

TWENTY-SECOND ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 26, 2020

1. INTRODUCTION

Vicplas International Ltd (“**Company**” or “**Vicplas**”) 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 (the “**Order**”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) the joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation of October 1, 2020, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation during the ensuing period up to June 30, 2021.

2. DATE, TIME AND CONDUCT OF TWENTY-SECOND ANNUAL GENERAL MEETING

Vicplas is pleased to announce that pursuant to the Order, its Twenty-Second Annual General Meeting (“**AGM**”) will be convened and held by electronic means on **Thursday, November 26, 2020 at 3.00 p.m.** (Singapore time).

Vicplas’ Chairman, Mr. Yeo Wico, will conduct the proceedings of the AGM.

3. NOTICE OF AGM AND PROXY FORM

The Notice of AGM and Proxy Form will be sent to shareholders by electronic means via publication on the SGX website, and will also be made available on the Company’s website¹. **Printed copies of these documents will not be despatched to shareholders.**

4. NO PERSONAL ATTENDANCE AT THE AGM

Due to the COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**

¹ The Notice of AGM and Proxy Form may be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and on the Company’s website at the URL <https://www.vicplas.com/investor-relations>.

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 live audio-only stream;
- (b) submitting questions in advance of or at the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Shareholders may ask questions “live” at the AGM. However, there will not be “live” voting at the AGM.

Shareholders will be able to ask questions relevant to the business of the AGM in real-time via a two-way videoconferencing feature available on the audio-visual webcast platform. This will allow for increased engagement by the Company with shareholders at the AGM, and is in addition to participation by shareholders through submission of their questions in advance of the AGM. However, there will not be real-time remote electronic voting at the AGM out of prudence over possible security and authentication concerns.

Details of the deadlines for pre-registration, submission of questions in advance and voting at the AGM by shareholders, including CPF and SRS investors are set out in the **Appendix** to this announcement. In addition, CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators by **5.00 p.m. on November 16, 2020** to submit their votes.

6. PERSONS HOLDING SHARES THROUGH RELEVANT INTERMEDIARIES

Persons who hold Vicplas shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), other than 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 live audio-only stream;
- (b) submitting questions in advance of or at the AGM;
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and 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. ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS

The Company’s Annual Report 2020 and the Circular to Shareholders dated November 4, 2020 (in relation to the proposed renewal of the shareholders’ mandate for interested person transactions and the proposed renewal of the share purchase mandate) will be published on the Company’s website and may be accessed as set out below:

- (a) the Annual Report 2020 may be accessed at the URL <https://www.vicplas.com/investor-relations>; and

- (b) the Circular to Shareholders dated November 4, 2020 may be accessed at the URL <https://www.vicplas.com/investor-relations>.

The Annual Report 2020 and the Circular to Shareholders dated November 4, 2020 may also be viewed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. BOOKS CLOSURE AND PAYMENT DATE OF FINAL DIVIDEND

Subject to the approval of the shareholders of the Company to be obtained for the proposed final (one-tier tax exempt) dividend of S\$0.00375 per share for the financial year ended July 31, 2020 (the “**Final Dividend**”), the Share Transfer Books and Register of Members of the Company will be closed on January 6, 2021 for the purpose of determining shareholders’ entitlements to the Final Dividend. The Share Transfer Books and Register of Members will re-open on January 7, 2021.

Duly completed registrable transfers received by the Company’s Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road, #03-00 ASO Building, Singapore 048544 up to 5.00 p.m. on January 5, 2021 will be registered to determine shareholders’ entitlements to the Final Dividend. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on January 5, 2021 will rank for the Final Dividend.

The Final Dividend, if approved at the AGM to be held on November 26, 2020, will be paid on January 15, 2021.

9. KEY DATES/DEADLINES

In summary, the key dates/deadlines which Shareholders should take note of are set out in the table below:

Key dates/times	Events
November 4, 2020 (Wednesday)	Shareholders may begin to: <ul style="list-style-type: none"> - Pre-register at the URL https://agm.conveneagm.com/vicplasagm/#/agm for the live audio-visual webcast/live audio-only stream of the AGM proceedings; and - Submit questions in advance.
5.00 p.m. on November 16, 2020 (Monday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
3.00 p.m. on November 23, 2020 (Monday)	Deadline for shareholders to: <ul style="list-style-type: none"> - Pre-register for the live audio-visual webcast/ live audio-only stream of the AGM proceedings; - Submit questions in advance; and

	- Submit instruments appointing the Chairman of the Meeting as proxy.
By 3.00 p.m. on November 24, 2020 (Tuesday)	Authenticated shareholders will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and the live audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Shareholders who do not receive the Confirmation Email by 3.00 p.m. on November 24, 2020 , but have registered by the November 23, 2020 deadline, should email the Company’s Share Registrar, B.A.C.S. Private Limited at main@zicoholdings.com before 3.00 p.m. on November 25, 2020.
3.00 p.m. on November 26, 2020 (Thursday)	Date and time of AGM: - Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or - Call the telephone number in the Confirmation Email and follow the instructions to access the live audio-only stream of the AGM proceedings.
5.00 p.m. on January 5, 2021 (Tuesday)	Record date for determining entitlements to the Final Dividend (subject to shareholders' approval at the AGM).
January 15, 2021 (Friday)	Payment date for the Final Dividend (subject to shareholders' approval at the AGM).

10. FURTHER INFORMATION

For more information, shareholders can contact the Company’s Share Registrar, B.A.C.S. Private Limited via email at main@zicoholdings.com.

11. IMPORTANT REMINDERS

Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change the arrangements for the AGM at short notice. Shareholders are requested to check the SGX website at the URL <https://www.sgx.com/securities/company-announcements> or the Company’s website at the URL <https://www.vicplas.com/investor-relations> regularly for the latest updates on the status of the AGM.

Shareholders who observe and/or listen to the AGM proceedings are reminded that the Company’s private invitation to shareholders to attend the AGM via live audio-visual webcast and live audio-only stream must not be forwarded to, or shared with, anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

Recording of the AGM proceedings in whatever form is STRICTLY PROHIBITED.

The Company seeks shareholders’ patience and understanding during the AGM proceedings in the event of any technical disruptions.

The Company would like to thank all shareholders for their co-operation in enabling the Company to hold

its AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Cheng Liang
Group Chief Executive Officer
November 4, 2020

APPENDIX

Steps for pre-registration, pre-submission or asking 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 live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the AGM, ask questions at the AGM via videoconferencing and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on his/her/their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre-registration	<p>Shareholders, including CPF and SRS investors, can pre-register at the pre-registration website at the URL https://agm.conveneagm.com/vicplasagm/#/agm from now till 3.00 p.m. on November 23, 2020 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 3.00 p.m. on November 24, 2020. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast and the live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive the email by 3.00 p.m. on November 24, 2020 but have registered by the November 23, 2020 deadline, should email the Company's Share Registrar, B.A.C.S. Private Limited at main@zicoholdings.com before 3.00 p.m. on November 25, 2020.</p>
2.	Submit questions in advance or ask questions "live" at the AGM	<p><u>Submission of questions in advance</u></p> <p>Shareholders, including CPF and SRS investors, can 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>(i) <u>Via the pre-registration website</u>: Shareholders who pre-register for the live audio-visual webcast/live audio-only stream of the AGM proceedings may submit their questions via the pre-registration website at the URL https://agm.conveneagm.com/vicplasagm/#/agm; or</p> <p>(ii) <u>Via email</u>: Shareholders may submit their questions via email to the Company's Share Registrar, B.A.C.S. Private Limited at main@zicoholdings.com; or</p> <p>(iii) <u>Via post</u>: Shareholders may submit their questions by post to the Company's Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road, #03-00 ASO Building, Singapore 048544.</p> <p>Shareholders submitting questions by email or post should provide the Company with their following details for verification purposes, failing which the submission will be treated as invalid:</p> <p>(1) full name of shareholder;</p>

		<p>(2) identification/registration number; and</p> <p>(3) the manner in which they hold shares in the Company (e.g. via CDP, CPF/SRS and/or scrip).</p> <p><u>Deadline to submit questions in advance</u></p> <p>All questions must be submitted by 3.00 p.m. on November 23, 2020.</p> <p><u>Addressing questions</u></p> <p>The Company will endeavour to address all substantial and relevant questions received from shareholders in advance of the AGM by publishing the Company’s responses to such questions on SGXNet and on its corporate website prior to the AGM. The Company may also address those substantial and relevant questions, which have not been responded to prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p><u>Asking questions “live” at the AGM</u></p> <p>Shareholders, including CPF and SRS investors, who pre-register to observe and/or listen to the AGM proceedings and whose status as shareholders have been verified may ask questions related to the resolutions to be tabled for approval at the AGM, via a two-way videoconferencing feature available on the audio-visual webcast platform during the AGM. They may do so by clicking on the “Ask a Question” feature and then clicking on “Queue for Video Call”. The relevant shareholder will be informed once it is appropriate for him/her to speak and can thereafter raise his/her question via audio-visual means during the AGM within a certain prescribed time limit.</p> <p><u>Minutes of AGM</u></p> <p>The Company will publish the minutes of the AGM on SGXNet and on the Company’s website.</p>
3.	Submit instruments appointing a proxy to vote	<p><u>Appointment of Chairman of the Meeting as proxy</u></p> <p>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 Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the instrument appointing a proxy.</p> <p><u>Specific voting instructions to be given</u></p> <p>Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstention from voting, in respect of a resolution in the instrument appointing a proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p><u>Submission of instruments appointing a proxy</u></p> <p>Shareholders can submit an instrument appointing the Chairman of the Meeting as proxy in the following manner:</p>

		<p>(a) <u>Via post or via email</u>: Shareholders may submit Proxy Forms by post or via email.</p> <p>(b) <u>Via the pre-registration website</u>: Shareholders who pre-register to observe and/or listen to the AGM proceedings (other than CPF and SRS investors) may also appoint the Chairman of the Meeting as proxy via the pre-registration website at the URL https://agm.conveneagm.com/vicplasagm/#/agm.</p> <p>Instruments appointing a proxy must be submitted in the following manner:</p> <p>(i) <u>Via post</u>: if submitted by post, be lodged at the office of the Company's Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road #03-00, ASO Building, Singapore 048544; or</p> <p>(ii) <u>Via email or the pre-registration website</u>: if submitted electronically, be submitted:</p> <p>(1) via email to the Company's Share Registrar at main@zicoholdings.com; or</p> <p>(2) via the pre-registration website at the URL https://agm.conveneagm.com/vicplasagm/#/agm,</p> <p>in any case, by 3.00 p.m. on November 23, 2020.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy by post or via email 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.</p> <p>Due to the COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed instruments appointing a proxy electronically via email or via the pre-registration website.</p> <p>CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators by 5.00 p.m. on November 16, 2020 to submit their votes.</p>
--	--	---