



**KEONG HONG HOLDINGS LIMITED**

Incorporated in the Republic of Singapore  
(Company Registration Number: 200807303W)

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**THIRTEENTH ANNUAL GENERAL MEETING TO BE HELD ON 28 JANUARY 2021**

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1. **Background.** Keong Hong Holdings Limited (the “**Company**”) refers 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 (the “**Order**”), 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. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
  - (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 June 2021.
2. **Date, time and conduct of Annual General Meeting (“AGM”).** Pursuant to the Order, the Company has the option to hold a virtual meeting, even where the Company is permitted under safe distancing measures to hold a physical meeting. Due to the current Covid-19 situation and the Company’s efforts to minimise physical interactions and Covid-19 transmission risk to a minimum, the Company is pleased to announce that its AGM will be convened and held by way of electronic means, on **Thursday, 28 January 2021 at 10.30 a.m.**
3. **Annual Report 2020, Letter to Shareholders, Notice of AGM and Proxy Form.** Printed copies of the Annual Report 2020, Letter to Shareholders, Notice of AGM and Proxy Form (the “**AGM Documents**”) will be sent to members. Copies of the AGM Documents may also be accessed at the Company’s website at <https://www.keonghong.com/newsroom> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.
4. **No personal attendance at AGM.** The Company does not allow real-time remote electronic voting through an electronic voting system to take place at the AGM, a member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.

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 audio-only means;
- (b) submitting questions in advance of the AGM; and
- (c) appointing the Chairman of the Meeting as proxy to 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 in the Appendix to this announcement.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company's shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including 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 audio-only means;
- (b) submitting questions in advance of the AGM; and / or
- (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM,

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 in order for the necessary arrangements to be made for their participation in the AGM.

7. **Important reminder. Due to the constantly evolving Covid-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check at the Company's website at <https://www.keonghong.com/newsroom> for the latest updates on the status of the AGM.**

8. 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 pandemic.

BY ORDER OF THE BOARD

Lo Swee Oi  
Company Secretary  
6 January 2021

## 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 audio-only means 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 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>Shareholders who wish to observe the AGM proceedings through live audio-visual webcast must pre-register at the pre-registration website below:</p> <p><a href="https://globalmeeting.bigbangdesign.co/keonghong/">https://globalmeeting.bigbangdesign.co/keonghong/</a></p> <p>The pre-registration website is open from <b>9.00 a.m. on 6 January 2021 till 10.30 a.m. on Monday, 25 January 2021</b> to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by <b>10.30 a.m. on Wednesday, 27 January 2021</b> (the “<b>Confirmation Email</b>”) which will contain the login instructions, password, as well as the link to access the Live Webcast and Live Audio Stream of the proceedings of the AGM.</p> <p>Shareholders who do not receive a Confirmation Email by <b>10.30 a.m. on Wednesday, 27 January 2021</b>, but have registered by the <b>25 January 2021 deadline</b>, should contact our webcast provider, Big Bang Design at <a href="mailto:webcast@bigbangdesign.co">webcast@bigbangdesign.co</a> for assistance.</p>
2.	<b>Submit questions in advance</b>	<p><b>Submission of questions.</b> As the Company will not be adopting real-time electronic communication facilities to enable questions to be raised and responded to, at the AGM, shareholders are to 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><b>Via pre-registration website.</b> 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://globalmeeting.bigbangdesign.co/keonghong/">https://globalmeeting.bigbangdesign.co/keonghong/</a>. The pre-registration website commences from <b>9.00 a.m. on 6 January 2021</b>.</p>

No.	Steps	Details
	<p><b>Submit questions in advance</b> (cont'd)</p>	<p>(a) <b>By email.</b> Shareholder may submit their questions via email to <a href="mailto:ir@keonghong.com">ir@keonghong.com</a>.</p> <p>(b) <b>By post.</b> Shareholders may also submit their questions by post to the registered office of the Company at 9 Sungei Kadut Street 2, Singapore 729230, by no later than <b>10.30 a.m. on Monday, 25 January 2021</b>.</p> <p>When sending in your questions via the pre-registration website, by email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>(i) your full name;</li> <li>(ii) your address; and</li> <li>(iii) the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).</li> </ul> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>10.30 a.m. on Monday, 25 January 2021</b>.</p> <p><b>Addressing questions.</b> We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on our corporate website and on SGXNet prior to the AGM.</p>
3.	<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the Meetings 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 Meetings as their proxy to 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 Meetings as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy forms, failing which the appointment of the Chairman of the Meetings 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> <ul style="list-style-type: none"> <li>(i) if submitted electronically, be submitted via email to <a href="mailto:main@zicoholdings.com">main@zicoholdings.com</a>; or</li> <li>(ii) submitted by post, be lodged with the Company's Share Registrar, B.A.C.S Private Limited, at 8 Robinson Road #03-00, Singapore 048544.</li> </ul>

No.	Steps	Details
	<p><b>Submit proxy forms to vote</b> (cont'd)</p>	<p>in either case, by no later than <b>Monday, 25 January 2021, 10.30 a.m.</b>, being at least 72 hours before the time for holding the AGM.</p> <p>A member who wishes to submit an instrument of proxy must first complete and sign the proxy form, before submitting it electronically via email to the email address provided above, or submitting it by post to the 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 shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meetings as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes for the AGM by <b>10.30 a.m. on Friday, 18 January 2021.</b></p>
4.	<p><b>AGM on Thursday, 28 January 2021 at 10.30 a.m.</b></p>	<p>Follow the instructions in the Confirmation Email to access the live webcast of the AGM proceedings; or</p> <p>Call the telephone number and enter the conference code in the email from the Company to access the live audio-only means of the AGM proceedings.</p>