquiry prior to the 19th AGM, please contact the following officers during office hours:

Address	Contact Details
Duopharma Biotech Berhad [Registration No: 200001021664 (524271-W)] Group Legal and Company Secretarial Department Suite 18.06, Level 18, Kenanga International No. 26, Jalan Sultan Ismail 50250 Kuala Lumpur Wilayah Persekutuan, Malaysia.	Fatihah Md Fadzil Email: fatihah-fadzil@duopharmabiotech.com General Line: 03 - 2162 0218 Fax: 03 - 2161 0507
Tricor Investor & Issuing House Services Sdn Bhd [Registration Number: 197101000970 (11324-H)] Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3 Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia.	General Line: 03 - 2783 9299 Fax: 03 – 2783 9222 Email: is.enquiry@my.tricorglobal.com Nur Qaisara Naaila – 03-2783 9272 / Nur.Qaisara.Naaila@my.tricorglobal.com Nor Faeayzah – 03-2783 9274 / Nor.Faeayzah@my.tricorglobal.com
Duopharma (M) Sendirian Berhad [Registration No: 197801005475 (42491-M)] Corporate Finance Lot 2599, Jalan Seruling 59 Kawasan 3, Taman Klang Jaya 41200 Klang Selangor Darul Ehsan, Malaysia.	Beldon Chia Zhi Yi Email: zychia@duopharmabiotech.com General Line: 03 - 3323 2759 Fax: 03 - 3323 3923