



MEETING OF MEMBERS OF DUOPHARMA BIOTECH BERHAD

[Registration No. 200001021664 (524271-W)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

Date : Friday, 13 August 2021
Time : 9.00 a.m.
Venue : TIIH Online Meeting Platform at <https://tiih.online>

The Government of Malaysia (the “Government”) had on 28 May 2021 initially announced the implementation of the Movement Control Order 3.0 (“MCO 3.0” or “total lockdown”) in Malaysia to curb the spread of Covid-19 commencing from 1 June 2021 until 14 June 2021. The Government subsequently announced the extension of the MCO 3.0 until 28 June 2021, and thereafter further announced the extension of the MCO 3.0 beyond 28 June 2021. At the time of issuance of this Administrative Guide, the total lockdown is still in operation.

The Meeting of Members (“MOM”) of the Company will be carried out in the manner as guided by the Securities Commission Malaysia Guidance on the Conduct of General Meetings for Listed Issuers dated 18 April 2020 (Revised: 1 June 2021) (“SC Guidance”). Pursuant to the SC Guidance, listed issuers are only allowed to conduct fully virtual general meetings during the total lockdown. A fully virtual general meeting is conducted online where all meeting participants including the Chairman of the meeting, board members, senior management and shareholders participate in the meeting online.

As such, the Board of Directors of the Company has decided that the MOM of the Company will be held fully virtual through live streaming and online remote voting using Remote Participation and Voting (“RPV”) facilities via the TIIH Online meeting platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia at <https://tiih.online> (the “TIIH Online Meeting Platform”).

The main venue of the MOM for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be at the main venue, is the TIIH Online Meeting Platform.

(1.0) GETTING STARTED

1. To participate in the MOM, shareholders (and their proxies) will need to register and obtain credentials to enter the secure MOM. 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 Duopharma Biotech MOM is available at TIIH Online.
2. Registration is open from **9:00 a.m. on Tuesday, 6 July 2021** and will continue to be opened until the day of MOM on **Friday, 13 August 2021**. Shareholders as per the Record of Depositors (“ROD”) as at **6 August 2021** will be allowed to join in the MOM. To register, please click this link <https://tiih.online>. If you are still unsure as to how to register, you may view this video via YouTube to familiarise yourself with the registration process: <https://www.youtube.com/watch?v=UbCvY1J5mw8>

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

- (a) 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
- (b) A valid email address for registration verification process.

(1.1) Seven steps of TIIH Online user's registration process

The seven-steps registration process are outlined below:

- 1. Go to <https://tiih.online> and register as a shareholder by clicking "Sign Up" and select "Create Account by Individual Holder".
- 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. You will be provided with a temporary password via the email 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. The password is unique to you as a shareholder of the company.
- 7. If you had forgotten the password, go back to <https://tiih.online> and click "Forgot Password", and follow the procedures online to obtain a new temporary password.

(2.0) REMOTE PARTICIPATION AND VOTING ("RPV")

- 1. With this virtual MOM 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 MOM.
- 2. **Members** who appoint proxies to participate via RPV in the MOM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **9.00 a.m. on Thursday, 12 August 2021**.
- 3. **Corporate Representatives** of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **9.00 a.m. on Thursday, 12 August 2021** to participate via RPV in the MOM.
- 4. The **beneficiary** of the shares under a Nominee Company's CDS account who wish to participate via RPV in the MOM can request its Nominee Company to appoint him/her as a proxy and must ensure that the duly executed proxy forms are deposited in a hardcopy form or by electronic means to Tricor not later than **9.00 a.m. on Thursday, 12 August 2021**.
- 5. **Attorneys** appointed by way of powers of attorney are to deposit their powers of attorney with Tricor not later than **9.00 a.m. on Thursday, 12 August 2021** to participate via RPV in the MOM.
- 6. A member who has appointed a proxy, attorney or authorised representative to attend, participate, speak and vote at this MOM 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 MOM via RPV.

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

(2.1) Procedures for RPV

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

No.	Procedure	Action
BEFORE THE DAY OF THE MOM		
(a)	Submit your request	<ul style="list-style-type: none"> Registration is open from Tuesday, 6 July 2021 and will continue to be opened until the day of the MOM on Friday, 13 August 2021. Login with your user ID (i.e. email address) and password and select the corporate event “(REGISTRATION) DUOPHARMA BIOTECH MOM”. 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. The TIH Online 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 6 August 2021, the system will send you an e-mail after 12 August 2021 to approve or reject your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIH Online and registration for the RPV).</i>
ON THE DAY OF THE MOM		
(b)	Login to TIH Online	Login with your user ID and password for remote participation at the MOM at any time from 8.00 a.m. (i.e., 1 hour before the commencement of the MOM at 9.00 a.m. on Friday, 13 August 2021).
(c)	Participate through Live-Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) DUOPHARMA BIOTECH MOM” to engage in the proceedings of the MOM 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 endeavour to respond to questions submitted by remote participants during the MOM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.





No.	Procedure	Action
ON THE DAY OF THE MOM		
(d)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 9.00 a.m., Friday, 13 August 2021 until a time when the Chairman announces the completion of the voting session of the MOM. Select the corporate event: “(REMOTE VOTING) DUOPHARMA BIOTECH MOM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. 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.
(e)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman of the closure of the MOM, the Live Streaming will end.

Notes to Users of the RPV Facilities

- (a) *Should your registration for RPV be approved, Tricor will make available to you the access to join the live stream meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.*
- (b) *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 stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 or e-mail to tiih.online@my.tricorglobal.com for assistance.*

(3.0) PREPARING FOR THE MOM

- To read the MOM Notice, click this link below or scan the QR Code highlighted on item 4: <https://duopharmabiotech.com/notice-of-meeting-of-members/>
- Follow the procedures provided in the Administrative Guide for the MOM to register for the MOM.
- All shareholders and their proxies should register via the process outlined above with TIH Online.
- Familiarise yourself with the identity of the Company, the MOM agenda and the order of business in detail. Read up on the relevant materials such as Duopharma Biotech’s Circular to Shareholders, Constitution of the Company etc. (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 MOM	
Circular to Shareholders	
Administrative Guide	
Constitution of Duopharma Biotech	

Reading the relevant materials will help you to understand the proposal being tabled at the MOM. It will also help you to formulate questions for the Board and Management to answer.

(4.0) ENTITLEMENT TO ATTEND AND VOTE

1. Only members whose names appear on the Record of Depositors as at **6 August 2021** shall be eligible to attend, speak and vote at the MOM 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.
2. If you wish to participate in MOM yourself via TIIH Online, please do not submit any Form of Proxy for the MOM. You will not be allowed to participate in the MOM 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 9.00 a.m. on Thursday, 12 August 2021.** You may also submit the proxy appointment electronically via Tricor's TIIH Online website at <https://tiih.online> **no later than 9.00 a.m. on Thursday, 12 August 2021.** 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.

3. The procedures to lodge your proxy form electronically via Tricor's TIIH Online website are summarised below: Procedure Action

No.	Procedure	Action
i. STEPS FOR INDIVIDUAL SHAREHOLDERS		
(a)	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: "Duopharma Biotech MOM - 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.
ii. STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder" • Complete the registration form and upload the required documents. • Registration will be verified and you will be notified by email within one (1) to two (2) working days • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>
(b)	Proceed with submission of proxy form	<ul style="list-style-type: none"> • Login to TIIH Online at https://tiih.online • Select the corporate exercise name: "Duopharma Biotech MOM – Submission of Proxy Form" • Agree to the Terms & Conditions and Declaration • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxies by inserting the required data • Login to TIIH Online, select corporate exercise name: "Duopharma Biotech MOM – Submission of Proxy Form" • Proceed to upload the duly completed proxy appointment file • Select "submit" to complete your submission • Print the confirmation report of your submission for your record.

(5.0) POLL VOTING

1. The voting at the MOM 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 Scrutineer Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
2. 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 their votes at any time from the commencement of the MOM at 9.00 a.m. Kindly refer to item 2.1 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 MOM, 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

(6.0) PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD

1. Shareholders are encouraged to submit questions before the MOM via TIIH Online for detailed response from the Company. 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 **Thursday, 12 August 2021 at 9.00 a.m.**
2. Shareholders/proxies are requested to pose their questions via the Query Box in the English language. Please note that only shareholders/proxies who have successfully registered to participate via TIIH online system will be allowed to pose questions. The Chairman, the other members of the Board of Directors and/or Management will endeavour to address the received questions via this channel during the MOM.

Here are some examples of questions to ask:

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

- *What is the rationale for the Proposed Bonus Issue?*
- *When will the Bonus Shares be issued to the entitled shareholders?*

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 MOM, 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.

(7.0) DURING THE MOM

Please ensure and check that you have stable internet connection to experience the MOM 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 MOM proceedings.

(7.1) 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 MOM. In the remote and untoward event of a technical failure relating to the primary mode of communication during the MOM, the Company will activate the back up or secondary mode of communication which represents a dedicated e-mail address for the virtual MOM. This dedicated e-mail address will only be availed to shareholders in the event of failure relating to the primary mode of communication (i.e. TIIH Online Query Box).
2. You are requested to ask questions using the English language.
3. Please submit one (1) question at a time. Keep the question(s) short and concise as well as relevant to the resolution(s) being discussed. (Note: each question has a limit of 500 characters).
4. When asking questions, avoid abbreviations that may easily be misunderstood by shareholders or the Company.
5. 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.
6. Avoid repetitive questions in the query box.
7. 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.
8. The questions and answers 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.
9. Avoid continuously logging in and logging out of TIIH Online during the MOM. 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.

(7.2) Voting during MOM

1. At the start of the MOM, a video tutorial on the electronic voting (e-voting) guidelines will be played to guide you to submit your votes remotely.
2. You may cast your votes by way of e-voting once the MOM commences and throughout the MOM until the Chairman declares that the poll is closed.
3. Once you cast your vote and click "Submit", you will not be able to go back and change your vote.
4. Once the poll results have been verified by the Scrutineers, Scrutineer Solutions Sdn. Bhd., the poll results will be announced during the MOM.

(8.0) POST-MOM

1. If required, you may inspect the minutes of the MOM 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 minutes of the MOM incorporating Key Matters discussed on the Company's website within 30 days from the MOM. As a shareholder, take a few minutes to be informed on the resolution(s) discussed and the outcomes decided at the MOM.
3. Shareholders are encouraged to give their feedback on the MOM to help the company improve its stakeholder engagement process. Please participate in the Post-MOM Survey, which will be made available in a weblink and QR code towards the end of the MOM. It should take about five (5) minutes to complete the survey.

(9.0) DOOR GIFT

1. As the MOM will be conducted via RPV, there will be no distribution of breakfast/ lunch packs or vouchers during the MOM.
2. The Company will also not be distributing any door gifts.

(10.0) CIRCULAR TO SHAREHOLDERS

1. The Circular to Shareholders is available on the Company's website at <https://duopharmabiotech.com/circular-to-shareholders-2/> and Bursa Malaysia's website at www.bursamalaysia.com under Company's announcements.
2. You may request for a copy of the printed Circular to Shareholders at <https://tiih.online> by selecting "Request for Circular to Shareholders" 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/circular-to-shareholders-2/circular-to-shareholders-requisition-form-2/>. Please consider the environment before you decide to print or request for the above reports.

(11.0) ENQUIRY

If you have any enquiry prior to the MOM, please contact the following officers during office hours:

Address	Contact Details
Duopharma Biotech Berhad [Registration No: 200001021664 (524271-W)] Group Legal and Secretarial Department Suite 18.06, Level 18, Kenanga International No. 26, Jalan Sultan Ismail, 50250 Kuala Lumpur Wilayah Persekutuan, Malaysia.	Shazrin Erma binti Azmi Email: shazrin-erma@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.	Kelvin Gan Rion Email: kelvin-gan@duopharmabiotech.com General Line: 03 - 3323 2759 Fax: 03 - 3323 3923

(12.0) CHANGES TO PROCEEDINGS OF THE MOM

In view of the COVID-19 pandemic and the enforcement of the MCO in Malaysia, the Company will have to observe the guidelines or new procedures as may be issued by the Government from time to time, which may affect the administration of the MOM as set out in this Administrative Guide. If there is any material change required to the proceeding of the meeting, the Company will issue announcement on the same accordingly. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the MOM.

(13.0) FREQUENTLY ASKED QUESTIONS ("FAQs")

1. Will the Company 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 side-lined. Questions posed will be streamed in an objective manner to the Board for an adequate response. In the interest of time, repetitive or similar questions may not be streamed or answered during the MOM if a similar question had been posed and responded to earlier.

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 MOM, 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 MOM. As Duopharma Biotech takes stakeholder engagement seriously, the Company will try to respond to all unanswered questions via the website within one month from the MOM date.

2. 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.

3. Is recording of the MOM or photography allowed?

No video recording or photography by shareholders are allowed. However, the Company will record the proceeding of the MOM for legal compliance and internal review purposes.

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

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.