



Duopharma Biotech Berhad
Supplementary Administrative Guide

10:00 a.m. 17 June 2020



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1.0 Introduction

Welcome to the 19th Annual General Meeting (“AGM”) of Duopharma Biotech Berhad (“Duopharma Biotech” or the “Company”). This year’s AGM will be a milestone in Duopharma Biotech’s history as it will be the **Company’s inaugural fully virtual AGM**. Specifically, Duopharma Biotech will be facilitating remote participation and voting (“RPV”) for shareholders, to ensure safe social-distancing is in place.

As the Movement Control Order (“MCO”) and subsequent Conditional MCO and Recovery MCO are in place since 18 March 2020, assembling as a group has become restricted with various conditions imposed by the government. As the Recovery Movement Control Order (“RMCO”) will be in place from 10 June 2020 until 31 August 2020, assembling as a group for the purposes of company general meetings may still be required to observe various precautionary measures to prevent the spread of COVID-19 pandemic with various conditions required by the government

Duopharma Biotech aspires to accord shareholders with an enriching Virtual AGM experience. Towards this end, to allay concerns by shareholders that companies may selectively avail and respond to questions in a virtual general meeting environment, Duopharma Biotech has appointed KPMG Management Risk & Consulting Sdn Bhd (“KPMG”) as an external party to lend objectivity and transparency by **streaming the questions raised**.

As an external party, KPMG will act independently and will objectively stream the questions raised by shareholders during the Virtual AGM as well as any pre-submitted questions via the registration website (i.e. TIIH Online). In doing so, KPMG will be steadfast in remaining neutral by being impartial to queries raised by institutional investors and retail investors.

This document, namely, the Supplementary Administrative Guide (“Guide”) serves as a reference for the shareholders in navigating the roll-out of the Virtual AGM.

Kindly be guided that photography or any audio or visual recording, reproduction, publication or storage in any form or media of the proceedings of the 19th AGM (or any part thereof) by shareholders, proxies and all others participating in the 19th AGM is not allowed. The Company will nevertheless be recording the proceedings.



2.0 Shareholders Participation in a Virtual AGM

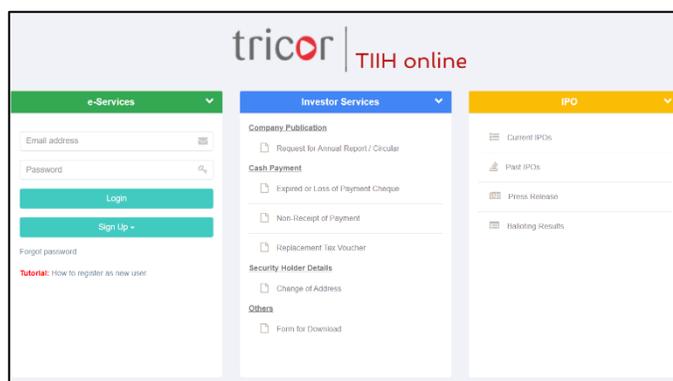
The virtual platform is not much different from the usual physical or conventional AGM conducted at a specific geographical location. There are benefits flowing from a Virtual AGM as shareholders will be able to participate and vote in a manner that is uninhibited by geographical constraints. Moreover, embracing technology for the purpose of extensive shareholder engagement marks an operational milestone in the Company that you have invested in.

Under the current Recovery MCO environment, Duopharma Biotech will be conducting its 19th AGM electronically via **Remote Participation and Voting (“RPV”)**. This is also in line with the aspiration of the market regulators, namely Securities Commission Malaysia and Bursa Malaysia Securities Berhad in promoting greater use of technology as part of a listed issuer’s continuous listing obligation requirements.

2.1 Getting Started

To participate in the Virtual AGM, shareholders (and their proxies) will need to register and obtain credentials to enter the secure Virtual AGM.

Please note that if you are already a user of TIIH Online, you are not required to register again. You will receive a notification via email that the registration to attend the 19th Duopharma Biotech AGM is available at TIIH Online.



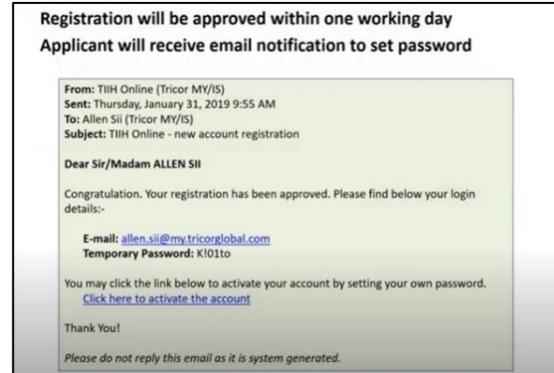
Registration is open **from 10:00 a.m. on Friday, 15 May 2020** and will continue to be opened until **10:00 a.m. on Tuesday, 16 June 2020**. Shareholders as per the Record of Depositors (“ROD”) as at 9 June 2020 will be allowed to join in the Virtual AGM. To register, please click this link <https://tiih.online>.

If you are still unsure how to register, you may view this video via YouTube to familiarise yourself with the registration process: <https://www.youtube.com/watch?v=UbCvY1J5mw8>



Before you register, please make sure you have the following:

1. A scanned copy of your **MyKad** or your **Passport** (for non-Malaysians). You will be required to upload a clear scanned image to ascertain your identity; and
2. A valid email address for registration verification process.



2.1.1 Seven step registration process

The seven-step registration process is outlined below:

1. Go to <https://tjih.online> and register as a shareholder by clicking "Sign Up".
2. You will then be required to select whether you want to upload your MyKad or Passport image.
3. Remember to check the box that you have read and agree to Tricor's privacy policy.
4. Click the "Register" button.
5. Check your email for confirmation of your registration. The email will provide a temporary password and a link to activate the registration. Write down the temporary password and click the link provided to activate the account.
6. Enter the temporary password and key in your own unique password. Remember to keep your password confidential and do not reveal it to anyone. It is unique to you as a shareholder of the company.
7. When logging in, under Corporate Event, select "*(REGISTRATION) DUOPHARMA BIOTECH 19TH AGM*" and follow the online instructions.

If you had forgotten the password, go back to <https://tjih.online> and click "Forgot Password", and follow the procedures online to obtain a new temporary password.



2.2 Preparing for the Virtual AGM

1. Access and read the notice of the AGM which has been filed with Bursa Malaysia on 15 May 2020. To read the AGM Notice, click this link below or scan the QR Code in the shareholder's Notification Letter:
<https://duopharmabiotech.com/notice-of-annual-general-meeting/>
2. In addition, do read the Administrative Guide as published by Duopharma Biotech in respect of the 19th AGM that includes an outline on the procedures to participate in the Virtual AGM via RPV.
3. Follow the procedures provided in the Administrative Guide for the 19th AGM to register for the Virtual AGM.
4. All shareholders and their proxies should register via the process outlined above with TIIH Online.
5. Familiarise yourself with the identity of the Company's leadership team (i.e. Board and Senior Management team), the AGM agenda and the order of business in detail. Read up on the relevant materials such as Duopharma Biotech's Annual Report, Corporate Governance Report and Sustainability Report (to access these documents, please click the web browser link or scan the QR code below):

Please click on the hyperlink to be directed to the materials published by Duopharma Biotech	Please scan the QR code with your handphone to be directed to the materials published by Duopharma Biotech
Notice of AGM	
Administrative Guide	
Annual Report 2019	



Please click on the hyperlink to be directed to the materials published by Duopharma Biotech	Please scan the QR code with your handphone to be directed to the materials published by Duopharma Biotech
Corporate Governance Report 2019	 A square QR code with the Duopharma logo centered in the middle.
Sustainability Report 2019	 A square QR code with the Duopharma logo centered in the middle.

Reading the relevant materials will help you to understand the current state of the Company. It will also help you to formulate questions for the Board and Management to answer.



2.2.1 Submitting your questions before the Virtual AGM

Shareholders are encouraged to submit questions before the Virtual AGM via TIIH Online for detailed response from the Company. Shareholders are requested to pose their questions via the Query Box in the English language. Please note that only shareholders who have successfully registered to participate via TIIH online system will be allowed to pose questions.

Here are some examples of questions to ask:

*(Note: each question has a limit of **500 characters**):*

- *What measures have the Company taken to ensure that it complies with Malaysian Code on Corporate Governance regarding boardroom diversity and experience?*
- *What are the plans of the Company to navigate disruptions brought about by the COVID-19 pandemic?*
- *How is the Company planning to diversify its customer base?*
- *What steps have Duopharma Biotech undertaken during the financial year ended 31 December 2019 to strengthen its balance sheet position?*

Note

Duopharma Biotech welcomes comments and questions that foster civil conversation and shareholder engagement. In the same manner that the Company's officers and staff are expected to be responsible and respectful, which are two (2) of the Company's six (6) core values, the Company also expects that its shareholders and their proxies and representatives to also be responsible and respectful. In order to help maintain a healthy, respectful discussion, please focus your comments and questions on the matters set out in the agenda for the Company's 19th AGM, and refrain from personal attacks. The Company reserves the right to ignore, remove, block and/or blackout posts, comments, statements and questions that are commercial, self-promotional, obscene, rude, vulgar, disrespectful or disruptive.

2.3 During the Virtual AGM

Please ensure and check that you have stable internet connection that meets the minimum bandwidth requirements (at least **30 Mbps**) to experience the Virtual AGM without disruption. In addition, ensure that you have updated your browser to the latest version. The supported browsers include Google Chrome, Firefox, Safari, Internet Explorer and Microsoft Edge. However, the use of **Google Chrome**, **Firefox** and **Safari** are recommended for optimal viewing of the Virtual AGM proceedings.

2.3.1 How to pose questions

1. You are to use only the **primary mode of communication** which is TIIH Online Query Box to raise your question(s) during the Virtual AGM. In the remote and untoward event of failure relating to the primary mode of communication during the Virtual AGM, the Company will



activate the back up or **secondary mode of communication** which represents a dedicated e-mail address for the Virtual AGM. This dedicated e-mail address will only be available to shareholders in the event of failure relating to the primary mode of communication (i.e. TIIH Online Query Box).

2. Ask questions using the English language. Keep the question(s) short and concise as well as relevant to the resolutions being discussed. *(Note: each question has a limit of **500 characters**).*
3. When asking questions, avoid abbreviations that may easily be misunderstood by shareholders or the Company.
4. Be polite, exercise discretion and wisdom when asking questions. Objectionable language, such as offensive remarks, ad hominem remarks, profanities or vulgarities will not be tolerated.
5. Avoid repetitive questions in the query box.
6. If possible, avoid raising questions that are technical or operational in nature. Such questions should be submitted in advance to Duopharma Biotech via TIIH Online.
7. The Question and answer session is a good time to engage the Board and Management on the business and performance of the listed issuer. It is not a time for marketing pitches or a time for lecturing. Ideally, the Query Box serves as a platform that shall only be used for raising questions regarding the resolutions being discussed by the Chairman.
8. Avoid continuous logging in and logging out of TIIH Online during the Virtual AGM. If there is an authentication issue that requires you to log in and log out constantly, you may contact the Tricor Help Line as described in the Administrative Guide.

2.3.2 Voting during Virtual AGM

1. At the start of the AGM, the Chairman will call upon the poll administrators to relay electronic voting (e-voting) guidelines and announces that the poll is now open for shareholders to vote.
2. You may cast your votes by way of e-voting once the Virtual AGM commences and throughout the Virtual AGM until the Chairman declares that the poll is closed.
3. Once you cast your vote and click "Submit", you are unable to go back and change your vote.
4. For each resolution, you are required to propose and second the resolution in order for it to be tabled.
5. Once the poll results have been verified by the Scrutineers, Asian Securities Sdn Bhd, the poll results will be announced during the Virtual AGM.



2.4 Post-Virtual AGM

1. If required, you may inspect the minutes of the Virtual AGM and request for a copy of the minutes. The minutes shall be furnished to you within 14 days after the request is submitted in writing and upon receipt of payment.
2. Duopharma Biotech will publish the Summary of Key Matters on the Company website within 30 days from the Virtual AGM. As a shareholder, take a few minutes to be informed on the resolutions discussed and the outcomes decided at the Virtual AGM.
3. Shareholders are encouraged to give their feedback on the Virtual AGM to help the company improve its stakeholder engagement process. Please participate in the **Post-Virtual AGM Survey**, which will be made available in a weblink and QR code towards the end of the virtual AGM. It should take about five (5) minutes to complete the survey.



3.0 Frequently Asked Questions (“FAQs”)

1. Will the Board respond to all questions from shareholders?

In keeping with good governance practice, as far as possible, Duopharma Biotech intends to respond to all questions posed. This is to ensure that the rights of the shareholder to query the Board is not sidelined. This is the reason the Company has appointed KPMG as an independent party. Duopharma Biotech welcomes comments and questions which fosters civil conversation and shareholder engagement.

To help maintain a healthy, respectful discussion, please focus comments and questions on the matters set out in the agenda for the Company’s 19th AGM, and refrain from personal attacks. The Company reserves the right to ignore, remove, block and/or blackout posts, comments, statements and questions that are commercial, self-promotional, obscene, rude, vulgar, disrespectful or disruptive.

However, for all practical reasons, it may not be possible to respond to all questions posed during the Virtual AGM. As Duopharma Biotech takes stakeholder engagement seriously, **the Company will endeavour to respond to all unanswered questions via the website** within one (1) month from the Virtual AGM date.

2. What is the role of KPMG Management & Risk Consulting Sdn Bhd and how will the questions be handled?

KPMG Management & Risk Consulting Sdn Bhd has been appointed as the independent party to ensure that Duopharma Biotech’s Virtual AGM is transparent with a view of being impartial towards all shareholders in responding to the queries.

As an independent party, KPMG Management & Risk Consulting Sdn Bhd will facilitate the question and answer session in a fair manner, without favouring any one party, whether large institutional or small retail investors, in terms of shareholding. KPMG Management & Risk Consulting Sdn Bhd will act professionally in ensuring that questions are streamed to the Board for an adequate response.

KPMG Management & Risk Consulting Sdn Bhd, who is managing the streaming of questions, is distinct from KPMG PLT, the Company’s appointed Independent External Auditor.

3. Will Duopharma Biotech be giving door gifts?

Under the current challenging economic scenario and logistical surroundings, Duopharma Biotech has decided not to provide any door gifts.

4. What is the Tricor Help Line number to call if I have issues to log into the Virtual AGM?

You may call any of the numbers here for assistance: 011-40805616, 011-4080 3168, 011-4080 3170. Alternatively, you may also email to tiih.online@my.tricorglobal.com for assistance.