

## **MICRO-MECHANICS (HOLDINGS) LTD.**

(Incorporated in the Republic of Singapore)

(Company Registration No. 199604632W)

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### **TWENTY-FIFTH ANNUAL GENERAL MEETING**

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The Board of Directors of Micro-Mechanics (Holdings) Ltd. (“Company”) wishes to announce that the Twenty-Fifth Annual General Meeting (“AGM”) of the Company will be convened and 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 AGM will be held by electronic means on Friday, 29 October 2021 at 9.00 a.m.** to transact the business set out in the Notice of AGM dated 30 September 2021. The Notice of AGM, Proxy Form and Annual Report 2021 have been made available on SGXNET and the Company’s website at <https://micromechanics.listedcompany.com/>. A printed copy of the Annual Report 2021 which includes the Notice of AGM and Proxy Form will be despatched to members.

In view of the current Covid-19 situation in Singapore, the AGM will be held by electronic means and members will not be able to attend the AGM in person. Instead, alternative arrangements have been put in place to allow members to 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 (c) appointing Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out below:

#### **1. Pre-registration**

Members who wish to attend the AGM via live audio-visual webcast or live audio-only stream, must pre-register at the pre-registration website at <https://globalmeeting.bigbangdesign.co/micromechanics2021agm/> **from 8.30 a.m. on 30 September 2021 till 9.00 a.m. on 26 October 2021** to enable the Company to verify their status as members.

Following the verification, authenticated members will receive a confirmation email by **11.00 a.m. on 28 October 2021** which will contain login details to access the live audio-visual webcast or a toll-free telephone number with details to access the live audio-only stream of the AGM proceedings. Members should not disclose such login details to persons who are not entitled to attend the AGM. Members who do not receive the confirmation email by **11.00 a.m. on 28 October 2021** may contact the Company’s Share Registrar, M & C Services Private Limited at +65 62280518 before 6.00 p.m. on 28 October 2021.

Persons who hold shares through relevant intermediaries, including CPF and SRS investors, and who wish to participate in the AGM should approach their respective relevant intermediaries as soon as possible in order for necessary arrangements to be made for their participation in the AGM.

#### **2. Questions**

Members can submit their questions related to the resolutions to be tabled at the AGM to the Chairman of the Meeting, in advance of the AGM, via the pre-registration website when they register for the webcast. Members can also send their questions by email to [investor@micro-mechanics.com](mailto:investor@micro-mechanics.com) or by post to the Company at Micro-Mechanics (Holdings) Ltd, 31 Kaki Bukit Place, Eunos Techpark, Singapore 416209.

When sending in your questions by post or by email, please also provide the following details:

- a. your full name;
- b. number of shares held; and
- c. the manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS).

All questions must be submitted by **9.00 a.m. on 26 October 2021**. Members will not be able to ask questions at the AGM live during the webcast or audio-stream.

The Company will endeavour to address all substantial and relevant questions related to the resolutions to be tabled at the AGM before or at the AGM. A summary of the questions and responses will be published on SGXNET and the Company's website.

### **3. Voting by Proxy**

Members must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM if such members wish to exercise their voting rights at the AGM. The Proxy Form is available on SGXNET and <https://micromechanics.listedcompany.com/>. A printed copy of the Proxy Form can also be found in the Annual Report 2021 which will be despatched to members. A member 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. The Proxy Form must be submitted in the following manner:

- if submitted electronically, be submitted via email to the Company's Share Registrar, M & C Services Private Limited at [GPD@mncsingapore.com](mailto:GPD@mncsingapore.com); or
- if submitted by post, be deposited at M & C Services Private Limited at 112 Robinson Road, #05-01, Singapore 068902

in either case, by **9.00 a.m. on 26 October 2021**.

A member 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 before scanning and sending it by email to the email address provided above.

CPF or 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 October 2021**.

The Company wishes to remind all members to check the Company's website at <https://micromechanics.listedcompany.com/> and SGXNET regularly for updates on the AGM as the Covid-19 situation remains fluid and the Company may be required to change the AGM arrangements at short notice.

By order of the Board of Directors

Chow Kam Wing  
Company Secretary  
30 September 2021