

COMFORTDELGRO CORPORATION LIMITED

(Company Registration No. 200300002K)

DEFERRED ANNUAL GENERAL MEETING TO BE CONDUCTED VIA WEBCAST ON 22nd MAY 2020

ComfortDelGro Corporation Limited (the “Company”) refers to the Notice of Annual General Meeting (“AGM”) dated 25th March 2020 (the “Original AGM Notice”) and the Company’s announcement dated 14th April 2020 on the deferral of the AGM to a future date to be determined, due to the on-going COVID-19 situation.

Pursuant to provisions 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 “Order”), the Company is pleased to announce that the deferred Seventeenth AGM will be convened and held via electronic means on **Friday, 22nd May 2020 at 10.00 a.m.** (the “AGM”) to transact the business set out in the Original AGM Notice.

The Notice of the deferred AGM and new proxy form will be sent to shareholders solely by electronic means via publication on our corporate website at www.comfortdelgro.com and will also be made available on the SGX website at <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to shareholders.

In compliance with the Government’s prevailing regulations to prevent the spread of Covid-19, Shareholders are to attend the AGM via webcast only. Shareholders may participate in the AGM by: (a) observing and/or listening to the AGM proceedings via webcast; (b) submitting questions in advance of the AGM; and (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM. Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out below.

1 CONDUCT OF MEETING

1.1 **Attendance via Webcast:** Shareholders who wish to attend the AGM via webcast are required to pre-register at the following website: www.comfortdelgro.com/agm2020registration by **10.00am on Tuesday 19th May 2020** to enable the Company to verify their status as Shareholders. Following the verification, authenticated Shareholders will receive an email by 21st May 2020, containing user ID and password details as well as the link to access the webcast of the AGM. Please do not disclose your ID or password details to persons who are not entitled to attend the AGM. Your presence via webcast shall be taken as attendance at the AGM.

Persons who hold shares through relevant intermediaries, including CPF and SRS investors, who wish to participate in the AGM via webcast should contact their relevant intermediaries (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such

shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

- 1.2 **Questions:** Shareholders who wish to ask questions, if any, related to the resolutions to be tabled for approval at the AGM must do so in advance via the registration page when they register for the webcast. Alternatively, Shareholders may email their questions in advance to girspo@comfortdelgro.com. All questions must be submitted by **10.00 a.m. on Tuesday 19th May 2020**. We will endeavour to address the substantial queries before or during the AGM proceedings. A summary of the questions and responses will also be posted on the Company's website and on SGXNET. Shareholders' personal data may be collected, used and disclosed for the purposes of verification and record of the questions asked, including without limitation as part of a summary of questions which may be disclosed during the webcast and/or posted on the Company's website and SGXNET, and recorded in the minutes of the AGM.
- 1.3 **Voting by Proxy:** Shareholders who wish to vote must submit their proxy forms in advance and appoint "Chairman of the Meeting" as their proxy. The proxy form for the AGM may be accessed at the Company's website at www.comfortdelgro.com/agm2020proxyform, and will also be made available on SGXNET.

The proxy form must be submitted in the following manner:

- (a) if submitted by post, be deposited at the Company's registered office at 205 Braddell Road, Singapore 579701; or
- (b) if submitted electronically, be submitted by email to the following email address: agm2020@comfortdelgro.com,

in either case, by **10.00 a.m. on Tuesday 19th May 2020**.

Proxy forms previously submitted pursuant to the Original AGM Notice will not be valid for the AGM. Shareholders are requested to submit a fresh proxy form in the manner set out above.

- 1.4 **Results:** The voting results for each of the resolution tabled at the AGM will be shown live during the webcast.

As the COVID-19 situation continues to evolve, we seek Shareholders' understanding that further measures and/or changes to the AGM arrangements may be made in the ensuing days up to the day of the AGM. Any updates will be posted on our corporate website at www.comfortdelgro.com and SGXNET.

By order of the Board

Yeo Tee Yeok, Edwin
Joint Company Secretary

28th April 2020