# Q & M DENTAL GROUP (SINGAPORE) LIMITED

(Company Registration No. 200800507R)

(Incorporated in the Republic of Singapore)

## LETTER TO SHAREHOLDERS

Dear Shareholders

**Q & M DENTAL GROUP (SINGAPORE) LIMITED (THE "COMPANY") – ANNUAL GENERAL MEETING TO BE HELD ON 26 APRIL 2021 ("AGM")**

The Company refers to:

(a) the Notice of the AGM dated 11 April 2021, which is published on Company's website at https://qandm-dental.listedcompany.com/ and the SGX website at www.sgx.com ("**Notice of AGM**");

(b) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangements for the conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;

(c) 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") which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and

(d) the joint statement by Accounting and Corporate Authority, Monetary Authority of Singapore and Singapore Exchange Regulation released on 1 October 2020 on guidance relating to the conduct of general meetings.

Pursuant to the Order, the forthcoming Annual General Meeting of the Company ("**AGM**") in respect of the financial year ended 31 December 2020 ("**FY2020**") will be convened and held by way of electronic means on **Monday, 26 April 2021 at 3.00 p.m. (Singapore Time)**.

**There will be no physical attendance at the AGM**. Instead, Shareholders may participate in the AGM through a "live" webcast ("**Live Webcast**") and/or live audio-only stream ("**Live Audio-Only Stream**"). The Company will implement the following alternative arrangements for the AGM:

**1. Live Webcast and Live Audio-Only Stream**

Shareholders who wish to participate in the AGM can do so via the Live Webcast or Live Audio-Only Stream which can be assessed on their mobile phones, tablets or computers. In order to be able to watch the Live Webcast or listen to the Live Audio-Only Stream, Shareholders must register their details including full name, NRIC/Passport/Company Registration No., mobile number, email and address on the Company's AGM pre-registration website (https://qandm-dentalagm.listedcompany.com/agm-2021) **from 3.00 p.m on Sunday, 11 April 2021 to 3.00 p.m. on Thursday, 22 April 2021** ("**Registration Deadline**") for the Company to verify their status as Shareholders.

Verified Shareholders will receive an email by **Saturday, 24 April 2021** containing instructions to access the Live Webcast or Live Audio-Only Stream. Shareholders must not forward the link or their log-in details to third persons who are not Shareholders and who are not entitled to attend the AGM proceedings. This is also to avoid any technical disruptions or user overload to the AGM proceedings.

Shareholders who do not receive an email by **Saturday, 24 April 2021** but have registered before the Registration Deadline should email to: agm@qnm.sg for assistance.

**FOR THE SAFETY OF THE SHAREHOLDERS, THE COMPANY WILL NOT ACCEPT ANY PHYSICAL ATTENDANCE BY SHAREHOLDERS. ANY SHAREHOLDER SEEKING TO ATTEND THE AGM PHYSICALLY IN PERSON WILL BE TURNED AWAY FOR THEIR OWN SAFETY.**

**2. Proxy Voting**

**A shareholder will not be able to vote through the Live Webcast and Live Audio-Only Stream and voting is only through submission of proxy form. If a Shareholder (whether individual or corporate) wishes to exercise his/her/its voting rights at the AGM, the Shareholder must appoint the Chairman of the Meeting as proxy** to vote on his/her/its behalf by completing the proxy form, which may be accessed at the Company's website at https://qandm-dental.listedcompany.com/ and the SGX website at https://www.sgx.com/securities/company-announcements.

The proxy form must be:

(a) deposited at the office of the Company's share registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road, #11-02, Singapore 068898; or

(b) emailed to: sg.is.proxy@sg.tricorglobal.com,

by **3.00 p.m.** on **Saturday, 24 April 2021,** being not less than forty-eight (48) hours before the time appointed for holding the AGM. Any incomplete/improperly completed proxy form (including proxy form which is not appointing "Chairman of the Meeting" as proxy) will be rejected by the Company.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically via email.

For CPF or SRS investors who wish to appoint the Chairman of the AGM as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM, i.e. by 5.00 p.m. on Thursday, 15 April 2021.

**3. Shareholders' Queries and Answers ("Q&A")**

If Shareholders have any question in relation to any agenda item of the Notice, Shareholders must send their queries in advance, by **Monday, 19 April 2021**, via email to agm@qnm.sg or post to 2 Clementi Loop, #04-01, Logis Hub @ Clementi, Singapore 129809. The Company will endeavour to upload the Company's responses to substantial queries from Shareholders on the SGXNET and the Company's website by **Thursday, 22 April 2021**. The Chairman of the AGM will also read out the Company's responses to these queries during the AGM.

**Shareholders may wish to note that Shareholders will not be able to raise any questions during the Live Webcast and Live Audio-Only Stream. Accordingly, any questions must be sent in advance to the Company in accordance with the above paragraph.**

**4. Annual Report**

The Annual Report 2020 can be accessed by Shareholders by electronic means via publication on the Company's website at https://qandm-dental.listedcompany.com/ and the SGX website at https://www.sgx.com/securities/company-announcements. No printed copy will be sent to members.

We would like to take this opportunity to thank the 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.

As the COVID-19 situation continues to evolve, the Company will closely monitor the ongoing state of affairs. We wish to highlight that further measures and/or changes to the arrangements for the AGM may be made in the ensuing days up to the day of the AGM. We will post updates on our investor relations website at https://qandm-dental.listedcompany.com.

We recognise that these are unsettling times for all concerned. Your safety and well-being, as always, are our priority. We apologise for any inconvenience caused and seek the understanding and cooperation of the shareholders to minimise the risk of community spread of COVID-19.

Thank you for your understanding.

Yours faithfully
For and on behalf of
**Q & M Dental Group (Singapore) Limited**

Dr. Ng Chin Siau
Group Chief Executive Officer
11 April 2021