

**INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING
TO BE HELD ON 25 JUNE 2020 AT 3.00 P.M.**

1. INTRODUCTION

The board of directors (the “**Board**” or the “**Directors**”) of Wong Fong Industries Limited (the “**Company**” and together with its subsidiaries, the “**Group**”) refers to:

- a. the announcements released by the Company on 2 April 2020, 6 April 2020 and 8 April 2020 relating to the extension of time for the holding of the Company’s annual general meeting (“**AGM**”);
- b. 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, amongst others, listed companies in Singapore to conduct general meetings, either wholly or partly, by electronic means; and
- c. the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, as amended from time to time (the “**Alternative Arrangements Order**”) which sets out the alternative arrangements in respect of, amongst others, general meetings of listed companies in Singapore.

2. DATE, TIME AND CONDUCT OF AGM

The Board wishes to announce that the AGM will be convened and held by way of electronic means on 25 June 2020 at 3.00 p.m. to transact the business set out in the notice of AGM dated 3 June 2020 (the “**Notice**”).

3. DOCUMENTS

In line with the relevant provisions under the Alternative Arrangements Order, no printed copies of the Notice and the proxy form (collectively, “**Documents**”) will be despatched to shareholders.

The Documents are available on SGXNET and may be found at the URL <https://www.sgx.com/securities/companyannouncements> and is also available on the Company’s website at the URL <http://wongfongindustries.com/>.

4. NO ATTENDANCE AT THE AGM IN PERSON

Due to the COVID-19 outbreak in Singapore, shareholders will not be allowed to attend the AGM in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the AGM by (a) watching the AGM proceedings via “live” webcast or listening to the AGM proceedings via “live” audio feed, (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) “Live” webcast and “live” audio feed

The Company’s Independent Chairman, Mr Pao Kiew Tee and the Company’s Co-Founder and Group Chief Executive Officer, Mr James Liew will conduct the proceedings of the AGM by the way of electronic means. Shareholders will be able to watch these proceedings through

a “live” webcast via their mobile phones, tablets or computers or listen to these proceedings through a “live” audio feed via telephone. In order to do so, shareholders must follow these steps:

- i. Shareholders who wish to watch or listen to the “live” audio-visual webcast or “live” audio-only stream must pre-register by clicking on the following link and submitting the online registration form at the URL <https://complete-corp.com.sg/wongfong-agm-egm/> (“**Pre-registration Website**”), no later than 3.00 p.m. on 22 June 2020.

After authentication, shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 12.00 p.m. on 24 June 2020.

- ii. Shareholders who do not receive an email by 12.00 p.m. on 24 June 2020, but who have registered by the deadline of 3.00 p.m. on 22 June 2020, should contact Complete Corporate Services Pte Ltd by email at wongfong-agm-egm@complete-corp.com.sg.

Shareholders **MUST NOT** forward the unique link to other persons who are not shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the “live” webcast and “live” audio feed.

(b) Submission of questions

Shareholders may also submit questions related to the resolutions to be tabled for approval at the AGM.

All questions, together with the Shareholders’ full names, identification numbers, contact numbers and email addresses and manner in which they hold shares in the Company, must be submitted no later than 3.00 p.m. on 22 June 2020 (the “**Submission Deadline**”) via the Pre-registration Website at the URL <https://complete-corp.com.sg/wongfong-agm-egm/>.

Please note that shareholders will not be able to ask questions at the AGM and accordingly, it is important for shareholders to submit their questions by the Submission Deadline.

The Company will address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM (if any) as received from shareholders either before or during the AGM.

The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNET and the Company’s website, and the minutes will include the responses to the questions (if any) referred to above.

(c) Voting by proxy

Shareholders will not be able to vote online at the AGM. Instead, if shareholders (whether individuals or corporates) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the AGM to vote on their behalf.

Shareholders (whether individuals or corporates) appointing the Chairman of the AGM as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment and votes will be treated as invalid.

The proxy form must be submitted to the Company no later than 3.00 p.m. on 22 June 2020 through any one of the following means:

- i. by depositing a physical copy at the registered office of the Company at 79 Joo Koon Circle, Singapore 629107; or
- ii. by sending a copy by email to wongfong-agm-egm@complete-corp.com.sg.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically via email.

Persons who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (including SRS investors) and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the “live” webcast or the “live” audio feed in the manner provided in paragraph 5(a) above; (b) submitting questions in advance of the AGM in the manner provided in paragraph 5(b) above; and/or (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM, should approach their respective relevant intermediaries (which would include, in the case of SRS investors, their respective SRS operators) through which they hold such shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM.

Persons who hold their shares through relevant intermediaries (including SRS investors) who wish to appoint the Chairman of the Meeting as proxy should approach their respective relevant intermediaries to submit their votes by 3.00 p.m. on 16 June 2020, being seven (7) working days before the date of the AGM, in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the Meeting to vote on their behalf not less than 72 hours before the time fixed for holding the AGM.

¹ A relevant intermediary is:

- a. a banking corporation licensed under the Banking Act (Chapter 19 of Singapore) or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds shares in that capacity; or
- b. a person holding a capital markets services licence to provide custodial services under the Securities and Futures Act (Chapter 289 of Singapore) and who holds shares in that capacity; or
- c. the Central Provident Fund Board established by the Central Provident Fund Act (Chapter 36 of Singapore), in respect of shares purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the Central Provident Fund Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

As the COVID-19 situation is still evolving, the Company has to implement measures to take into account the requirements, guidelines and recommendations of regulatory bodies and government agencies from time to time. Accordingly, the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to closely monitor announcements made by the Company on SGXNET and the Company’s website at the URL <http://wongfongindustries.com/> for updates on the AGM.

The Company seeks the understanding and co-operation of all shareholders in enabling the Company to hold and conduct the AGM in compliance with the circuit breaker measures to stem the spread of COVID-19 infections.

By Order of the Board

Liew Ah Kuie
Co-Founder and Group Chief Executive Officer
3 June 2020

*This announcement has been prepared by the Company and its contents have been reviewed by the Company’s sponsor, United Overseas Bank Limited (the “**Sponsor**”), for compliance with Rules 226(2) and 753(2) of the Singapore Exchange Securities Trading Limited (the “**SGX-ST**”) Listing Manual Section B: Rules of Catalist.*

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 contact person for the Sponsor is Mr Chia Beng Kwan, Senior Director, Equity Capital Markets, who can be contacted at 80 Raffles Place, #03-03 UOB Plaza 1, Singapore 048624, telephone: +65 6533 9898.