

# NAM LEE PRESSED METAL INDUSTRIES LIMITED

Company Registration No. 197500362M  
(Incorporated in Singapore)

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## ANNUAL GENERAL MEETING TO BE HELD ON 16 JANUARY 2023

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### 1. INTRODUCTION

The board of directors (the “**Board**”) of Nam Lee Pressed Metal Industries 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 issued by the Minister of Law on 13 April 2020, as amended on 14 April 2020, 24 April 2020 and 29 September 2020 and from time to time (the “**Order**”), which sets out the alternative arrangements in respect of the conduct of general meetings of, amongst others, listed companies in Singapore including enabling them to hold meetings on or before 30 June 2021 from 27 March 2020 via electronic means which they are encouraged to do so; and
- (c) the joint statement issued by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore, and Singapore Exchange Regulation on 1 October 2020 together with an updated checklist which was first issued on 13 April 2020 and was updated on 27 April 2020, 22 June 2020 and 1 October 2020 and 4 February 2022 to guide, amongst others, listed companies in Singapore on the conduct of general meetings arising from the COVID-19 situation.

### 2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

The Board wishes to announce that the AGM will be convened and held by way of electronic means on 16 January 2023 at 9.30 a.m. to transact the business set out in the Notice of AGM dated 23 December 2022 (the “**Notice of AGM**”).

### 3. DOCUMENTS

In line with the relevant provisions under the Order, no printed copies of the Company’s annual report for the financial year ended 30 September 2022 (“**AR2022**”), letter to shareholders, Notice of AGM, and proxy form (collectively, the “**Documents**”) will be despatched to shareholders.

The Documents have been uploaded on SGXNET today and may be found at the URL <https://www.sgx.com/securities/company-announcements> and are also available on the Company’s website at the URL <http://www.namlee.com.sg/>.

### 4. NO ATTENDANCE AT THE AGM IN PERSON

As a precautionary measure due to the current COVID-19 situation in Singapore, shareholders will not be allowed to attend the AGM in person. Instead, the Company is arranging for a live webcast and live audio feed of the AGM proceedings (the “**Live AGM Webcast**” or “**Live AGM Audio Feed**”) which will take place on 16 January 2023 at 9.30 a.m.

## 5. ALTERNATIVE ARRANGEMENTS

Alternative arrangements have been put in place to allow shareholders to participate in the AGM by:

- (a) observing the proceedings of the AGM via Live AGM Webcast or Live AGM Audio Feed;
- (b) submitting questions relating to the resolutions to be tabled at the AGM in advance of the AGM;
- (c) submitting text-based questions during the Live Webcast of the AGM;
- (d) appointing proxy(ies) to attend and vote on their behalf at the AGM; and
- (e) participating in the live voting during the Live AGM Webcast or Live AGM Audio Feed.

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

### 1. Pre-Registration

The Company's Executive Chairman, Ms Joanna Yong Li Yuen and the Company's Managing Director, Mr Eric Yong Han Keong, will conduct the proceedings of the AGM by 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:

A shareholder will be able to participate at the AGM by watching the AGM proceedings via a "live" audio visual webcast via mobile phones, tablets or computers or listening to the proceedings through a "live" audio-only. In order to do so, a shareholder must pre-register by 9.30 a.m. on 13 January 2023 at <https://go.lumiengage.com/namleeagm2023> for the Company to authenticate his/her/its status as shareholders. Authenticated shareholders will receive email instructions on how to access the "live" audio-visual webcast and "live" audio-only feed of the proceedings of the AGM by 9.30 a.m. on 15 January 2023.

Shareholders who do not receive an email by 9.30 a.m. on 15 January 2023, but who have registered by the deadline of 9.30 a.m. on 13 January 2023, should contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., for assistance at (65) 6536 5355 or email [bcasmeetings@boardroomlimited.com](mailto:bcasmeetings@boardroomlimited.com).

### 2. Submission of Questions before AGM

A shareholder who intends to participate at the AGM and to submit questions related to the resolutions to be tabled for approval at the AGM must be submitted by 9.30 a.m. on 3 January 2023, via:

- the pre-registration website at the <https://go.lumiengage.com/namleeagm2023>
- in hard copy by sending personally or by post and lodging the same at the registered office of the Company at 4 Gul Way, Singapore 629192; or
- by email to [nlproxyform@namlee.com.sg](mailto:nlproxyform@namlee.com.sg)

The Company will endeavour to address all substantial and relevant questions received from Shareholders prior to the AGM via SGXNet by 9.30 a.m. on 10 January 2023 being not less than **seventy-two (72) hours** prior to the closing date and time for lodgement of proxy form.

### 3. Submission of Questions during AGM

Shareholders who registered and are verified to attend the AGM by electronic means will be able to ask questions relating to the agenda of the AGM during the AGM by submitting text-based questions via electronic means and click "Ask a Question" to input queries in the questions text box.

Where there are substantially similar questions, the Company will consolidate such questions. Consequently, not all questions may be individually addressed. The Company will endeavour to respond to such queries during the AGM as far as reasonably practicable.

- Shareholders will need to identify themselves when posing questions by providing the following details:
  - the shareholder's full name (as per CDP/CPF/SRS);
  - the shareholder's NRIC/Passport/UEN number;
  - the shareholder's contact number and email address; and
  - the manner in which the shareholder holds his/her/its shares in the Company (e.g. via CDP/CPF or SRS).

Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her/its shareholder status.

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 referred to above.

#### 4. Voting and Submission of Proxy Forms

A shareholder of the Company will not be able to attend the AGM in person. If a shareholder of the Company (whether individual or corporate) wishes to exercise his/her/its voting rights at the AGM, he/she/it may cast his/her/its votes remotely in real time via electronic means.

As an alternative to the aforesaid real-time electronic voting, shareholders may appoint a proxy or proxies to vote on his/her/its behalf at the AGM. Shareholders (whether individual or corporate) may also vote at the AGM by appointing the Chairman of the AGM as proxy to vote on his/her/its behalf at the AGM. In appointing the Chairman of the AGM as proxy, a shareholder of the Company (whether individual or corporate) must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid. The Chairman of the meeting, as a proxy, need not be a shareholder of the Company.

Where a shareholder appoints two proxies, he/she should specify the proportion of his/her shareholding (expressed as a percentage of the whole) to be represented by each proxy and if no percentage is specified, the first named proxy shall be treated as representing 100 per cent of the shareholding and the second named proxy shall be deemed to be an alternate to the first named.

A shareholder who is a relevant intermediary entitled to attend the meeting and vote is entitled to appoint more than two (2) proxies to attend and vote instead of the shareholder, but each proxy must be appointed to exercise the rights attached to a different share or shares held by each shareholder. Where such shareholder appoints more than two (2) proxies, the appointments shall be invalid unless the shareholder specifies the number of shares in relation to which each proxy has been appointed. Such shareholder appointing more than one proxy should annex to the Proxy Form the list of proxies, setting out, in respect of each proxy, the name, address, email address, NRIC/Passport Number and proportion of shareholding (number of Shares and percentage) in relation to which each proxy has been appointed. For the avoidance of doubt, a CPF Agent Bank/SRS Operator who intends to appoint CPF/SRS investors as its proxies shall comply with this note to the Notice of AGM. The appointments shall be invalid unless the shareholder specifies the number of Shares in relation to which each proxy has been appointed in the Proxy Form

"Relevant intermediary" has the meaning ascribed to it in Section 181 of the Companies Act 1967.

Investors who hold shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967, including investors under the Central Provident Fund and the Supplementary Retirement Scheme (“CPF and SRS Investors”):

- (a) may vote live via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks/SRS Operators, and should contact their respective CPF Agent Banks/SRS Operators if they have questions regarding their appointment as proxies; or
- (b) should approach their SRS Operators to submit their votes to the Company if they wish to appoint the Chairman of the AGM to act as their proxy, (a) by email to [nlproxyform@namlee.com.sg](mailto:nlproxyform@namlee.com.sg); or (b) by post, be lodged at the Company’s registered office at 4 Gul Way, Singapore 629192, at least seven (7) working days before the AGM (i.e. by 9.30 a.m. on 4 January 2023).

Such investors (including CPF and SRS Investors) who wish to participate in 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.

The instrument appointing the Chairman of the meeting as proxy must be submitted to the Company in the following manner:

- (a) if in hard copy by post, be lodged at the Company’s registered address at 4 Gul Way, Singapore 629192; or
- (b) if by email, to [nlproxyform@namlee.com.sg](mailto:nlproxyform@namlee.com.sg)

in either case, no later than 9.30 a.m. on 13 January 2023, being 72 hours before the time fixed for the AGM.

A shareholder who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above. Shareholders are strongly encouraged to submit completed proxy forms electronically via email.

In view of the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.

Shareholders who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 of Singapore (excluding CPF & 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 AGM 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 to facilitate the necessary arrangements for them to participate in the AGM.

For the avoidance of doubt, CPF and SRS Investors 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 and/or (b) submitting questions in advance of the AGM should refer to paragraphs 5(a) and 5(b) above respectively. However, CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 9.30 a.m. on 4 January 2023 in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf not less than 72 hours before the time for holding the AGM.

## 6. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, shareholders can refer to the SGX website at the following URL <https://www.sgx.com/securities/company-announcements>.

Shareholders who wish to remotely observe the AGM proceedings are reminded that the AGM is private. The invitation to attend the AGM via audio-visual webcast and audio-only stream is not to be forwarded to anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

### **RECORDING OF THE AGM PROCEEDINGS IS STRICTLY PROHIBITED.**

**Important reminder:** The Company would 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 should check the above URL and SGXNET for 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

Eric Yong Han Keong  
Managing Director  
Date: 23 December 2022