

## JEP HOLDINGS LTD.

(Registration No. 199401749E)

(Incorporated in the Republic of Singapore on 12 March 1994)

---

## ALTERNATIVE ARRANGEMENTS FOR ANNUAL GENERAL MEETING: LIVE WEBCAST ON 22 JUNE 2020 AT 9:30 A.M.

---

### INTRODUCTION

The Board of Directors ("**Board**") of JEP Holdings Ltd. ("**Company**") with regard to:

- (a). the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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 was gazetted on 13 April 2020 and subsequently amended on 14 April 2020 and 24 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, the holding of general meetings of companies; and
- (c). the joint statement released by the Accounting and Corporate Regulatory Authority ("**ACRA**"), the Monetary Authority of Singapore ("**MAS**") and Singapore Exchange Regulation ("**SGX Regco**") on 13 April 2020, providing additional guidance on the conduct of general meetings during the period when elevated safe distancing measures are in place.

#### 1. **Date of Annual General Meeting**

The Company refers to its Notice of Annual General Meeting ("**AGM**") issued on 6 June 2020 announced through SGXNet. The Board wishes to inform shareholders that the AGM will be convened through electronic means which comprised of video (audio and visual) and audio means ("**Live Webcast**") on 22 June 2020 at 9:30 a.m.

#### 2. **No Despatch of Printed Copies of Notice of AGM and Proxy Form**

In line with the provisions under the Order, no printed copies of the Notice of AGM and the proxy form in respect of the AGM will be despatched to Shareholders.

An accompanying proxy form for the AGM may be accessed at the Company's website at the [https://www.jep-holdings.com/jep\\_IR/jep.listedcompany.com/index.html](https://www.jep-holdings.com/jep_IR/jep.listedcompany.com/index.html) and will also be made available on the SGX website at the [https:// www.sgx.com/securities/company-announcements](https://www.sgx.com/securities/company-announcements).

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM

### 3. No Personal Attendance at AGM

To ensure compliance in COVID-19 (Temporary Measures) provisions, Shareholders will not be allowed to attend the AGM physically. Instead, alternative arrangements shall put in place to allow Shareholders to participate at the AGM by (a) virtually present at the AGM proceedings through Live Webcast, (b) submitting questions in advance of the AGM, and/or (c) voting by proxy at the AGM.

### 4. Alternative Arrangements

#### a) Participation of AGM

Shareholders may virtually present at the AGM by:

- i. contemporaneously observe the proceedings of the meeting through Live Webcast;
- ii. submitting questions (if any) in advance and within stipulated period; and/or
- iii. appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

Details of the steps and deadlines for pre-registration, submission of questions in advance and voting at the AGM are set out at point 7 and the Appendix to this announcement.

#### b) Persons Who Holds Shares Through Relevant Intermediaries

Persons who hold shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), including The Central Provident Fund (“CPF”) or Supplementary Retirement Scheme (“SRS”) investors, and who wish to participate in the AGM by the followings means **should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible and in any case, by 5:00 p.m. on Wednesday, 10 June 2020 in order for the necessary arrangements to be made for their participation in the AGM.**

- i. contemporaneously observe the proceedings of the meeting through Live Webcast;
- ii. submitting questions (if any) in advance and within stipulated period; and/or
- iii. appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

### 5. Annual Report 2019

The Annual Report 2019 was despatched to shareholders on Monday, 13 April 2020 and has also been published on SGXNet and made available at the Company’s website at the same date at URL <https://www.sgx.com/securities/company-announcements> and [https://www.jep-holdings.com/jep\\_IR/jep.listedcompany.com/index.html](https://www.jep-holdings.com/jep_IR/jep.listedcompany.com/index.html) respectively.

### 6. Further Information

Shareholders who observe the AGM proceedings are reminded that the AGM is private. Invitation to Shareholders to attend the AGM through audio-visual webcast and audio-only stream shall not be forwarded to anyone who is not a shareholder of the Company or who is not authorised to attend the AGM. **RECORDING OF THE AGM PROCEEDINGS** in whatsoever form is also **STRICTLY PROHIBITED**. In the event of any technical glitch or disruption happens during the meeting proceedings, the Company would like seeks Shareholders patience and understanding.

## 7. Timetable For The Events

In summary, Shareholders should take note the events set out as the below:

Dates	Events
6 June 2020 Saturday	A shareholder may begin to: <ul style="list-style-type: none"> <li>• Pre-register at URL:<a href="https://sg.conveneagm.com/jepholdings">sg.conveneagm.com/jepholdings</a> for live audio visual webcast or live audio-only stream of the AGM proceedings; and</li> <li>• Submit questions (if any) in advance at URL: <a href="https://sg.conveneagm.com/jepholdings">sg.conveneagm.com/jepholdings</a>.</li> </ul>
10 June 2020, Wednesday, by 5:00 p.m.	Deadline for CPF and/or 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.
16 June 2020, Tuesday, by 5:00 p.m.	Deadline for shareholders to submit questions
20 June 2020, Saturday, by 9:30 a.m.	Deadline for shareholders to pre-register for live audio-visual webcast / live audio-only stream of the AGM proceedings.
20 June 2020, Saturday, by 9:30 a.m.	Deadline for shareholders to submit proxy form.
21 June 2020 Sunday, by 12:00pm	Authenticated members will receive 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 stream of the AGM proceedings (" <b>Confirmation Email</b> ").
22 June 2020 Monday, 9:30 a.m.	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; <b>or</b></li> <li>• Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>



All the instructions stated above are subject to change at the prevailing provisions of the Order or restrictions or guidelines imposed by relevant regulatory bodies from time to time. Shareholders are advised to check the Company's announcements on SGXNet for the latest developments or updates with regard to the AGM.

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

By Order of the Board

Andy Luong  
Executive Chairman and Chief Executive Officer

For and on behalf of Board of Directors of  
JEP Holdings Ltd.  
Date: 6 June 2020

---

This announcement has been prepared by the Company and its contents have been reviewed by the Company's Sponsor, RHT Capital Pte. Ltd. (the "**Sponsor**"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited (the "**SGX-ST**") Listing Manual Section B: Rules of Catalyst. The Sponsor has not independently verified the contents of this announcement.

This announcement has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this announcement including the correctness of any of the statements or opinions made or reports contained in this announcement.

The details of the contact person for the Sponsor is:

Name : Mr. Lay Shi Wei (Registered Professional, RHT Capital Pte. Ltd.)  
Address : 9 Raffles Place #29-01, Republic Plaza Tower 1, Singapore 048619  
Telephone : 6381 6966

## APPENDIX

### Steps for Pre-Registration, Submission of Questions in Advance and Voting at the AGM

Shareholders are able to observe the AGM proceedings through a live audio-visual webcast via mobile phones, tablets or computers or listen to these proceedings through a live audio-only stream via telephone, submit questions (if any) in advance of the AGM and voting by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

To do so, shareholders are required to complete the following steps:

Matters	Details
<p><b>Pre-Registration</b></p>	<p>Shareholders <b>must pre-register</b> at the pre-registration website at URL: <b>sg.conveneagm.com/jepholdings</b> from 6 June 2020, Saturday, 9:30 a.m. till 20 June 2020, Saturday before 9:30 a.m., for shareholder status verification.</p> <p>Shareholders are encouraged to pre-register early from 6 June 2020, Saturday. After status verification, authenticated shareholders will receive <b>Confirmation Email on 21 June 2020, Sunday by 12:00 p.m.</b></p> <p>The Confirmation Email 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 stream of the AGM proceedings.</p> <p>Shareholders who do not receive the Confirmation Email on <b>21 June 2020, by 12:00 p.m.</b> but have registered by 20 June 2020, Saturday before 9:30 a.m., should contact the Company at following email address: <b>ir@jep-holdings.com</b>, with the following details:</p> <ul style="list-style-type: none"> <li>• Full name of shareholder; and</li> <li>• Shareholder's identification or registration number</li> </ul> <p>Persons who hold shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), including CPF or SRS investors who wish to pre-register should approach their respective CPF Agent Banks or SRS Operators by <b>5:00 p.m. on 10 June 2020, Wednesday.</b></p>
<p><b>Submission of Questions (if any) in Advance</b></p>	<p>Shareholder is <b>not</b> be able to ask questions during the live audio-visual webcast or live audio-only stream of the AGM, and therefore it is important for members to pre-register and submit their questions (if any) in advance of the AGM.</p> <p>If shareholders have any questions in relation to any resolution tabled for an approval at the AGM, shareholder <b>must submit</b> the questions through any one of the following mean:</p>

Matters	Details
	<ul style="list-style-type: none"> <li>• Website, URL: <a href="http://sg.conveneagm.com/jepholdings">sg.conveneagm.com/jepholdings</a>; or</li> <li>• Depositing the questions to Registered Office of the Company situated at <b>16, Seletar Aerospace Crescent Singapore 797567</b>; or</li> <li>• Email to <a href="mailto:ir@jep-holdings.com">ir@jep-holdings.com</a></li> </ul> <p>The following details shall accompany with the questions and failing which the submission will be treated as invalid:</p> <ul style="list-style-type: none"> <li>• Full name of shareholder; and</li> <li>• Shareholder's identification or registration number</li> </ul> <p>The Company will address substantial questions relating to the resolutions to be tabled for approval at the AGM through live webcast and the Company's corporate website.</p> <p><b>Deadline for Submission of Questions</b> All questions must be submitted by <b>5:00 p.m. on 16 June 2020, Tuesday</b>.</p> <p>The persons who hold shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), including CPF or SRS investors who wish to submit questions should approach their respective CPF Agent Banks or SRS Operators by <b>5:00 p.m. on 10 June 2020, Wednesday</b>.</p>
<p><b>Submission of Proxy Form</b></p>	<p><b>Appointment of Chairman of the Meeting as Proxy</b> A shareholder (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 shall appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p><b>Specific Voting Instructions</b> Where a shareholder (whether individual or corporate) appointing the Chairman of the Meeting as his/her/its proxy, he/she/it should give specific instructions as to voting (i.e. vote for or vote against), 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> The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manners:</p> <ol style="list-style-type: none"> <li>a) Website, URL: <a href="http://sg.conveneagm.com/jepholdings">sg.conveneagm.com/jepholdings</a>; or</li> <li>b) Depositing the proxy form to Registered Office of the Company situated at <b>16, Seletar Aerospace Crescent Singapore 797567</b>; or</li> <li>c) Email to <a href="mailto:ir@jep-holdings.com">ir@jep-holdings.com</a></li> </ol> <p>in any case, not least than forty-eight (48) hours (i.e. <b>by 9:30 a.m. on 20 June 2020, Saturday</b>) before the time appointed for holding the AGM.</p>

Matters	Details
	<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, <b>or</b> before scanning and sending it by email to the email address provided above).</p> <p><b>In view of the current Covid-19 situation and the related safe distancing measures which may make it difficult for members to submit the completed proxy forms by post, members are strongly encouraged to submit the completed proxy forms electronically via email or the AGM portal.</b></p> <p>The persons who hold shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), including 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 <b>5:00 p.m. on 10 June 2020, Wednesday.</b></p>