

ISETAN (SINGAPORE) LIMITED

(Incorporated in the Republic of Singapore)
Company Registration No. 197001177H

6 April 2022

Dear Shareholder,

LETTER TO SHAREHOLDERS

Isetan (Singapore) Limited (the “Company”) wishes to inform Shareholders that the 51st Annual General Meeting of the Company will be convened and held wholly by electronic means on 28 April 2022 at 10.00 am (“AGM”).

As there will be no personal attendance at the AGM, shareholders may participate at the AGM by:

- (a) Observing and/or listening to the AGM proceedings via the live audio-visual webcast or live audio-only stream;
- (b) Submitting questions in advance of the AGM and/or “live” via a “chatbox” to be made available to shareholders to type in their questions at the AGM; and/or
- (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

Shareholders who wish to attend the AGM are required to pre-register at the pre-registration website at <https://online.meetings.vision/isetan-agm-registration> no later than 10.00 am on 25 April 2022. Please refer to the steps for pre-registration, submission of questions and voting at the AGM in the Notes of this letter.

Notice of AGM

We are pleased to enclose printed copies of the Notice and Proxy Form in relation to the AGM.

As part of our sustainability practices, we have discontinued the practice of mailing printed copies of our Annual Report to Shareholders. We would like to encourage our shareholders to read our Annual Report online at the URL <https://www.isetan.com.sg> by clicking the hyperlink under “Corporate Information”.

We sincerely hope that you will join our sustainability efforts and embrace e-communications. Nevertheless, if you wish to receive a printed copy of the Annual Report for this year, please complete the Request Form below by ticking the appropriate boxes and return it to us at 593 Havelock Road, #04-01, Singapore 169641 (Attention: Corporate Affairs Department) by **21 April 2022**. All previous requests for printed copies of the Annual Report sent to us before the date of this letter will be disregarded.

By completing, signing and returning the Request Form to us, you agree and acknowledge that we and/or our service providers may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

Yours faithfully

For and on behalf of Isetan Singapore Limited

Lun Chee Leong
Company Secretary

REQUEST FORM

To: Isetan (Singapore) Limited

Please send me a Print Copy of the 2021 Annual Report

The shares are held by me/us under or through:

CDP Securities account no.

1	6	8	1	-															
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CPFIS/SRS Account

Physical scrips

Name(s) of shareholder(s): _____

NRIC/Passport/Company Registration No (s): _____

Address: _____

_____ Singapore _____

Signature(s): _____ Date: _____



First fold

Please
Affix
postage
stamp

ISETAN (SINGAPORE) LIMITED

593 Havelock Road
#04-01 Isetan Office Building
Singapore 169641

Attention: Corporate Affairs Department

Second fold

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 51st Annual General Meeting (“AGM”) of the Company will be held by electronic means on **Thursday, 28 April 2022 at 10.00 a.m.** for the following purposes

1. To receive and adopt the Directors’ Statement and Accounts for the financial year ended 31 December 2021 together with the Auditor’s Report thereon. **Resolution 1**

2. To re-elect Mr. Victor Yeo Chuan Seng as a Director of the Company, who will be retiring under Regulation 96 of the Company’s Constitution, and who, being eligible, has offered himself for re-election. **Resolution 2**

(Note: Mr. Victor Yeo Chuan Seng will, upon his re-election as a Director of the Company, remain as the Lead Independent Director, Chairman of the Nominating Committee, and a member of the Audit and Risk and Remuneration Committees. Mr. Victor Yeo Chuan Seng is considered as an Independent Director for the purpose of Rule 704(8) of the Listing Manual of the Singapore Exchange Securities Trading Limited.)

3. To record the retirement of Mr. Koji Oyama as a Director of the Company under Regulation 96 of the Company’s Constitution and who has decided not to seek re-election.

(Note: The Board would like to express its appreciation to Mr. Koji Oyama for his invaluable contributions to the Board and Company.)

4. To re-elect Mr. Satoru Tanaka as a Director who will be retiring under Regulation 103 of the Company’s Constitution, and who, being eligible, has offered himself for re-election. **Resolution 3**

(Note: Mr. Satoru Tanaka will, upon his re-election as a Director of the Company, remain as a non-executive and non-independent Director and Chairman of the Board.)

5. To declare a final dividend of three cents per ordinary share, tax exempt (1-tier), in respect of the financial year ended 31 December 2021 **Resolution 4**

6. To approve the payment of Directors’ fees of up to S\$165,000/- for the financial year ending 31 December 2022 (payable quarterly in arrears) (for the financial year ended 31 December 2021: S\$165,000). **Resolution 5**

7. To re-appoint PricewaterhouseCoopers LLP, the existing auditors of the Company, as Auditors to hold office until the conclusion of the next general meeting of the Company and to authorise the Directors to fix their remuneration. **Resolution 6**

8. To transact any other business that may be transacted at the Annual General Meeting.

BY ORDER OF THE BOARD

Lun Chee Leong
Company Secretary

Singapore
6 April 2022

Notes:

- (1) The Annual General Meeting (“AGM”) will be held wholly 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, and as amended by COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 3) Order 2020.
- (2) The following alternative arrangements have been put in place by the Company to allow shareholders to participate in the AGM:
 - a. **Live Audio-visual Webcast/Live Audio-only Stream:** The AGM will be conducted by way of electronic means and there will be no personal attendance at the AGM. Members will be able to watch the AGM proceedings through a live audio-visual webcast or live audio-only broadcast.
 - b. **Online Pre-registration:** To do so, members and investors who hold shares of the Company through the Central Provident Fund (“CPF”) and/or the Supplementary Retirement Scheme (“SRS”) who wish to follow the proceedings of the AGM through the Live Audio-visual Webcast or live audio-only stream must pre-register at <https://online.meetings.vision/isetan-agm-registration> not later than 10.00 a.m. on 25 April 2022.

Upon successful pre-registration, each authenticated person will receive an email by 10.00 a.m. on 27 April 2022. The email will contain the login instructions to access the audio-visual webcast or audio-only broadcast of the AGM proceedings. Members (or corporate representatives) who have pre-registered but do not receive an email by 10.00 a.m. on 27 April 2022 are advised to contact the Company at Tel: 6732 8866 extension 334 or email to CorporateAffairs@isetan.com.sg.

- (3) **Voting solely via appointing Chairman as Proxy:** Shareholders may only vote at the AGM by appointing the Chairman as proxy to vote on their behalf. Duly completed Proxy Forms must be deposited at the Company’s Registered Office at 593 Havelock Road, #04-01 Isetan Office Building, Singapore 169641 not less than 72 hours before the time set for holding the above meeting.

In view of the current Covid-19 situation, shareholders may alternatively send the completed proxy form via email to the Company at CorporateAffairs@isetan.com.sg to reach the Company not less than 72 hours before the time set for holding the above meeting.

Investors who hold shares through Relevant Intermediaries (including CPF/SRS Investors): Investors (including CPF/SRS investors) should not make use of the proxy form and instead approach their respective relevant intermediary to specify voting instructions. CPF/SRS investors who wish to vote should approach their respective CPF Agent Bank / SRS operator) by 18 April 2022, 5.00 pm to ensure their votes are submitted. Investors who have deposited their shares into a nominee account should also approach their depository agent and relevant intermediaries by 18 April 2022, 5.00 pm.

- (4) The instrument appointing the Chairman of the Meeting as proxy must be under the hand of the appointor or of his attorney duly authorised in writing. Where the instrument appointing the Chairman of the Meeting as proxy is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised. Where an instrument appointing the Chairman of the Meeting as proxy is signed on behalf of the appointor by an attorney, the letter or power of attorney or a duly certified copy thereof must (failing previous registration with the Company), if the instrument appointing the Chairman of the Meeting as proxy is submitted by post, be lodged with the instrument of proxy or, if the instrument appointing the Chairman of the Meeting as proxy is submitted electronically via email, be emailed with the instrument of proxy, failing which the instrument may be treated as invalid.
- (5) A corporation which is a member may authorise by resolution of its directors or other governing body such person as it thinks fit to act as its representative at the Meeting, in accordance with Section 179 of the Companies Act.

- (6) 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 appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing the Chairman of the Meeting as proxy.
- (7) In the case of members whose shares are entered against their names in the Depository Register, the Company may reject any instrument appointing the Chairman of the Meeting as proxy lodged or submitted if such members are not shown to have shares entered against their names in the Depository Register 72 hours before the time appointed for holding the Meeting as certified by The Central Depository (Pte) Limited to the Company.
- (8) Questions relating to the Agenda of the Meeting

Members may submit any questions in advance that they wish for the Company to consider addressing during the Meeting by post or emailing such questions to the address as shown in paragraph 3 above, addressed to the "Chairman of the Meeting." Members or their Corporate Representative who are pre-registering for the audio-visual webcast or audio-only broadcast may also pose their questions in the link during the pre-registration process. All questions, sent by any of the above means, must reach the Company no later than 10.00 am on 15 April 2022 . Members must provide their full name and identification number together with their contact numbers and email addresses when submitting questions by any of the above means.

The Company's Board of Directors shall only address substantial and relevant questions (as may be determined by the Company in its sole discretion) received from members prior to the cut-off time stated above. The answers to such questions will be announced on the SGXNet and posted on the Company's website by 22 April 2022, 10.00 am.

Members who participate in the AGM will also be able to ask questions "live" via a "chatbox" which would be made available to shareholders to type in their questions during the webcast. The Company's Board of Directors shall only address substantial and relevant questions relating to the AGM.

- (9) Personal Data Privacy

By submitting an instrument appointing the Chairman of the Meeting to attend, speak and vote at the AGM and / or any adjournment thereof, a member of the Company consents to the collection, use and disclosure of the member's personal data by the Company (or its agents or service providers) for the purpose of the processing, administration and analysis by the Company (or its agents or service providers) of the appointment of the Chairman of the Meeting as proxy for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, take-over rules, regulations and / or guidelines.

- (10) Important reminder

Due to the Covid-19 situation in Singapore, the Company may be required to change the arrangements for the AGM at short notice. Members should check for the Company's announcement on the SGXNet for any changes to the status of the AGM.

(11) 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
15 April 2022, 10.00 am	Deadline for shareholders to submit questions in relation to the agenda of the AGM
18 April 2022, 5.00 pm	Deadline for CPF or 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.
25 April 2022, 10.00 am	Deadline for: <ul style="list-style-type: none"> • Pre-registration at https://online.meetings.vision/isetan-agm-registration for live audio-visual webcast/live audio broadcast of the AGM proceedings • Receipt of Proxy Forms
27 April 2022, 10.00 am	Authenticated shareholders should have received an email which will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live-audio only broadcast of the AGM proceedings. Shareholders who have pre-registered by the deadline of 10.00 am on 25 April 2022 but do not receive the confirmation email should contact the Company at Tel: 67328866 Ext 334 or email to: CorporateAffairs@isetan.com.sg .
28 April 2022, 10.00 am	Follow the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or Call the toll-free telephone number in the Confirmation Email to access the live audio-only broadcast of the AGM proceedings.



PROXY FORM

IMPORTANT:

- The Annual General Meeting ("AGM") 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, and as amended by COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 3) Order 2020. The Notice of AGM will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
- As the AGM will be held by electronic means, members will not attend the AGM in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its voting rights at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.
- CPF/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 18 April 2022, 5.00 pm.
- By submitting an instrument appointing the Chairman of the Meeting as proxy, the shareholder accepts and agrees to the personal data privacy terms set out in the Notice of AGM dated 6 April 2022.

Annual General Meeting to be held by electronic means on 28 April 2022 at 10.00 a.m. (Before completing this form please see notes overleaf)

I/We, _____ (NRIC No./Passport No: _____)

of _____
 being a member/member(s) of the above named Company hereby appoint the Chairman of the Meeting as my/our proxy to attend/speak and vote for me/us on my/our behalf at the Annual General Meeting of the Company to be held by electronic means on Thursday, 28 April 2022 at 10.00 a.m. and at any adjournment thereof in the manner indicated below:

No.	Resolution	For	Against	Abstain
1	Adoption of Directors' Statement and Accounts			
2	Re-election of Mr. Victor Yeo Chuan Seng as Director			
3	Re-election of Mr. Satoru Tanaka as Director			
4	Declaration of Final Dividend of three cents per ordinary share, tax exempt (1-tier)			
5	Approval of Directors' Fees for the financial year ending 31 December 2022 of up to S\$165,000/-			
6	Re-appointment of PricewaterhouseCoopers LLP as Auditors and authorise the Directors to fix their remuneration			

Voting will be conducted by poll. If you wish the Chairman of the Meeting as your proxy to cast all your votes "For" or "Against" a resolution, please indicate with an "X" in the "For" or "Against" box provided in respect of that resolution. Alternatively, please indicate the number of votes "For" or "Against" in the "For" or "Against" box provided in respect of that resolution. If you wish the Chairman of the Meeting as your proxy to abstain from voting on a resolution, please indicate with an "X" in the "Abstain" box provided in respect of that resolution. Alternatively, please indicate the number of shares the Chairman of the Meeting as your proxy is directed to abstain from voting in the "Abstain" box provided in respect of that resolution. In the absence of specific directions in respect of a resolution, the appointment of the Chairman of the Meeting as your proxy for that resolution will be treated as invalid.

Signed this _____ day of _____ 2022

Total Number of Shares in	No. of Shares
(a) CDP Register	
(b) Register of Members	

Signature(s) of Shareholder(s)
 (Please see overleaf for Notes)

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- (5) A corporation which is a member may authorise by resolution of its directors or other governing body such person as it thinks fit to act as its representative at the Meeting, in accordance with Section 179 of the Companies Act.
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First fold

PROXY FORM

Please
Affix
postage
stamp

ISETAN (SINGAPORE) LIMITED

593 Havelock Road
#04-01 Isetan Office Building
Singapore 169641

Attention: Corporate Affairs Department

Second fold

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