
IMPORTANT NOTICE TO SHAREHOLDERS IN RELATION TO THE CONDUCT AND PROCEEDINGS OF THE COMPANY'S ANNUAL GENERAL MEETING

1. The Board of Directors of Khong Guan Limited (the "Company") refers to:

- (a) 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 arrangement for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (b) 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) The Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (as updated on 27 April 2020, 22 June 2020 and 1 October 2020) which included a checklist to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.

2. Date, time and conduct of AGM. The Company is pleased to announce that pursuant to the Order, its Annual General Meeting ("AGM") will be convened and held by way of live audio-visual webcast and live audio-only stream on 27 November 2020 at 11.00 a.m.

3. Notice of AGM and proxy form. The Notice of AGM and accompanying proxy form will be published solely by electronic means via publication on SGX Website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of Notice of AGM and accompanying proxy form will NOT be sent to members.

4. No personal attendance at AGM. Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM in person.

5. Alternative arrangements for participation at the AGM. Shareholders may participate at the AGM by:

- (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) Submitting questions in advance of the AGM; and/or
- (c) Appointing the Chairman of the AGM 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 in the Appendix to this announcement.

6. Persons who hold shares through relevant intermediaries. Persons who hold Khong Guan Limited shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50 of Singapore), including CPF and SRS investors, and who wish to participate in the AGM by:

- (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) Submitting questions in advance of the AGM; and/or
- (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

should contact the relevant intermediary (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.

7. **Annual Report 2020.** The Annual Report 2020 has been published on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
11 November 2020 (Wednesday)	Shareholders may begin to pre-register at URL https://globalmeeting.bigbangdesign.co/khongguanlimited/ for live audio-visual webcast / live audio-only stream of the AGM proceedings.
5.00 p.m. on 17 November 2020 (Tuesday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
11.00 a.m. on 18 November 2020 (Wednesday)	<p>Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions, in advance of the AGM, via the pre-registration website.</p> <p>All questions must be submitted by 11.00 a.m. on 18 November 2020 to the Company's Share Registrar, B.A.C.S. Private Limited by post at 8 Robinson Road #03-00, ASO Building, Singapore 048544 or by email at main@zicoholdings.com</p> <p>When sending in your questions via email or post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name as it appears on CDP/SRS records; • your NRIC/FIN/passport/UEN number; • your contact number and email address; and • the manner in which you hold shares in the Company (e.g. via CDP or SRS). <p>Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her/its shareholder status.</p> <p>We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on SGX website prior to the AGM. Minutes of the AGM will be released via SGX website within one month after the AGM.</p>
11.00 a.m. on 24 November 2020 (Tuesday)	Deadline for shareholders to pre-register for live audio-visual webcast / live audio-only stream of the AGM proceedings.
11.00 a.m. on 25 November 2020 (Wednesday)	<p>Deadline for CPF Agent Banks or SRS Operators and shareholders to submit proxy forms appointing the Chairman of the AGM as proxy in respect of the resolutions tabled for approval at the AGM to the Company's Share Registrar, B.A.C.S. Private Limited by post at 8 Robinson Road #03-00, ASO Building, Singapore 048544 or by email at main@zicoholdings.com</p> <p>Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p>

Key dates	Actions
11.00 a.m. on 26 November 2020 (Thursday)	<p>Authenticated shareholders will receive an email which will contain instructions on how to access the live audio-visual webcast or live audio-only stream of the AGM proceedings (the “Confirmation Email”). Shareholders who have chosen the audio-only option should dial-in with numbers they have submitted during registration.</p> <p>Shareholders who do not receive the Confirmation Email by 11.00 a.m. on 26 November 2020, but have registered by 24 November 2020 deadline should contact the Company’s Share Registrar, B.A.C.S. Private Limited at +65 65934848 or via email at main@zicoholdings.com</p>
Date and time of AGM 11.00 a.m. on 27 November 2020 (Friday)	Authenticated shareholders may access the live audio-visual webcast or the live audio-only stream of the AGM proceedings by following the instructions in the Confirmation.

Due to the current COVID-19 situation, further measures and/or changes to the AGM arrangements may be made on short notice. Members are advised to check on the Company’s announcement(s) on SGX website for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience, understanding and cooperation.

By Order of the Board
Khong Guan Limited
Koe Eng Chuan
Company Secretary
11 November 2020