

**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE  
COMPANY'S ANNUAL GENERAL MEETING ON 18 JUNE 2020**

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- (1) NO DESPATCH OF PRINTED COPIES OF NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM**
- (2) NO PHYSICAL ATTENDANCE AT ANNUAL GENERAL MEETING**
- (3) ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING**

**1. Introduction**

The Board of Directors (the “**Board**” or “**Directors**”) of Tat Seng Packaging Group Ltd (the “**Company**” and together with its subsidiaries, collectively the “**Group**”) refer to:-

- (a) the COVID-19 (Temporary Measures) Act 2020 (the “**Act**”) 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**”) which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) The Joint Statement by the Singapore Exchange Securities Trading Limited, the Accounting and Corporate Regulatory Authority and the Monetary Authority of Singapore which was issued on 13 April 2020, providing a checklist (which provides further guidance on the Act and the Order) to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.

**2. Date of Annual General Meeting**

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting (“**AGM**”) dated 26 May 2020 (“**Notice of AGM**”). The AGM will be held by way of electronic means on Thursday, **18 June 2020 at 10.00 a.m.**

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

In line with the provisions under the Relevant 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 <http://www.tspg.sg/investor-relations/company-announcements> and will also be made available on the SGX website at <http://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.

#### **4. No Physical Attendance at AGM**

Due to the COVID-19 outbreak in Singapore, Shareholders will not be allowed to attend the AGM physically. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:-

- (a) observing the AGM proceedings via live webcast;
- (b) submitting questions in advance of the AGM; and/or
- (c) voting by proxy at the AGM.

Please see paragraph 5 below for these alternative arrangements.

#### **5. Alternative Arrangements**

The following are the alternative arrangements which have been put in place for the AGM:-

##### **(a) Registration for Live Webcast**

Shareholders who wish to participate in the AGM via live webcast (“**Webcast**”) must pre-register online to the URL at <https://www.meetings.vision/tatseng-agm-registration>, not later than **10.00 a.m. on 15 June 2020** to enable the Company to verify their status as shareholders.

Shareholders shall provide the following details during pre-registration:

- i) Full name
- ii) NRIC/Passport number
- iii) Email address
- iv) Provide a valid mobile or landline number that will be used to dial in for the audio-only stream
- v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, Corporate Shareholder, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to participate in the AGM by observing or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream, should approach their relevant intermediaries (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.

Following the verification, authenticated shareholders will receive an email by **10.00 a.m. on 17 June 2020** with their login credentials as well as the link to access the live audio-visual webcast and toll-free telephone number to access the live audio-only stream (the “**Confirmation Email**”).

Shareholders who do not receive the Confirmation Email by **10.00 a.m. on 17 June 2020**, but have registered online by 10.00 a.m. on 15 June 2020 deadline should contact our Share Registrar, M & C Services Private Limited at +65 6228 0506 before 7.00 p.m. on 17 June 2020 or between 8.00 a.m. to 9.00 a.m. on 18 June 2020.

**(b) Shareholders' Questions**

Shareholders will not be able to ask questions during the Webcast or audio-stream. Therefore, it is important for Shareholders to submit their questions in relation to any of the resolutions tabled for approval at the AGM in advance.

Shareholders may send their questions **by 10.00 a.m. on 12 June 2020** via email to our Investor Relations Team at [agm@tspg.sg](mailto:agm@tspg.sg) and provide us with the following details:

- i) Full name
- ii) NRIC/Passport number
- iii) Contact number
- iv) Email address
- v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, Corporate Shareholder, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to submit their questions, should approach their 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.

The Company will address the substantial and relevant questions from Shareholders prior to, or at the AGM and upload the Company's responses on the SGXNet at <http://www.sgx.com/securities/company-announcements> and the Company's website at <http://www.tspg.sg/investor-relations/company-announcements>.

The minutes of the AGM, shall thereafter be published on the SGXNet and the Company's website, within one month from the conclusion of the AGM.

**(c) Proxy Voting**

Shareholders who wish to vote on any or all of the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the AGM, in accordance with the instructions on the Proxy Form.

Shareholders must submit the completed and signed Proxy Form by 10.00 a.m. on 15 June 2020 in the following manner:-

- (i) Post - Deposit at the office of the Company's Share Registrar at M & C Services Private Limited, at 112 Robinson Road, #05-01 Singapore 068902

or

- (ii) Email - [gpe@mncsingapore.com](mailto:gpe@mncsingapore.com)

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, or before scanning and sending it by email to the email address provided above.

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy, should approach their 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, by 5.00 p.m. on 8 June 2020.

**Any incomplete Proxy Forms will be rejected by the Company.**

## **6. Record Date and Payment Date for the Final Ordinary Dividend**

The Register of Members and Transfer Books of the Company will be closed on 25 June 2020 for the purposes of determining the Shareholders' entitlements to the proposed Final Ordinary Dividend.

Duly completed registrable transfers of shares received by the Company's Share Registrar, M & C Services Private Limited, of 112 Robinson Road, #05-01 Singapore 068902 up to 5.00 p.m. on 24 June 2020 will be registered to determine members' entitlements to the said Final Ordinary Dividend. Subject to the aforesaid, members whose Securities Account with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on 24 June 2020 will be entitled to the proposed Final Ordinary Dividend.

The proposed payment of the Final Ordinary Dividend, if approved by the Shareholders at the AGM, will be paid on 9 July 2020.

**Important reminder: The Company would like to remind Shareholders that, with the constantly evolving COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to check on the Company's website at <http://www.tspq.sg/investor-relations/company-announcements> and SGXNet at [www.sqx.com/securities/company-announcements](http://www.sqx.com/securities/company-announcements) for the latest updates on the AGM.**

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

By Order of the Board

Chew Kok Liang / Siau Kuei Lian  
Joint Company Secretaries  
Singapore

26 May 2020