



YEO HIAP SENG LIMITED
(Incorporated in Singapore)
(Company Registration No. 195500138Z)

24 March 2020

To the Shareholders of Yeo Hiap Seng Limited (“YHS” or the “Company”)

Dear Shareholders

Sixty-fourth Annual General Meeting of the Company on 17 April 2020 (“AGM”)

YHS takes the threat of the coronavirus which causes the Coronavirus Disease 2019 (“COVID-19”) very seriously.

As the COVID-19 situation continues to evolve in Singapore and globally, we would like to draw Shareholders’ attention to the notice titled “*Measures to Minimise Risk of Coronavirus Disease 2019 (COVID-19)*” in the accompanying booklet enclosing the Notice of AGM and Proxy Form.

We also wish to inform Shareholders that, having taken into account all applicable advisories issued by Singapore’s Ministry of Health (MOH) as of 17 March 2020 (being the latest practicable date prior to the printing of this letter), in particular MOH’s advisories pertaining to events and gatherings in order to limit the gathering of large crowds in close proximity over a prolonged duration, the Company has decided to implement the following additional precautionary measures in respect of the AGM:

- (a) The Q&A session at the AGM, which traditionally lasts for more than one and half (1½) hours, will be shortened to not longer than 45 minutes and the Q&A session will only be conducted after the business of the AGM has been completed and not at every resolution. Correspondingly, the duration of the AGM proceedings will be reduced;
- (b) In order to progress the AGM at a smooth and efficient pace, Shareholders intending to attend the AGM are invited to submit questions relevant to the business of the AGM to the Company by the date and to the email address provided below; and
- (c) No buffet will be served at the AGM; only bento boxes and bottled water will be given.

Shareholders who are feeling unwell or recovering from any illness should not attend the AGM.

Shareholders are required to follow the instructions of the ushers and signs boards at the AGM.

Shareholders who have questions but are concerned about the COVID-19 situation, may wish to consider submitting their questions to the Company via email to garryng@yeos.com by 14 April 2020 instead of attending the AGM. The Company will endeavor to reply to the submitted questions during the AGM or if it is unable to do so due to time constraints at the AGM, within 14 days after the AGM.

Shareholders who wish to exercise their vote but are concerned about the COVID-19 situation are encouraged to vote via the enclosed Proxy Form (which provides that the Chairman of the Meeting will be appointed as proxy unless the Shareholder otherwise specifies), and deposit it with the Company at its registered office at 3 Senoko Way, Singapore 758057 not less than 72 hours before the time set for the AGM.

Whilst the Company will endeavour to take all appropriate measures to ensure Shareholders’ safety and wellbeing at the AGM, we ask that Shareholders or their proxies who wish to attend the AGM to please co-operate and work with the Company and its service providers to ensure everyone’s safety and wellbeing too, at the AGM.

We would like to thank Shareholders for their support and to remind everyone to stay calm but vigilant, and be socially responsible at all times during this uncertain and unprecedented period.

Yours faithfully

For and on behalf of Yeo Hiap Seng Limited

Winston Paul Wong Chi Huang
Company Secretary