



南方包装集团有限公司  
Southern Packaging Group Limited

**SOUTHERN PACKAGING GROUP LIMITED**  
(Company Registration No.: 200313312N)  
(Incorporated in Singapore on 30 December 2003)

---

**ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING  
OF THE COMPANY TO BE HELD ON 29 APRIL 2022**

---

**1. INTRODUCTION**

The Board of Directors (the “**Board**”) of Southern Packaging Group 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 (“**Order**”) which sets out the alternative arrangements in respect of, inter alia, general meetings of companies;
- (c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment) Order 2021 which extended the application of alternative arrangements in respect of, inter alia, general meetings of companies in the relevant order beyond 30 June 2021, until it is revoked or amended by the Ministry of Law; and
- (d) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which included a checklist to guide listed and non-listed entities on the conduct of general meetings.

**2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING**

The Board wishes to inform shareholders of the Company (“**Shareholders**”) that the Company will conduct its Annual General Meeting (“**AGM**”) on **29 April 2022 at 10.00 a.m. (Singapore time)** by way of electronic means pursuant to the Order.

**3. DOCUMENTS**

In line with the provisions under the Order, no printed copies of the Notice of AGM, proxy form and Annual Report will be despatched to Shareholders. The Notice of AGM, proxy form and Annual Report have been made available on the Company website at <http://www.southern-packaging.com/en/notice/list.aspx> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.

#### 4. NO PERSONAL ATTENDANCE AT THE AGM

Shareholders will **NOT** be able to attend the AGM in person. There will be no live voting or live Q&A at the AGM.

#### 5. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM

The Company has made the following alternative arrangements for Shareholders to participate in the AGM by:

- (a) observing and/or listening to the AGM proceedings contemporaneously through a “live” webcast of the AGM (“**Live Webcast**”) where Shareholders may choose to stream both audio and visual or audio-only;
- (b) submitting questions, if any, in advance of the AGM; and/or
- (c) appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM.

#### 6. PERSONS WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES

Investors holding shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 (“**Investors**”) (other than Central Provident Fund (“**CPF**”) or Supplementary Retirement Scheme (“**SRS**”) (“**CPF/SRS investors**”) who wish to participate in the AGM by:

- (a) observing and/or listening to the AGM proceedings contemporaneously via the Live Webcast; and/or
- (b) submitting questions, if any, in advance of the AGM; and/or
- (c) appointing the Chairman of the AGM as proxy to 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. KEY DATES/DEADLINES

In summary, the key dates/deadlines which Shareholders should take note of are set out in the table below (which is to be read in conjunction with the Appendix to this announcement):

Key Dates	Actions
Friday, 8 April 2022 at 8.00 a.m.	Shareholders and CPF/SRS investors may begin to pre-register for the Live Webcast of the AGM proceedings at <a href="https://conveneagm.sg/SPGAGM2022">https://conveneagm.sg/SPGAGM2022</a> .  Shareholders and CPF/SRS Investors will receive an email to verify their email address and to create an account with password.
Tuesday, 19 April 2022 before 5.00 p.m.	Deadline for CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent banks and/or SRS Operators to submit their votes.

Tuesday, 19 April 2022 before 5.00 p.m.	Deadline for Shareholders and CPF/SRS investors to submit questions in advance via the pre-registration website at <a href="https://conveneagm.sg/SPGAGM2022">https://conveneagm.sg/SPGAGM2022</a> ; or by email to the Company share registrar at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a> .
Wednesday, 27 April 2022 at 10 a.m. (“ <b>Registration Cut-Off Time</b> ”)	Deadline for Shareholders and CPF/SRS investors to pre-register for the Live Webcast of the AGM proceedings.  Deadline for Shareholders to submit proxy forms appointing Chairman of the Meeting to vote.
Thursday, 28 April 2022 at 12.00 p.m.	Authenticated registrants will receive an email (“ <b>Confirmation Email</b> ”) on their authentication status and a link to access the Live Webcast of the AGM proceedings.  Registrants who do not receive the Confirmation Email by <b>12.00 p.m. on 28 April 2022</b> but have registered by the Registration Cut-Off Time should contact the Company share registrar via email at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a> <b>before 5.00 p.m. on 28 April 2022</b> for assistance.
Date and Time of AGM – Friday, 29 April 2022 at 10 a.m.	Click on the link in the Confirmation Email and sign in with registered identification credentials to access the Live Webcast of the AGM proceedings.  Shareholders are advised to join the conference at least 5 minutes before the time appointed for the AGM.

## 8. IMPORTANT NOTICE

Due to the constantly evolving COVID-19 situation in Singapore, the Company reserves the right to take such further precautionary measures and/or changes to the Company’s AGM alternative arrangements as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by government agencies, in order to curb the spread of COVID-19. Shareholders should continually check for announcements by the Company for updates (if any) on the AGM via the SGX website.

The Company would like to thank all Shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current COVID-19 situation.

## BY ORDER OF THE BOARD

### PAN SHUN MING

Executive Chairman and Chief Executive Officer  
7 April 2022

## APPENDIX

### Step for pre-registration, pre-submission of questions and voting at the AGM

Shareholders will need to complete the following steps to be able to observe and/or listen to the AGM proceedings through a Live Webcast, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

(All references to dates and times are to Singapore dates and times.)

No.	Steps	Details
1.	Pre-registration	<p>Shareholders and CPF/SRS investors must pre-register at the pre-registration website which is accessible at the URL <a href="https://conveneagm.sg/SPGAGM2022">https://conveneagm.sg/SPGAGM2022</a> from 8 April 2022 at 8.00 a.m. till 27 April 2022 at 10 a.m. (“Registration Cut-Off Time”) to enable the Company to verify their status as shareholders.</p> <p>Shareholders and CPF/SRS investors will be required to fill in their full name (for individual)/company name (for corporate), NRIC/Passport Number/company registration number, shareholding type, email address and contact number during the pre-registration.</p> <p>Following the verification, authenticated Shareholders and CPF/SRS investors will receive an email by <b>12.00 p.m. on 28 April 2022</b> (the “Confirmation Email”) on their authentication status and link to access the Live Webcast of the AGM proceedings.</p> <p>Shareholders and CPF/SRS investors who do not receive the Confirmation Email by <b>12.00 p.m. on 28 April 2022</b>, but have registered by the Registration Cut-Off Time should contact the Company share registrar via email at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a> by <b>5.00 p.m. on 28 April 2022</b> for assistance with the details such as full name, NRIC/Passport number, contact number, email address and shareholding type.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at the pre-registration website for the Live Webcast of the AGM. If they wish to participate in the Live Webcast of the AGM, they should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for their participation in the Live Webcast of the AGM. The relevant intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address and NRIC/Passport number) via email to the Company’s Share Registrar at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a> no later than 10 a.m. on 27 April 2022.</p>

2.	<p><b>Submit questions in advance</b></p>	<p>Shareholders will not be able to ask questions “live” at the AGM during the Live Webcast, and therefore it is important for Shareholders to submit their questions in advance of the AGM.</p> <p>Shareholders and CPF/SRS investors may submit questions related to the resolutions to be tabled for approval at the AGM, in advance of the AGM, in the following manner:</p> <p>(a) via the pre-registration website at <a href="https://conveneagm.sg/SPGAGM2022">https://conveneagm.sg/SPGAGM2022</a>; or</p> <p>(b) by email to the Company’s Share Registrar at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a>.</p> <p>When sending questions, Shareholders and CPF/SRS investors should also provide their full name (for individuals) / company name (for corporates), NRIC/Passport Number/company registration number, shareholding type, email address and contact number. Contact numbers provided will help the Company to reach out more easily if clarification is required.</p> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>5 p.m. on 19 April 2022</b>.</p> <p><b>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to submit questions related to the resolutions to be tabled for approval at the AGM and should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for them to submit questions in advance of the AGM.</b></p> <p><b>Addressing questions.</b> All substantive and relevant questions related to the resolutions to be tabled for approval at the AGM will be addressed and published <b>by 24 April 2022</b> via SGXNet and at the Company’s website. This is to allow Shareholders sufficient time and opportunity to consider the Company’s response before the deadline for the submission of proxy forms, which is 10 a.m. on 27 April 2022.</p> <p>Substantive and relevant questions which are submitted after <b>5.00 p.m. on 19 April 2022</b> will be consolidated and addressed at the AGM.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the SGX website and the minutes will include the responses to substantial and relevant questions from Shareholders.</p>
3.	<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the AGM 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 AGM as their proxy to vote on their behalf at the AGM, in accordance with the instructions on the proxy form and this Appendix.</p> <p><b>Specific voting instructions to be given.</b> Where Shareholders (whether individual or corporate) appoint the Chairman of the AGM as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of the resolutions in the proxy form, failing which the appointment of the Chairman of the AGM as proxy for that resolution will be treated as invalid.</p>

		<p><b>Submission of proxy forms.</b> Completed proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at <a href="mailto:srs.teamd@boardroomlimited.com">srs.teamd@boardroomlimited.com</a>.</p> <p>in either case, by <b>10 a.m. on 27 April 2022.</b></p> <p>A Shareholder who wishes to submit a proxy form must complete and sign the proxy form, before submitting it by post to the address provided above, or sending it by email to the email address provided above.</p> <p><b>Shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPF/SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent banks and/or SRS Operators to submit their votes by <b>5.00 p.m. on 19 April 2022.</b> All other Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to vote should approach his/her relevant intermediary as soon as possible to specify voting instructions.</p>
--	--	---