



METRO HOLDINGS LIMITED

(Company Registration No. 197301792W)
(Incorporated in the Republic of Singapore)

ANNOUNCEMENT

ANNUAL GENERAL MEETING TO BE HELD ON 22 JULY 2022

1. **Background.** Metro Holdings Limited (“**Metro**” or the “**Company**”) refers to:
 - (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
 - (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, its Forty-Ninth Annual General Meeting (the “**AGM**”) will be convened and held by way of electronic means on **Friday, 22 July 2022 at 11.00 a.m.** (Singapore time).

Our Chairman, Lt-Gen (Retd) Winston Choo Wee Leong, will conduct the proceedings of the AGM.
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 and will also be made available on the SGX website¹. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at the AGM. The Company is not providing for physical attendance by shareholders at the AGM** as the COVID-19 situation in Singapore continues to evolve.

¹ The Notice of AGM and Proxy Form may be accessed on the Company’s corporate website at the URL https://www.metroholdings.com.sg/investor_shareholder-meetings and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

5. **Alternative arrangements for participation in the AGM.** Shareholders may 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 to the Chairman of the Meeting in advance of the AGM; and/or
 - (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the Appendix to this announcement. In particular, CPF 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 12 July 2022**. There will be no live voting at the AGM.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold Metro shares through relevant intermediaries (as defined in Section 181 of the Companies Act 1967), other than CPF 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 to the Chairman of the Meeting in advance of the AGM; and/or
 - (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM,

should (if their relevant intermediary has not already contacted them) contact the relevant intermediary through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2022 and Letter to Shareholders.** The Company's Annual Report 2022 and the Letter to Shareholders dated 7 July 2022 (in relation to the proposed renewal of the share purchase mandate) have been published on the Company's corporate website and may be accessed as follows:
- (a) the Company's Annual Report 2022 may be accessed at the URL https://www.metroholdings.com.sg/investor_annual-report by clicking on the hyperlink for "Annual Report 2022"; and
 - (b) the Letter to Shareholders dated 7 July 2022 may be accessed at the URL https://www.metroholdings.com.sg/investor_letter-to-shareholders by clicking on the hyperlink for "Letter to Shareholders in Relation to the Renewal of the Share Purchase Mandate".

The above documents will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Record date and payment date for first and final dividend and special dividend.** The Transfer Books and Register of Members of the Company will be closed on 28 July 2022 for the purpose of determining shareholders' entitlements to the proposed first and final tax exempt (one-tier) dividend of 2.0 cents per ordinary share and special tax exempt (one-tier) dividend of 1.0 cent per ordinary share for the financial year ended 31 March 2022 (the "**Proposed Dividends**").

Duly completed transfers received by the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898 up to 5.00 p.m. on 27 July 2022 (the "**Record Date**") will be registered before shareholders' entitlements to the Proposed Dividends are determined.

Shareholders (being Depositors) whose securities accounts with The Central Depository (Pte) Limited are credited with shares as at 5.00 p.m. on the Record Date will rank for the Proposed Dividends.

The Proposed Dividends, if approved at the AGM, will be paid on 8 August 2022.

9. **Key dates/deadlines.** The key dates/deadlines which shareholders should take note of are summarised in the table below:

Key dates/times	Actions
From 9.00 a.m. on 7 July 2022 (Thursday)	Shareholders, including CPF and SRS investors, may begin to pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings at the pre-registration website at the URL https://online.meetings.vision/metroholdings-agm-registration .
5.00 p.m. on 12 July 2022 (Tuesday)	Deadline for CPF and 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.
12.00 a.m. on 15 July 2022 (Friday)	Deadline for shareholders to submit substantial and relevant questions to the Chairman of the Meeting in advance of the AGM.
By 11.00 a.m. on 17 July 2022 (Sunday)	Publication of the Company's responses to the substantial and relevant questions received from shareholders by the 15 July 2022 deadline on the Company's corporate website at the URL https://www.metroholdings.com.sg/investor_shareholder-meetings and on SGXNet.
11.00 a.m. on 19 July 2022 (Tuesday)	Deadline for shareholders to: <ul style="list-style-type: none"> pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings; and submit Proxy Forms appointing the Chairman of the Meeting as proxy.

Key dates/times	Actions
By 5.00 p.m. on 20 July 2022 (Wednesday)	<p>Authenticated shareholders who have pre-registered for the live audio-visual webcast or live audio-only stream of the AGM proceedings will receive an email which will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream, of the AGM proceedings, depending on the option selected at pre-registration (the “Confirmation Email”).</p> <p>Shareholders who do not receive the Confirmation Email by 5.00 p.m. on 20 July 2022, but have registered by the 19 July 2022 deadline should email the Company’s Share Registrar at sq.is.metroproxy@sq.tricorglobal.com or call (65) 6236 3550 or (65) 6236 3555 for assistance.</p>
Date and time of AGM – 11.00 a.m. on 22 July 2022 (Friday)	<p>Follow the instructions in the Confirmation Email to access the live audio-visual webcast, or call the toll-free telephone number in the Confirmation Email to access the live audio-only stream, of the AGM proceedings.</p>
5.00 p.m. on 27 July 2022 (Wednesday)	<p>Record date for determining entitlements to first and final dividend and special dividend, subject to shareholders’ approval at the AGM.</p>
8 August 2022 (Monday)	<p>Payment date for first and final dividend and special dividend, subject to shareholders’ approval at the AGM.</p>

Note: All references above to a time of day are made by reference to Singapore time.

10. **Important reminder.** Shareholders are reminded to check the Company’s corporate website at the URL <https://www.metroholdings.com.sg> or the SGX 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 co-operation in enabling the AGM to be conducted amid the ongoing COVID-19 pandemic.

By Order of the Board
Tan Ching Chek and Eve Chan Bee Leng
Joint Company Secretaries

7 July 2022
Singapore

APPENDIX

Steps for pre-registration, pre-submission of questions 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 phones, tablets or computers, submit questions to the Chairman of the Meeting in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

No.	Steps	Details
1.	Pre-registration	<p>Shareholders, including CPF and SRS investors, who wish to observe and/or listen to the live audio-visual webcast or live audio-only stream of the AGM proceedings must pre-register at the pre-registration website at the URL https://online.meetings.vision/metroholdings-agm-registration from 9.00 a.m. on 7 July 2022 till 11.00 a.m. on 19 July 2022 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive the Confirmation Email by 5.00 p.m. on 20 July 2022, which will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream, of the AGM proceedings, depending on the option selected at pre-registration.</p> <p>Shareholders who do not receive the Confirmation Email by 5.00 p.m. on 20 July 2022, but have registered by the 19 July 2022 deadline should email the Company's Share Registrar at sq.is.metroproxy@sq.tricorglobal.com or call (65) 6236 3550 or (65) 6236 3555 for assistance.</p>
2.	Submit questions in advance of the AGM	<p>Shareholders will not be able to ask questions at the AGM live during the live audio-visual webcast or live audio-only stream of the AGM proceedings. Therefore, it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p>Submission of 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 Meeting, in advance of the AGM, in the following manner:</p> <p>(a) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL https://online.meetings.vision/metroholdings-agm-registration.</p>

No.	Steps	Details
		<p>(b) Via email. Shareholders may submit their questions via email to sg.is.metroproxy@sg.tricorglobal.com.</p> <p>(c) By post. Shareholders may submit their questions by post to the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898.</p> <p>When submitting questions via email or by post, shareholders should also provide the following details:</p> <ul style="list-style-type: none"> • your full name (as per CDP/CPF/SRS/Scrp-based records); • your NRIC/FIN/Passport Number/UEN; • your address; and • the manner in which you hold your Metro shares (e.g., via CDP, CPF, SRS and/or scrip). <p>To ensure that questions are received by the Company by the stipulated deadline, shareholders are strongly encouraged to submit questions electronically through the pre-registration website or via email.</p> <p>Deadline to submit questions in advance of the AGM. All questions submitted in advance of the AGM via any of the above channels must be received by the Company by 12.00 a.m. on 15 July 2022.</p> <p>Addressing questions. In order to facilitate shareholders' votes and to allow shareholders to make an informed decision on the resolutions to be tabled at the AGM, the Company will address all substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, that are received from shareholders prior to the 15 July 2022 deadline, by publishing its responses to such questions on the Company's corporate website at the URL https://www.metroholdings.com.sg/investor_shareholder-meetings and on SGXNet by 11.00 a.m. on 17 July 2022.</p> <p>Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed. If there are subsequent clarifications sought, or substantial and relevant follow-up questions received, after the deadline for the submission of questions in advance of the AGM, the Company will address these prior to the AGM or during the AGM itself through the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on its corporate website and on SGXNet within one month after the date of the AGM. The minutes will include responses to substantial and relevant follow-up questions and clarifications, if any, which are addressed during the AGM.</p>

No.	Steps	Details
3.	<p>Submit Proxy Forms appointing Chairman of the Meeting as proxy to vote</p>	<p>Appointment of Chairman of the Meeting as proxy. Shareholders will not be able to vote at the AGM live during the audio-visual webcast or audio-only stream of the AGM proceedings. 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 vote on their behalf at the AGM, in accordance with the instructions on the Proxy Form. There will be no live voting at the AGM.</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> <ul style="list-style-type: none"> (a) if submitted by post, be lodged at the office of the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or (b) if submitted electronically, be submitted via email to the Company's Share Registrar at sg.is.metroproxy@sg.tricorglobal.com, <p>in either case, by 11.00 a.m. on 19 July 2022.</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. Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email.</p> <p>CPF 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 12 July 2022.</p>