



Serving Up Goodness

**YEO HIAP SENG LIMITED**  
(Incorporated in Singapore)  
(Company Registration No.: 195500138Z)

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**SIXTY-SIXTH ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2022**

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1. **Background.** Yeo Hiap Seng Limited (“YHS” 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 additional guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of Annual General Meeting.** YHS is pleased to announce that pursuant to the Order, its Sixty-sixth Annual General Meeting (“AGM”) will be convened and held by way of electronic means on **Friday, 29 April 2022 at 3.00 p.m.** (Singapore time).
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 website and will also be made available on the SGX website<sup>1</sup>. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at the AGM.** As a precautionary measure due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
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.

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<sup>1</sup> The Notice of AGM and proxy form may be accessed on the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

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 addition, 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 19 April 2022**. There will be no live voting or live Q&A at the AGM.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold YHS 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 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 2021 and Letter to Shareholders.** The Annual Report for the financial year ended 31 December 2021 (“**Annual Report 2021**”) and the Letter to Shareholders dated 28 March 2022 in relation to the proposed renewal of the share purchase mandate (“**Letter to Shareholders**”) may be accessed at the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/annual-reports/> as follows:

- (a) the Annual Report 2021 may be accessed at the above URL by clicking on the image of the cover of the Annual Report 2021 under the section titled “ANNUAL REPORTS”; and
- (b) the Letter to Shareholders may be accessed at the above URL by clicking on the hyperlink “April 2022” under the section titled “LETTER TO SHAREHOLDERS”.

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

8. **Record date and payment date for final dividend.** The Share Transfer Books and Register of Members of the Company will be closed on 12 May 2022 for the purposes of determining shareholders’ entitlements to the proposed final dividend. Duly completed and stamped transfers of the ordinary shares of the Company (“**Shares**”) received by the Company’s Share Registrar, B.A.C.S. Private Limited at 77 Robinson Road, #06-03 Robinson 77, Singapore 068896 up to 5.00 p.m. on 11 May 2022 will be registered before shareholders’ entitlements to the final dividend are determined. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with Shares as at 5.00 p.m. on 11 May 2022 will rank for the proposed final dividend. Subject to shareholders’ approval at the AGM, the payment of the final dividend of \$0.02 per Share will be made on 27 June 2022.

9. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
<b>28 March 2022 (Monday)</b>	Shareholders may begin to pre-register at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>3.00 p.m. on 6 April 2022 (Wednesday)</b>	Deadline for shareholders to submit substantial and relevant questions to the Chairman of the Meeting in advance of the AGM.
<b>5.00 p.m. on 19 April 2022 (Tuesday)</b>	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.
<b>After trading hours on 22 April 2022 (Friday)</b>	Shareholders may access the Company's published responses to the substantial and relevant questions submitted by shareholders in advance of the AGM at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> and on SGXNet.
<b>3.00 p.m. on 26 April 2022 (Tuesday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and</li> <li>• submit proxy forms appointing the Chairman of the Meeting as proxy.</li> </ul>
<b>12.00 p.m. on 28 April 2022 (Thursday)</b>	Authenticated shareholders who have pre-registered via the pre-registration website will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the " <b>Confirmation Email</b> ").  Shareholders who do not receive the Confirmation Email by <b>12.00 p.m. on 28 April 2022</b> , but have registered by the 26 April 2022 deadline, should contact our Company Secretary at telephone number +65 6849 6720 or via email at <a href="mailto:agm2022@yeos.com">agm2022@yeos.com</a> before 5.00 p.m. on 28 April 2022.
<b>Date and time of AGM - 3.00 p.m. on 29 April 2022 (Friday)</b>	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or</li> <li>• Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>
<b>5.00 p.m. on 11 May 2022 (Wednesday)</b>	Record date for determining entitlements to final and special dividend, subject to shareholders' approval at the AGM.
<b>27 June 2022 (Monday)</b>	Payment date for final dividend, subject to shareholders' approval at the AGM.

10. **Further information.** For more information, shareholders can refer to our corporate website at <https://www.yeos.com.sg/investor-relations/agm-updates/>.
11. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check the Company's website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> for the latest updates on the status of the AGM.

YHS would like to thank all shareholders for their co-operation in enabling us to hold our AGM with the optimum safe management measures amid the COVID-19 pandemic.

By Order of the Board

Tan Pek Bhee  
Company Secretary

28 March 2022

## 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 and/or computers, submit questions 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.	<b>Pre-registration</b>	<p><b>Shareholders, including CPF and SRS investors, can pre-register at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> from now till 3.00 p.m. on 26 April 2022 to enable YHS to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders (including CPF and SRS investors) who have pre-registered via the pre-registration website will receive an email by <b>12.00 p.m. on 28 April 2022</b>. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive the abovementioned email by <b>12.00 p.m. on 28 April 2022</b>, but have registered by the 26 April 2022 deadline, should contact our Company Secretary at telephone number +65 6849 6720 or via email at <a href="mailto:agm2022@yeos.com">agm2022@yeos.com</a> before 5.00 p.m. on 28 April 2022.</p>
2.	<b>Submit questions in advance of the AGM</b>	<p><b>Shareholders will not be able to ask questions 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.</b></p> <p><b>Submission of substantial and relevant questions in advance of the AGM.</b> Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>Via pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to <a href="mailto:agm2022@yeos.com">agm2022@yeos.com</a>.</p> <p>(c) <b>By post.</b> Shareholders may submit their questions by post to Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057.</p>

		<p>When submitting questions via email or by post, please also provide the Company with the following details:</p> <ul style="list-style-type: none"> <li>• your full name;</li> <li>• your address; and</li> <li>• the manner in which you hold shares in YHS (e.g., via CDP, CPF, SRS and/or scrip).</li> </ul> <p><b>Deadline to submit questions in advance of the AGM.</b> All questions submitted in advance of the AGM via any of the above channels must be received by the Company by <b>3.00 p.m. on 6 April 2022.</b></p> <p><b>Addressing questions.</b> In order to facilitate shareholders' votes and to allow shareholders to make an informed decision on the resolutions to be tabled at the AGM, we will address all substantial and relevant questions received from shareholders prior to the 6 April 2022 deadline by publishing our responses to such questions on our corporate website at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> and on SGXNet <b>after trading hours on 22 April 2022.</b></p> <p>Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</p> <p><b>Minutes of AGM.</b> We will publish the minutes of the AGM on the Company's website and on SGXNet, and the minutes will include the responses to substantial and relevant questions and clarifications from shareholders (if any) which are addressed during the AGM.</p>
3.	<p><b>Submit proxy forms appointing Chairman of the Meeting as proxy to vote</b></p>	<p><b>Shareholders will not be able to vote during the live audio-visual webcast and live 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 attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</b></p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstention 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><b>Submission of proxy forms.</b> Proxy forms must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be lodged at the registered office of the Company, Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057; or</p> <p>(b) if submitted electronically, be submitted via email to the Company at <a href="mailto:agm2022@yeos.com">agm2022@yeos.com</a>,</p> <p>in either case, by <b>3.00 p.m. on 26 April 2022.</b></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.</p> <p><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></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 <b>5.00 p.m. on 19 April 2022.</b></p>
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