

**METAL COMPONENT ENGINEERING LIMITED**  
(Incorporated in the Republic of Singapore)  
(Company Registration No.: 198804700N)

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**LETTER TO SHAREHOLDERS ON ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD 28 APRIL 2021**

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Dear Shareholders,

This letter is circulated together with and forms part of Metal Component Engineering Ltd. (the **%Company+**) Notice of Annual General Meeting dated 13 April 2021 (the **%Notice of AGM+**) in respect of the upcoming Annual General Meeting of the Company (**%AGM+**) scheduled to be held on Wednesday, 28 April 2021 at 3:00 p.m.

The board of directors (the **%Board+**) wishes to inform shareholders of the Company (**%Shareholders+**) that the Company will be conducting the AGM wholly by way of electronic means pursuant to the First Schedule of the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. The Company will NOT be arranging for a physical AGM, and **Shareholders will not be able to attend the AGM in person.**

The Company will arrange for (i) a **%live+audio-visual** webcast of the AGM (**%LIVE WEBCAST+**), which allows Shareholders to view the proceedings of the AGM contemporaneously; and (ii) **%live+audio-only** stream (**%LIVE AUDIO STREAM+**), which allows Shareholders to observe the proceedings of the AGM contemporaneously. Shareholders can ONLY participate in the AGM via LIVE WEBCAST or LIVE AUDIO STREAM (collectively, the **%electronic means+**).

**PRE-REGISTRATION FOR LIVE WEBCAST OR LIVE AUDIO STREAM**

1. Shareholders who wish to attend the AGM by electronic means, will need to state the preference of their attendance at the AGM via LIVE WEBCAST or LIVE AUDIO STREAM, and register via email to the Company at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com) and provide their personal particulars as follows:
  - (a) Full name (for individuals) / company name (for corporates) as per CDP/SRS Account records;
  - (b) National Registration Identity Card Number (**%NRIC+**) or Passport Number (for individuals)/ Company Registration Number (for corporates);
  - (c) Number of shares in the capital of the Company (**%Shares+**) held;
  - (d) Contact Number; and
  - (e) Email Address,by **3:00 p.m. on 25 April 2021** (being on less than seventy-two (72) hours before the time appointed for holding the AGM (the **%Registration Deadline+**) to enable the Company to verify the Shareholders' status.
2. Authenticated Shareholders will receive an email confirmation by **3:00 p.m. on 27 April 2021** which will contain instructions on how to access the LIVE WEBCAST or the LIVE AUDIO STREAM to observe the AGM proceedings.
3. Shareholders MUST NOT forward the abovementioned email confirmation to other persons who are not Shareholders and who are not entitled to attend. This is also to avoid technical disruptions or overload the LIVE WEBCAST and LIVE AUDIO STREAM.
4. Shareholders who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act, Cap. 50 of Singapore, such as CPF Investors and SRS Investors (**%Investors+**), should approach their respective relevant intermediaries or agent banks, to participate in the AGM via electronic means.

5. Shareholders who do not receive an email by **3:00 p.m. on 27 April 2021**, but who have registered by the Registration Deadline should contact our Share Registrar, M & C Services Private Limited, for assistance at 6228 0530 or [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com).

## **DOCUMENTS FOR THE AGM**

Documents relating to the business of the AGM, which comprises the Company's annual report for the financial year ended 31 December 2020 as well as the Notice of AGM and the Proxy Form have been published on the SGXNET and the Company's corporate website at <http://www.mce.com.sg/investors> on 13 April 2021.

## **SUBMISSION OF QUESTIONS**

1. **Shareholders will not be able to ask questions during the AGM via electronic means, and therefore it is important for Shareholders to submit their questions in advance of the AGM.**
2. Shareholders may submit any questions they may have in relation to any resolution set out in the Notice of AGM by **3:00 p.m. on 25 April 2021** (being on less than seventy-two (72) hours before the time appointed for holding the AGM via email to the Company at [philip.mak@mce.com.sg](mailto:philip.mak@mce.com.sg) and provide their particulars as follows:
  - (a) Full name (for individuals) / company name (for corporates) as per CDP/SRS Account records;
  - (b) National Registration Identity Card Number (~~%NRIC+~~) or Passport Number (for individuals)/ Company Registration Number (for corporates);
  - (c) Number of shares in the capital of the Company (~~%Shares+~~) held;
  - (d) Contact Number; and
  - (e) Email Address.
3. The Company will provide responses to substantial queries and relevant comments from Shareholders relating to the agenda of the AGM prior to, or at, the AGM via electronic means. The Company will address any subsequent clarifications sought, or follow-up questions, prior to, or at the AGM in respect of substantial queries and relevant comments. The responses from the Board and management of the Company shall thereafter be published on SGXNET and the Company's corporate website at <http://www.mce.com.sg/investors>, together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.
4. Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act, Cap. 50 of Singapore, such as CPF Investors and SRS Investors (~~%Investors+~~), should approach their respective relevant intermediaries or agent banks, to submit their questions in relation to any resolution set out in the Notice of AGM prior to the AGM and have their substantial queries and relevant comments answered.

## **PROXY VOTING**

1. **Voting at the AGM is by proxy ONLY. Please note that Shareholders will not be able to vote through the LIVE WEBCAST and LIVE AUDIO STREAM and can any vote with their proxy forms which are required to be submitted in accordance with the following paragraphs.**
2. Shareholders who wish to vote on any or all the resolutions at the AGM must appoint the Chairman of the AGM as their proxy by completing the respective Proxy Form for the AGM. Shareholders should specifically indicate how they wish to vote for or against (or abstain from voting on) the resolutions set out in the Notice of AGM.
3. The instrument appointing the Chairman of the AGM as proxy, together with power of attorney of other authority (if any) under which it is signed, or a notarial certified copy thereof, must:
  - a) if submitted by email, be received by the Company at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com); or
  - b) if sent personally or by post, be lodged at the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01 Singapore 068902,

in any case, **by 3:00 p.m. on 26 April 2021** (being not less than forty-eight (48) hours before the time appointed for holding the AGM) (or any adjournment thereof) and in default the instrument of proxy shall not be treated as valid.

4. **In view of the current COVID-19 situation and the related safe distancing measures, members are strongly encouraged to submit completed proxy forms electronically via email.**
5. CPF Investors and SRS Investors who wish to appoint the Chairman of the AGM as their proxy should approach their respective agent banks to submit their votes at least seven (7) working days before the date of the AGM (i.e. by **3:00 p.m. on 19 April 2021**). CPF Investors and SRS Investors should not directly appoint the Chairman as proxy to direct the vote. The proxy form is not valid for use by CPF and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them.

The Company seeks Shareholders' understanding and cooperation to adhere to the measures taken by the Company in light of the COVID-19 situation. Shareholders are advised to check on the Company's announcement(s) on SGXNet or the Company's corporate website at <http://www.mce.com.sg/investors> for any changes or updates on this AGM, should there be any further measures recommended by the relevant authorities.

#### **BY ORDER OF THE BOARD**

Lee Wei Hsiung  
Company Secretary  
13 April 2021

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*This announcement has been prepared by the Company and its contents have been reviewed by the Company's sponsor, ZICO Capital Pte. Ltd. ("Sponsor"), in accordance with Rule 226(2)(b) of the Singapore Exchange Securities Trading Limited ("SGX-ST") Listing Manual Section B: Rules of Catalyst.*

*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 Ms Alice Ng, Director of Continuing Sponsorship, ZICO Capital Pte. Ltd. at 8 Robinson Road #09-00 ASO Building, Singapore 048544, telephone (65) 6636 4201.*