
NOTICE OF EXTRAORDINARY GENERAL MEETING

SITRA HOLDINGS (INTERNATIONAL) LIMITED

(Incorporated in the Republic of Singapore)
(Company Registration No. 197901237E)

NOTICE OF EXTRAORDINARY GENERAL MEETING

NOTICE IS HEREBY GIVEN that an Extraordinary General Meeting (the “**EGM**”) of **SITRA HOLDINGS (INTERNATIONAL) LIMITED** (the “**Company**”) will be held on Friday, 30 April 2021, at 10.00 a.m. or immediately after the AGM, by electronic means, for the purpose of considering and, if thought fit, passing with or without any modifications, the following resolution:-

*Unless otherwise defined, all capitalised terms used in this Notice of EGM which are not defined herein shall have the same meanings ascribed to them in the circular issued by the Company to its Shareholders dated 15 April 2021 (the “**Circular**”).*

ORDINARY RESOLUTION

THE PROPOSED DISPOSAL BY THE COMPANY’S SUBSIDIARY OF ITS ENTIRE SHAREHOLDING INTEREST IN WORLD FURNISHING HUB PTE. LTD.

THAT:

- (a) approval be and is hereby given to the Company to effect and complete the Proposed Disposal and all transactions in relation thereto, on the terms and subject to the conditions set out in the SPA, such Proposed Disposal being a major transaction for the purposes of Chapter 10 of the Catalist Rules;
- (b) the Directors and any one of them be and is/are hereby authorised and empowered to approve, perform, complete and do all such acts and things (including without limitation, to approve, modify, supplement, ratify, sign, seal, execute and deliver all such documents as may be required in connection with the Proposed Disposal) as he or they may consider expedient, desirable or necessary or in the interests of the Company to give full effect to the Proposed Disposal and this resolution, and the transactions contemplated by the Proposed Disposal and/or authorised by this resolution, or for all the foregoing purposes; and
- (c) any acts, matters and things done or performed, and/or documents signed, executed, sealed and/or delivered by any Director of the Company in connection with the Proposed Disposal and this ordinary resolution be and are hereby approved, confirmed and ratified.

BY ORDER OF THE BOARD

Chew Hua Seng
Non-Executive Chairman
15 April 2021

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Notes:

1. No attendance in person

The EGM is being convened and will be held by electronic means, pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “**COVID-19 Order**”).

The EGM will be conducted via electronic means only and Shareholders will not be able to attend the EGM in person.

2. Registration of Live Webcast

Shareholders may contemporaneously observe the EGM proceedings by watching a “live” audio-visual webcast via their mobile phones, tablets or computers, or listening to these proceedings through a “live” audio-only stream via telephone.

In order to participate in the “live” audio-visual webcast or the “live” audio-only stream, members as well as investors who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act) (the “**Relevant Intermediaries**”), including investors who hold shares under the Central Provident Fund Investment Scheme (“**CPF**”) (the “**CPF Investors**”) or the Supplementary Retirement Scheme (“**SRS**”) (as the case may be) (the “**SRS Investors**”) must pre-register on the EGM website at the URL <https://globalmeeting.bigbangdesign.co/sitra/> not later than 10.00 a.m. on 28 April 2021 (the “**Registration Deadline**”) to enable the Company to verify their status as Shareholders. Following the verification, authenticated Shareholders will receive an email not later than 10.00 a.m. on 29 April 2021 (the “**Confirmation Email**”) containing instructions on how to access the “live” audio-visual webcast or “live” audio-only stream of the EGM proceedings.

Shareholders who do not receive the Confirmation Email by 10.00 a.m. on 29 April 2021 but who have registered by the Registration Deadline, should contact our webcast service provider for assistance by email at webcast@bigbangdesign.co.

Shareholders are reminded that the EGM proceedings are private. Instructions on access to the “live” audio-visual webcast or “live” audio-only stream of the EGM proceedings should therefore not be shared with anyone who is not a Shareholder of the Company or otherwise not authorised to attend the EGM. This is also to avoid any technical disruptions or overload to the “live” audio-visual webcast or “live” audio-only stream. Recording of the “live” audio-visual webcast or “live” audio-only stream in whatever form is also strictly prohibited.

3. Notice of EGM and the Circular

No printed copies of the Notice of EGM, the Circular and/or the Proxy Form will be despatched to Shareholders. The electronic copies of the Notice of EGM, the Proxy Form and the Circular will be made available on SGXNET.

4. Submission of Questions in Advance

Shareholders will not be able to ask questions at the EGM during the “live” audio-visual webcast or “live” audio-only stream. Shareholders can submit their questions to the Company not later than 10.00 a.m. on 10.00 a.m. on Friday, 23 April 2021 in the following manner:

- (i) via the pre-registration link at URL <https://globalmeeting.bigbangdesign.co/sitra/>; or
- (ii) by email to sg.is.proxy@sg.tricorglobal.com; or
- (iii) by post to the Company’s Share Registrar, Tricor Barbinder Share Registration Services at 80 Robinson Road #11-02, Singapore 068898.

All substantial and relevant questions received by the deadline stated above will be responded to prior to, or at, the EGM.

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When sending in the questions via the EGM website, email or by post to the Company's registered address, Shareholders are also required to provide the following details, failing which the submission will be treated as invalid:

- (i) Full name;
- (ii) Contact number;
- (iii) Address;
- (iv) NRIC, passport number or company registration number;
- (v) Number of shares held; and
- (vi) The manner in which the shares in the Company are held (e.g. via scrip, CDP, CPF or SRS).

Shareholders who hold their shares through the Relevant Intermediaries and who wish to submit questions should approach their respective Relevant Intermediaries early, so that the Relevant Intermediaries may in turn submit their questions for the EGM to the Company via the EGM registration website at <https://globalmeeting.bigbangdesign.co/sitra/> or by post before the deadline stated above (i.e. no later than 10.00 a.m. on Friday, 23 April 2021).

The Company will, within one (1) month after the date of the EGM, publish the minutes of the EGM on SGXNET which will include substantial and relevant comments or queries from Shareholders relating to the agenda of the general meeting, and responses from the Board and management.

5. Voting

A member will not be able to vote online on the resolution to be tabled for approval during the "live" audio-visual webcast or "live" audio-only stream of the EGM. Members who wish to exercise his/her/its voting rights at the EGM, must each submit a Proxy Form to appoint the Chairman of the Meeting to act as proxy and direct the vote at the Meeting. The Proxy Form for the EGM can be accessed at SGXNET and is made available with this Notice of EGM.

In appointing the Chairman of the Meeting as proxy, a member of the Company must give specific instructions as to voting, or abstentions from voting, in the Proxy Form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

The Chairman of the Meeting, as proxy, need not be a member of the Company.

Shareholders who wish to submit the Proxy Form must first download, complete and sign the Proxy Form, before submitting the signed Proxy Form through any one of the following means:

- (i) if submitted by post, be lodged at the Company's Share Registrar, Tricor Barbinder Share Registration Services at 80 Robinson Road #11-02, Singapore 068898; or
- (ii) if submitted electronically, be submitted via email to the Company's Share Registrar, Tricor Barbinder Share Registration Services at sg.is.proxy@sg.tricorglobal.com.

in either case, by no later than 10.00 a.m. on Wednesday, 28 April 2021 (the "**Cut-off time**"), being forty-eight (48) hours before the time appointed for holding the EGM.

CPF Investors and/or SRS Investors (as may be applicable) who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the EGM (i.e. by 10.00 a.m. on Wednesday, 21 April 2021) in order to allow sufficient time for their respective CPF Agent Banks or SRS Operators to in turn submit a Proxy Form to appoint the Chairman of the Meeting to vote on their behalf by the Cut-off time. The Proxy Form is not valid for use by CPF Investors and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Shareholders to submit completed Proxy Forms by post, Shareholders are strongly encouraged to submit Proxy Forms electronically via email.

Where a Proxy Form is signed on behalf of the appointer by an attorney, the letter or the power of attorney or a duly certified copy thereof must (failing previous registration with the Company) be lodged with the

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Proxy Form (or if submitted electronically via email, be emailed with the Proxy Form), failing which the Proxy Form may be treated as invalid. The Proxy Form must be under the hand of the appointer or of his/her attorney duly authorised in writing. Where the Proxy Form is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised. The dispensation of the use of common seal pursuant to the Companies Act (Chapter 50) of Singapore is applicable at this EGM.

The Company shall be entitled to reject the instrument appointing the Chairman of the Meeting as proxy if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the instrument appointing Chairman of the Meeting as proxy. In addition, in the case of shares entered in the Depository Register, the Company may reject any instrument appointing Chairman of the Meeting as proxy lodged if the members, being the appointer, is not shown to have shares entered against his name in the Depository Register as at seventy-two (72) hours before the time appointed for holding the EGM, as certified by The Central Depository (Pte) Limited to the Company.

Further developments

Shareholders should note that the manner of conduct of the EGM may be subject to further changes based on the evolving COVID-19 situation, any legislative amendments and any directives or guidelines from government agencies or regulatory authorities. Any changes to the manner of conduct of the EGM will be announced by the Company on SGXNET. Shareholders are advised to check SGXNET and the Company's website regularly for further updates.

The Company seeks the understanding and co-operation of all members in enabling the Company to hold and conduct the EGM in compliance with the safe distancing measures to stem the spread of COVID-19 infections.

Personal data privacy:

By submitting (a) a Proxy Form appointing the Chairman of the Meeting as the proxy to attend, speak and vote at the EGM and/or any adjournment thereof, or (b) Shareholder's particulars for pre-registration to contemporaneously observe the EGM proceedings via "live" audio-visual webcast or "live" audio-only stream, or (c) any questions prior to the EGM in accordance with this Notice of EGM, a member consents to the collection, use and disclosure of the member's personal data by the Company (or its agents, advisers or service providers, as the case may be) for the following purposes:

- (a) processing and administration by the Company (or its agents, advisers or service providers, as the case may be) of the Proxy Form appointing the Chairman of the Meeting as the proxy for the EGM (including any adjournment thereof);
- (b) preparation and compilation of the attendance lists, proxy lists, minutes and other documents relating to the EGM (including any adjournment thereof);
- (c) processing of pre-registration for participation at the EGM for purpose of granting access to members to the "live" audio-visual webcast or "live" audio-only stream and providing them with any technical assistance when necessary;
- (d) addressing relevant and substantial questions related to the resolutions to be tabled for approval at the EGM from members received before the relevant time prior to the EGM and if necessary, following up with the relevant members in relation to such questions; and
- (e) enabling the Company (or its agents, advisers or service providers, as the case may be) to comply with any applicable laws, listing rules, regulations and/or guidelines by the relevant authorities.

Sound and/or video recordings of the EGM may be made by the Company for record keeping and to ensure the accuracy of the minutes of the EGM. Accordingly, the personal data of a member (such as name, presence at the EGM and any questions raised or motions proposed/seconded) may be recorded by the Company for such purposes.