



Jardine Cycle & Carriage Limited (the “Company”)

3 April 2020

Dear Shareholder

IMPORTANT ADVISORY REGARDING ANNUAL GENERAL MEETING DUE TO COVID-19 OUTBREAK

The Company’s Annual General Meeting (“AGM”) is an important event in our corporate calendar as part of our engagement with our shareholders. We would normally encourage and welcome shareholders to attend and participate in our AGM.

However, we are faced with an abnormal situation this year due to the COVID-19 outbreak.

Stringent measures are currently in place in Singapore to minimise the spread of COVID-19 (temperature checks, travel restrictions, health & travel declarations, social distancing, non-admittance of persons with flu-like symptoms, etc.). The Company will fully comply with all such measures.

In view of this, **we would advise shareholders as follows:**

- Please refrain from attending the AGM in person. Please also refrain from sending another person as proxy or representative to attend the AGM.
- Instead, you may access the live audio webcast of the AGM proceedings at an online link that will be provided to you upon pre-registration. The online link will also provide you the option to submit any questions you may wish to ask before the AGM. Please check our website www.jcclgroup.com in the coming weeks for further information on how to pre-register for this.
- To vote at the AGM: please complete the enclosed Proxy Form and appoint “Chairman of the Meeting” as your proxy and indicate your voting directions. Please deposit your completed Proxy Form with the Company c/o M & C Services Private Limited before the stated deadline.

In this booklet, we have enclosed printed copies of the AGM Notice and the Proxy Form. Please refer to the AGM Notice for the agenda of the meeting and the resolutions to be tabled.

As part of our sustainability strategy, we are discontinuing the practice of mailing printed copies of our Annual Reports and printed copies of our Letters to Shareholders. Instead, our Annual Report for the financial year ended 31 December 2019 (the “**Annual Report**”) and our Letter to Shareholders dated 3 April 2020 (the “**Letter to Shareholders**”) will be available for download from our corporate website from the date of this letter.

The Annual Report and the Letter to Shareholders may be accessed at the URL <https://www.jcclgroup.com/investor-relations/annual-reports/> under “2019 Annual Report”. You will need an internet browser and PDF reader to view these documents.

- To access the Annual Report, click on the image of the cover page of the Annual Report or the hyperlink “View Full Report”.
- To access the Letter to Shareholders, click on the hyperlink “Letter to Shareholders”.

Nevertheless, if you wish to receive a printed copy of the Annual Report and/or the Letter to Shareholders, please complete the attached Request Form and mail it to us by **15 April 2020**.

By completing, signing and returning the Request Form to us, or by completing any online pre-registration with us, you agree and acknowledge that we and/or our service providers may collect, use and disclose your personal data, as contained in your submitted forms or which is otherwise collected from you (or your authorised representative(s)), for the purposes of processing and effecting your request or registration.

If there are any changes to arrangements for the conduct of the AGM, we will update shareholders by way of an SGXNET announcement or a notification posted on our website www.jcclgroup.com.

The Company seeks the understanding and cooperation of all shareholders to minimise the risk of community spread of COVID-19.

Yours faithfully
For and on behalf of Jardine Cycle & Carriage Limited
Jeffery Tan Eng Heong
Company Secretary

Request Form

To: Jardine Cycle & Carriage Limited

(Please tick accordingly. Incomplete or incorrectly completed forms will not be processed.)

- Please send me/us a printed copy of the Jardine Cycle & Carriage Annual Report 2019.
- Please send me/us a printed copy of the Letter to Shareholders dated 3 April 2020.

The shares are held by me/us under or through:

- CDP Securities Account Number: 1681-
- CPFIS account
- Physical scrips

Name(s) of Shareholder(s):

Mailing address:
.....
.....

Signature(s):

Date:



Note: This request is valid for the Annual Report 2019 and Letter to Shareholders dated 3 April 2020 only.

1st fold

Affix
Postage
Stamp

Jardine Cycle & Carriage Limited

239 Alexandra Road
Singapore 159930

Attention: The Company Secretary

2nd fold Do Not Staple. Glue all sides firmly.