

**ANNUAL GENERAL MEETING TO BE HELD ON 28 AUGUST 2020**

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1. **Background.** The Hour Glass Limited (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;
  - (c) the joint statement by the Accounting and Corporate Regulatory Authority (“**ACRA**”), the Monetary Authority of Singapore and Singapore Exchange Regulation (“**SGX Regco**”) of 13 April 2020 (and subsequently updated on 27 April 2020 and 22 June 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020; and
  - (d) its announcement of 21 April 2020 on the automatic time extension of 60 days provided by ACRA and SGX Regco to issuers with financial year-ends on or before 31 March 2020 to hold their annual general meetings.
  
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, its 41st Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Friday, 28 August 2020 at 10.00 a.m.** (Singapore time).

Dr Henry Tay, the Executive Chairman, will conduct the proceedings of the AGM and, together with Mr Michael Tay, the Group Managing Director, will address substantial and relevant questions which shareholders have submitted in advance.
  
3. **Notice of AGM and Proxy Form.** The Notice of AGM and Proxy Form will be disseminated to shareholders by electronic means via publication on the Company’s website and will be made available on the SGX website<sup>1</sup>. In addition, printed copies will be despatched by post to shareholders.
  
4. **No personal attendance at AGM.** 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 at the AGM.** Shareholders may participate at 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 in advance of the AGM; and/or

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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.thehourglass.com/investor-relations/agm2020/> and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Details of the steps and deadlines for pre-registration, 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 by **5.00 p.m. on 18 August 2020** to submit their votes.

- 6. **Persons who hold shares through relevant intermediaries.** Persons who hold The Hour Glass Limited shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), 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 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 2020 and Letter to Shareholders.** The Company's Annual Report 2020 and Letter to Shareholders dated 4 August 2020 (in relation to the proposed renewal of the share purchase mandate) will be published on the Company's website, and may be accessed as set out below. In addition, printed copies will be despatched by post to shareholders:

- (a) the Annual Report 2020 may be accessed at the URL <https://www.thehourglass.com/investor-relations/agm2020/>; and
- (b) the Letter to Shareholders dated 4 August 2020 may be accessed at the URL <https://www.thehourglass.com/investor-relations/agm2020/>.

The Annual Report 2020 and Letter to Shareholders dated 4 August 2020 may also be viewed on the SGX website<sup>2</sup>.

- 8. **Record date and payment date for final dividend.** Consistent with the Company's practice, the notice of books closure, including the record date and payment date, in respect of the final dividend for the financial year ended 31 March 2020, will be announced by the Company after the AGM.

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

Key dates/times	Actions
4 August 2020 (Tuesday)	Shareholders may begin to pre-register at <a href="https://thehourglass.com/agm2020">https://thehourglass.com/agm2020</a> for the live audio-visual webcast/live audio-only stream of the AGM proceedings.

<sup>2</sup> At the URL <https://www.sgx.com/securities/company-announcements>.

Key dates/times	Actions
5.00 p.m. on 18 August 2020 (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.
10.00 a.m. on 25 August 2020 (Tuesday)	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for the live audio-visual webcast/live audio-only stream of the AGM proceedings;</li> <li>• submit questions in advance; and</li> <li>• submit Proxy Forms.</li> </ul>
12 noon on 27 August 2020 (Thursday)	Authenticated shareholders 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 noon on 27 August 2020</b> , but have registered by the 25 August 2020 deadline, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 between 12 noon and 5.30 p.m. on 27 August 2020.
10.00 a.m. on 28 August 2020 (Friday)	Date and time for the AGM: <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>

10. **Further information.** For more information, shareholders can refer to the Company’s website at the URL <https://www.thehourglass.com/investor-relations/agm2020/> or contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at + 65 6536 5355 (Monday to Friday, between 8.30 a.m. and 5.30 p.m.) or email at [hourglass-agm@boardroomlimited.com](mailto:hourglass-agm@boardroomlimited.com).
11. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its arrangements for the AGM at short notice. Shareholders are requested to visit the Company’s website at the URL <https://www.thehourglass.com/investor-relations/agm2020/> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.
12. **Thank you.** The Company would like to thank all shareholders for their patience and co-operation in enabling the AGM to be conducted with the optimum safe management measures amidst the current COVID-19 pandemic.

**By Order of the Board**

Christine Chan  
Company Secretary  
4 August 2020

## 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 mobile phones, tablets 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 at <a href="https://thehourglass.com/agm2020">https://thehourglass.com/agm2020</a> from now till 10.00 a.m. on 25 August 2020 to enable the Company to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>12 noon on 27 August 2020</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 email by <b>12 noon on 27 August 2020</b>, but have registered by the 25 August 2020 deadline, should contact the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at <b>+65 6536 5355</b> between 12 noon and 5.30 p.m. on 27 August 2020.</p>
2.	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream.</b> Therefore, it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p><b>Submission of questions.</b> Shareholders, including CPF and SRS investors, can submit 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) <u>Via pre-registration website</u>: Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at <a href="https://thehourglass.com/agm2020">https://thehourglass.com/agm2020</a>.</p> <p>(b) <u>Via post</u>: Shareholders may submit their questions by post to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.</p> <p>When sending in your questions by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>• your full name and NRIC/Passport No./UEN;</li> <li>• your address; and</li> <li>• the manner in which you hold your shares in the Company (e.g., via CDP, CPF/SRS and/or scrip).</li> </ul> <p><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit questions electronically via the pre-registration website.</b></p>

No.	Steps	Details
		<p><b>Deadline to submit questions.</b> All questions must be submitted by <b>10.00 a.m. on 25 August 2020.</b></p> <p><b>Addressing questions.</b> The Company will address substantial and relevant questions received from shareholders during the AGM through the live audio-visual webcast and live audio-only stream.</p> <p><b>Minutes of AGM.</b> The minutes of the AGM will be published on the Company's website and on SGXNET.</p>
3.	<b>Submit Proxy Forms to vote</b>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and 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.</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 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><b>Submission of Proxy Forms.</b> Proxy Forms must be submitted in the following manner:</p> <p>(a) <u>Via post</u>: if submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or</p> <p>(b) <u>Via email</u>: if submitted electronically, be submitted via email to the Company's Share Registrar at <a href="mailto:hourglass-agm@boardroomlimited.com">hourglass-agm@boardroomlimited.com</a>,</p> <p>in either case, by <b>10.00 a.m. on 25 August 2020.</b></p> <p>Shareholders are encouraged to use the printed copy of the Proxy Form (despatched by post to all shareholders), by completing and signing the Proxy Form before scanning and sending it by email to the email address provided above.</p> <p>If a shareholder wishes to submit the Proxy Form which is accessed electronically from the Company's website or the SGX website, the shareholder 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 by <b>5.00 p.m. on 18 August 2020</b> to submit their votes.</p>