

JB FOODS LIMITED

(Incorporated in the Republic of Singapore)
(Company Registration No. 201200268D)
(the “Company”)

IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY’S ANNUAL GENERAL MEETING ON 26 APRIL 2023

(1) **NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT, NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM**

(2) **NO PHYSICAL ATTENDANCE AT ANNUAL GENERAL MEETING**

(3) **ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING**

1. **INTRODUCTION**

The board of directors (the “**Board**”) of the Company (and together with its subsidiaries, the “**Group**”) refers to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (as amended from time to time, the “**Relevant Order**”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies.

2. **DATE OF ANNUAL GENERAL MEETING**

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting (“**AGM**”) dated 11 April 2023 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 26 April 2023 at 10.00 a.m.

3. **NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT, NOTICE OF AGM AND PROXY FORM**

In line with the provisions under the Relevant Order, no printed copies of the annual report for the financial year ended 31 December 2022 (“**Annual Report 2022**”), the Notice of AGM and the proxy form in respect of the AGM will be despatched to Shareholders.

A copy of the Annual Report 2022 has been uploaded on SGXNet and may be accessed at the Company’s website at the URL <https://www.jbcocoa.com/annual-report/> under “JB Foods Limited Annual Report 2022”.

A copy of the Notice of AGM and the proxy form have been uploaded on SGXNet and are now also available on the Company’s website at the URL <https://www.jbcocoa.com/announcement/>.

A Shareholder will need an internet browser and PDF reader to view these documents on SGXNet and the Company’s website.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the resolutions, or to abstain from voting on the resolutions, to be tabled at the AGM.

4. **NO PHYSICAL ATTENDANCE AT AGM**

Alternative arrangements have been put in place to allow Shareholders to participate at the AGM by (a) watching the AGM proceedings via “live” webcast or listening to the AGM proceedings via “live” audio feed, (b) asking questions live and online (in real time) during the AGM, (c) submitting questions in advance of the AGM, (d) voting live and online (in real time) during the AGM, and/or (e) voting by proxy at the AGM. Please see paragraph 5 below for these alternative arrangements.

5. ALTERNATIVE ARRANGEMENTS

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

(a) "Live" webcast and "live" audio feed

The Company's Chairman will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to participate in these proceedings through a "live" webcast via their mobile phones, tablets or computers or listen to these proceedings through a "live" audio feed. In order to do so, Shareholders must follow these steps:

- Shareholders who wish to participate in the "live" webcast or listen to the "live" audio feed must pre-register by 10 a.m. on 23 April 2023, at the URL <https://conveneagm.com/sg/jbfoods2023> (the "**Registration Link**"). The Registration Link will open for registration on 11 April 2023 until 10 a.m. on 23 April 2023 (the "**Registration Deadline**") to enable the Company to verify their status. Following the authentication of the Shareholders' status as shareholders, authenticated Shareholders will receive an email by 10 p.m. on 24 April 2023, and will be able to access the "live" webcast and audio feed, submit questions live and online (in real time) and vote live and online (in real time) using the account created. Shareholders who have received the email instructions must not forward the email instructions to other persons who are not shareholders or who are not entitled to attend the AGM.
- Shareholders who do not receive an email by 10 p.m. on 24 April 2023, but who have registered by the deadline of 10 a.m. on 23 April 2023, should contact the Company by email at JBFAGM2023@jbcocoa.com.

(b) Voting at the AGM

Voting for all resolutions will be conducted by a poll. Voting at the AGM may be carried out in one of two ways, by:

- Shareholders or their duly appointed proxy(ies) voting live and online (in real time) at the URL <https://conveneagm.com/sg/jbfoods2023>; or
- submitting a proxy form (in advance of the AGM) appointing the Chairman of the AGM as proxy and giving specific instructions as to his manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

The proxy form can be submitted to the Company in hard copy form or by email:

- in hard copy and sent personally or by post, the proxy form must be deposited at the registered office of the Company at 80 Robinson Road, #17-02, Singapore 068898; or
- if by email, the proxy form must be received by the Company at JBFAGM2023@jbcocoa.com;

in either case, not less than 72 hours before the time for holding the AGM, and in default the instrument of proxy shall not be treated as valid.

Persons who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 of Singapore (including CPF and/or SRS investors) and who wish to participate in the AGM ("**Relevant Intermediary Participants**") 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) asking questions live and online (in real time) during the AGM, (c) submitting questions in advance of the AGM, (d) voting live and online (in real time) during the AGM, and/or (e) voting by proxy at the AGM, should contact the relevant intermediary (which would include, in the case of CPF and/or SRS investors, their respective CPF Agent Banks and/or SRS Operators) through which they hold such shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM. CPF and/or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks and/or SRS Operators to submit their votes by 10.00 a.m. on 17 April 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.

(c) *Submission of questions*

Shareholders (or their duly appointed proxies) who participate by way of observing the "live" webcast or "live" audio feed of the AGM proceedings may ask questions live and online (in real time) during the AGM by submitting their questions online via the Registration Link: <https://conveneagm.com/sg/jbfoods2023>.

The directors of the Company will endeavour to address as many substantial and relevant questions submitted online as possible during the Annual General Meeting. However, members should note that there may not be sufficient time available at the Annual General Meeting to address all questions raised. Please note that individual responses will not be sent to members.

Shareholders may also submit questions related to the resolutions to be tabled for approval at the AGM:

- Questions in advance of the Annual General Meeting may be submitted by 18 April 2023:
 - via the Registration Link at the URL <https://conveneagm.com/sg/jbfoods2023>;
 - in hard copy by sending personally or by post to the registered office of the Company at 80 Robinson Road, #17-02, Singapore 068898; or
 - by email to JBFAGM2023@jbcocoa.com

if Shareholders are not exercising their votes live and online during the Annual General Meeting. Shareholders are requested to submit their questions as early as possible so as to allow the Company sufficient time to respond.

- For questions submitted in advance of the Annual General Meeting, the Company will provide replies to all questions which are substantial and relevant to the resolutions as set out in this Notice of the Annual General Meeting by publication on the SGXNet and the Company's website by 10.00 a.m. on 21 April 2023, which is 48 hours before the commencement of the time period during which members must submit their proxy forms if they are not exercising their votes live and online during the Annual General Meeting. The Company will endeavour to address subsequent clarifications sought, follow-up questions or substantial and relevant questions which are received after 18 April 2023, at the Annual General Meeting itself.

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 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

Chua Cheow Khoon Michael
Chairman

11 April 2023