

APPENDIX A

Steps for registration, submission of questions and voting at the annual general meeting for the financial year ended 31 December 2023 ("AGM")

The AGM will be held, in a wholly physical format, at Village Hotel Katong, 25 Marine Parade, Singapore 449536 on Monday, 29 April 2024 at 10.00 a.m. (Singapore time). **There will be no option for shareholders to participate virtually.** Shareholders (including CPF and SRS investors) may participate in the AGM by: (a) attending the AGM in person; (b) submitting questions to the Chairman of the meeting in advance of, or at, the AGM; and/or (c) voting at the AGM (i) themselves; or (ii) through duly appointed proxy(ies). For the avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the meeting) to attend, speak and/or vote at the AGM on their behalf.

No.	Steps	Details
1.	Register in person to attend the AGM	<p>Shareholders (including CPF and SRS investors) and (where applicable) duly appointed proxies can attend the AGM in person.</p> <p>To do so, they will need to register in person at the registration counter(s) outside the AGM venue on the day of the event. Registration will commence at 9.00 a.m. on that day. Please bring along your NRIC/passport to enable the Company to verify your identity.</p> <p>Shareholders are advised not to attend the AGM if they are feeling unwell.</p>
2.	Submit questions in advance of, or at, the AGM	<p>Submission of substantial and relevant questions in advance of the AGM: Shareholders (including CPF and SRS investors) can submit questions that are substantial and relevant to the resolutions tabled for approval at the AGM to the Chairman of the meeting, in advance of the AGM, in the following manner:</p> <p>(a) Via email to agm2024@annica.com.sg; or</p> <p>(b) By post to the Company's registered address at 40 Ubi Crescent, #01-01, Singapore (408567)</p> <p>Shareholders who submit questions via email or by post must provide the Company with the following details:</p> <ul style="list-style-type: none">• the shareholder's full name;• the shareholder's address; and• the manner in which the shareholder holds shares in the Company (e.g., via CDP, CPF/SRS and/or scrip). <p>Deadline to submit questions in advance of the AGM: All questions submitted in advance of the AGM via any of the above channels must be received by 10.00 a.m. on Monday, 22 April 2024 (the "Submission of Questions Deadline").</p> <p>Asking substantial and relevant questions at the AGM: Shareholders (including CPF and SRS investors) and (where applicable) duly appointed proxies can also ask the Chairman of the meeting questions that are substantial and relevant to the resolutions tabled for approval at the AGM, at the AGM itself.</p> <p>Addressing questions: The Company will address all substantial and relevant questions received from shareholders by the Submission of Questions Deadline by publishing its responses on the Company's corporate website at the URL https://www.annica.com.sg</p>

No.	Steps	Details
		<p>and the SGXNet no later than Wednesday, 24 April 2024 (i.e. no later than 72 hours prior to the deadline for the submission of instruments appointing a proxy(ies)). The Company will address any subsequent clarifications sought, or substantial and relevant follow-up questions (which are related to the resolutions to be tabled for approval at the AGM) received after the Submission of Questions Deadline which have not already been addressed prior to the AGM at the AGM itself.</p> <p>Where substantially similar questions have been received, the Company will consolidate such questions for a single response, and consequently not all questions will be individually addressed.</p> <p>Minutes of AGM: The Company will publish the minutes of the AGM on the Company's corporate website and the SGXNet within 30 days from the date of the AGM, and the minutes will include the responses to substantial and relevant questions raised by shareholders which are addressed during the AGM.</p>
3.	Vote, or submit instruments appointing a proxy(ies) to vote, at the AGM	<p>Voting: Shareholders can vote at the AGM themselves or through duly appointed proxy(ies).</p> <p>Appointment of Proxy: Shareholders who wish to appoint a proxy(ies) must submit an instrument appointing a proxy(ies).</p> <p>Submission of instruments appointing a proxy(ies): The instrument appointing a proxy(ies) must be submitted to the Company in the following manner:</p> <p>(a) (if submitted electronically) via email to main@zicohodings.com;</p> <p>(b) (if submitted by post) lodged with the Company's Share Registrar, B.A.C.S. Private Limited at 77 Robinson Road, #06-03 Robinson 77, Singapore 068896,</p> <p>in any case no later than seventy-two (72) hours before the time set for the AGM.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy(ies) by post or email can either use the printed copy of the proxy form which is sent to him/her/it by post or download a copy of the proxy form from the Company's corporate website at the URL https://www.annica.com.sg or from SGXNet at the URL https://www.sgx.com/securities/company-announcements, and 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>Deemed revocation of proxy appointment if shareholder attends the AGM in person: Completion and submission of the instrument appointing a proxy(ies) by a shareholder will not prevent a shareholder from attending, speaking and voting at the AGM if he/she so wishes. The appointment of the proxy(ies) for the AGM will be deemed revoked if the shareholder attends the AGM in person and in such event, the Company reserves the right to refuse to admit any person or persons appointed as proxy/proxies to the meeting.</p> <p>CPF and SRS investors: CPF and SRS investors:</p>

No.	Steps	Details
		<p>(a) may vote at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or</p> <p>(b) may appoint the Chairman of the meeting as proxy to vote on their behalf at the AGM in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM to allow sufficient time for their respective relevant intermediaries to, in turn, submit a proxy form to appoint the Chairman of the meeting to vote on their behalf by the cut-off date at 10.00 a.m. on 18 April 2024.</p>