

12 June 2024

Dear Shareholders,

NOTICE OF ELECTRONIC COMMUNICATION

1. We are pleased to inform you that Versalink Holdings Limited (the “**Company**”) will be implementing the use of electronic communications to serve notices and documents such as annual reports and circulars to shareholders of the Company, as part of the Company’s efforts to promote sustainability by conserving environmental and financial resources.

2. Under the Companies Act 1967 of Singapore (the “**Act**”), where any accounts, balance sheet, financial statements, report or other document is required or permitted to be sent under this Act or under the constitution of a company by the company or the directors of the company to a shareholder of the company, that document may be given, sent or served using electronic communications where, amongst others:
 - (a) the company and that person have agreed in writing to the person having access to documents on a website (instead of their being sent to the person);
 - (b) the document is a document to which that agreement applies;
 - (c) the document is published on the website such that it is or can be made legible; and
 - (d) that person is notified, in a manner for the time being agreed for that purpose between the person and the company, of –
 - (i) the publication of the document on that website;
 - (ii) the address of that website; and
 - (iii) the place on that website where the document may be accessed, and how it may be accessed,

and where any provision of this Act or of the constitution of the company requires any document to be sent to a person not less than a specified number of days before a meeting, that document, if treated in accordance with paragraphs 2(a) to 2(d) above as sent to any person, is treated as sent to the person not less than the specified number of days before the date of a meeting if, and only if:

- (e) the document is published on and remains accessible to that person from the website throughout a period beginning before the specified number of days before the date of the meeting and ending with the conclusion of the meeting; and
 - (f) the notification given for the purposes of paragraph 2(d) is given not less than the specified number of days before the date of the meeting.

3. It is provided under the Company’s Constitution that any notice, communication or other document may be served by the Company upon any member by way of electronic communication, subject to the Act and the provisions of the Company’s Constitution.

4. In accordance with the Act, the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) Listing Manual Section B: Rules of Catalist (“**Catalist Rules**”), and the Company’s Constitution, shareholders are to note that:
 - (a) they have the right to elect within the time specified in this announcement, whether to receive documents in either electronic or physical copies;
 - (b) if they do not make an election, documents will be sent to them by way of electronic communications;
 - (c) the manner in which electronic communications will be used is the manner specified in the Company’s Constitution;
 - (d) the election is a standing election but the shareholder may make a fresh election at any time; and
 - (e) until the shareholder makes a fresh election, the election that is conveyed to the Company last in time prevails over all previous elections as the shareholder’s valid and subsisting election in relation to all documents to be sent.
5. Any shareholder who wishes to continue receiving physical copies of documents such as annual reports and circulars should complete the Election Form and return it by post to the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07, Keppel Bay Tower, Singapore 098632, or by email to srs.teamd@boardroomlimited.com by no later than **9.00 a.m. on 19 June 2024**.
6. Shareholders are to note that if the Company does not receive the Election Form in the manner and by the date as set out above, they will be deemed to have consented to notices or documents being given, sent or served using electronic communications. The election is a standing election and the shareholder may make a fresh election at any time, but until the shareholder makes a fresh election, the election that is conveyed to the Company last in time prevails over all previous elections as the shareholder’s valid and subsisting election in relation to all documents to be sent.
7. Notwithstanding the use of electronic communications, the Company will continue to send the following documents to shareholders by way of physical copies:
 - (a) forms or acceptance letters that shareholders may be required to complete;
 - (b) notice of meetings, excluding circulars or letters referred in that notice;
 - (c) notices and documents relating to takeover offers and rights issues; and
 - (d) notices under Catalist Rules 1208 and 1209.

ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 29 FEBRUARY 2024

8. In line with our environmental, governance and sustainability practices, the Company has published the Company’s annual report for the financial year ended 29 February 2024 (the “**Annual Report**”), in which a full electronic copy of the Annual Report is now available for viewing and can be downloaded from our corporate website at <https://versalink.com/investors> and on the website of the SGX-ST at <https://www.sgx.com/securities/company-announcements>. Please note that you will need an internet browser and PDF reader to view the Annual Report.

- 9. We sincerely hope that you will join our efforts to reduce costs and increase operational efficiency by embracing electronic communications. However, in the event that you wish to elect to receive the printed copy of the Annual Report, please complete, sign and return the Election Form in accordance with paragraph 5 above.

- 10. By providing the Company with the information required in the Election Form below, you agree and acknowledge that we and/or our service provider(s) may collect, use and disclose your personal data, as contained in your submitted Election Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request and in order for the Company and/or our service provider(s) to comply with any applicable laws, listing rules, regulations and/or guidelines.

Yours faithfully,

For and on behalf of
VERSALINK HOLDINGS LIMITED

Ge Shuming
Executive Director and Chairman

ELECTION FORM

**TO: VERSALINK HOLDINGS LIMITED
C/O BOARDROOM CORPORATE & ADVISORY SERVICES PTE. LTD.**

1 Harbourfront Avenue,
#14-07, Keppel Bay Tower,
Singapore 098632

Note: Please tick the box below if you wish to receive physical copies of notices and documents. Incomplete or incorrectly completed forms will not be processed.

I/We wish to receive physical copies of notices and documents.

Name(s) of Shareholder(s): _____

NRIC/Passport No./Company Registration No.: _____

Mailing Address: _____

Manner in which your shares are held (i.e. via CDP, SRS and/or Physical Scrips):

Signature(s): _____

Date: _____