



SHENG SIONG GROUP LTD.
(Incorporated in the Republic of Singapore)
(Company Registration No. 201023989Z)

**LETTER TO SHAREHOLDERS ON ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL
GENERAL MEETING TO BE HELD ON 26 APRIL 2022**

Dear Shareholders of Sheng Siong Group Ltd. (the “**Company**”) (“**Shareholders**”),

This letter is circulated together with and forms part of the Company’s Notice of Annual General Meeting (“**AGM**”) dated 5 April 2022 (“**Notice of AGM**”) in respect of the upcoming AGM of the Company scheduled to be held on Tuesday, 26 April 2022 at 10:00 a.m.

The Company refers to:

- (i) the COVID-19 (Temporary Measures) Act 2020 (“**COVID-19 Act**”) which was passed by Parliament on 7 April 2020 which enables the Minister of Law by order to prescribe alternative arrangements 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;
- (ii) the COVID-19 (Temporary Measures) Act 2020 (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 published on 13 April 2020 (as amended from time to time) (“**COVID-19 Order**”) which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies. The COVID-19 Order has been extended from 30 September 2020 to 30 June 2021 and amendments to the COVID-19 Act come into force on 29 September 2020;
- (iii) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment) Order 2021 which, *inter alia*, deleted the applicable period of the COVID-19 Order up till 30 June 2021 (“**2021 Amendment Order**”);
- (iv) the statement by the Ministry of Law on 6 April 2021 on the effect of the 2021 Amendment Order which further extends the duration of alternative arrangements for meetings pursuant to the Order until revoked or amended by the Ministry of Law, with at least six (6) months’ advance notice before the alternative arrangements cease to be available; and
- (v) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulations which was issued on 13 April 2020, and subsequently updated on 27 April 2020, 1 October 2020 and 4 February 2022, providing a checklist (which provides further guidance on the COVID-19 Act and the COVID-19 Order) to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place (“**Guidance**”).

The AGM is an important event in the Company’s corporate calendar. In normal times, we would arrange our Shareholders to attend the AGM physically as it is an opportunity for the board of directors of the Company (“**Board**”) and management of the Company to meet and engage with the Shareholders directly. In light of the above developments, the Company wishes to inform Shareholders that the Company will be conducting the AGM by way of electronic means pursuant to First Schedule of the COVID-19 Order. This will help to keep physical interactions and COVID-19 transmission risks to a

minimum, which remain important in the long term, even as safe distancing regulations are gradually and cautiously relaxed.

ATTENDING THE AGM ELECTRONICALLY

1. Due to the current COVID-19 restriction orders and the Guidance in Singapore, Shareholders will NOT be able to attend the AGM in person.
2. The Company will arrange for (i) a “live” webcast of the AGM, which allows Shareholders to view the proceedings of the AGM contemporaneously (“**LIVE WEBCAST**”); and (ii) a “live” audio only means (via Web), which allows Shareholders to observe the proceedings of the AGM contemporaneously (“**WEB AUDIO ONLY MEANS**”). Shareholders can ONLY participate in the AGM via LIVE WEBCAST or WEB AUDIO ONLY MEANS (collectively, the “**electronic means**”).

In order to do so, Shareholders will need to register online at <https://conveneagm.com/sg/shengsiong2022> and provide their personal particulars as follows:

- (a) Full name (for individuals) / company name (for corporate) as per CDP/SRS Account records;
- (b) National Registration Identity Card Number (“**NRIC**”) or Passport Number (for individuals) / Company Registration Number (for corporates);
- (c) Number of shares in the capital of the Company (“**Shares**”) held;
- (d) Contact Number;
- (e) Email Address; and
- (f) Alternatively, they can log in via their SingPass account,

no later than 10.00 a.m. on 23 April 2022 (being not less than seventy-two (72) hours before the time appointed for holding the AGM) (the “**Registration Deadline**”) to enable the Company to verify the Shareholders’ status. Upon successful verification, Shareholders will receive an email notifying them of their login credentials. Shareholders who did not receive their login credentials are to contact support@conveneagm.com.

Following authentication of his/her/its status as a Shareholder of the Company, Authenticated Shareholders will receive an email confirmation by 25 April 2022 which contains either a unique link to access the LIVE WEBCAST to view the proceedings of the AGM (via smart phones, tablets or laptop/computers).

3. Shareholders MUST NOT forward the abovementioned unique link to other persons who are not Shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the LIVE WEBCAST and the WEB AUDIO ONLY MEANS.
4. Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act 1967 of Singapore, such as CPF Agent Banks or SRS investors, should approach their respective agents, such as SRS Operators to participate in the AGM via electronic means.
5. Shareholders who register by the Registration Deadline but do not receive an email response by 25 April 2022 may contact the Company at investor.relations@shengsiong.com.sg with the following details included: (1) Shareholder’s full name; (2) his/her/its identification/company registration number; and (3) the manner in which the shares are held (e.g. via CDP, CPF or SRS) for assistance.

DOCUMENTS FOR THE AGM

6. Documents relating to the business of the AGM, which comprise the Company’s annual report for the financial year ended 31 December 2021 as well as the Notice of AGM and Proxy Form, have been published on SGX’s website at <https://www.sgx.com/securities/company-announcements> and the Company’s corporate website at <https://corporate.shengsiong.com.sg/investors/>.

QUESTIONS FROM SHAREHOLDERS

7. **Shareholders will not be able to ask questions during the AGM via electronic means, and therefore it is important for Shareholders to submit their questions in advance of the AGM.**
8. Shareholders may submit any questions they may have in advance in relation to any resolution set out in the Notice of AGM by 10.00 a.m. on 13 April 2022 via email to the Company at investor.relations@shengsiong.com.sg and provide their particulars as follows: (a) Full name (for individuals) / company name (for corporate) as per CDP/SRS Account records; (b) NRIC or Passport Number (for individuals) / Company Registration Number (for corporates); (c) Number of Shares held; (d) Contact Number; and (e) Email Address.
9. The Company will provide responses to substantial queries and relevant comments relating to the agenda of the AGM received from the Shareholders by 10.00 a.m. on 13 April 2022 on or before 20 April 2022, i.e. 72 hours prior to the closing date and time for the lodgement of the proxy forms via electronic means. The Company will also address any subsequent clarifications sought, or follow-up questions, prior to, or at, the AGM in respect of substantial and relevant matters. The responses from the Board and management of the Company shall thereafter be published on SGX's website at <https://www.sgx.com/securities/company-announcements> and the Company's corporate website at <https://corporate.shengsiong.com.sg/investors/>, together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.
10. Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act 1967 of Singapore, such as SRS investors, should approach their respective agents, such as SRS Operators, to submit their questions in relation to any resolution set out in the Notice of AGM prior to the AGM and have their substantial queries and relevant comments answered.

PROXY VOTING

11. Voting at the AGM is by proxy ONLY. Please note that Shareholders will not be able to vote through the LIVE WEBCAST or WEB AUDIO ONLY MEANS and can only vote with their proxy forms which are required to be submitted in accordance with the following paragraphs.
12. Shareholders who wish to vote on any or all of the resolutions at the AGM must appoint the Chairman of the AGM as their proxy by completing the Proxy Form for the AGM. Shareholders should specifically indicate how they wish to vote for or vote against (or abstain from voting on) the resolutions set out in the Notice of AGM.
13. The instrument appointing the Chairman of the AGM as proxy, together with the power of attorney or other authority (if any) under which it is signed, or a notarial certified copy ("**Proxy Form**") thereof, must:
 - (a) if submitted by post, be lodged at the office of the Company at 6 Mandai Link, Singapore 728652; or
 - (b) if submitted by email, be received by the Company at investor.relations@shengsiong.com.sg,in either case, **by 10:00 a.m. on 23 April 2022** (being not less than seventy-two (72) hours before the time appointed for holding the AGM) and in default the Proxy Form for the AGM shall not be treated as valid.
14. In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Shareholders to submit completed Proxy Forms by post, Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email to the Company at investor.relations@shengsiong.com.sg as early as possible, to enable your vote(s) to be counted, and to follow all government guidance and requirements.

15. CPF or SRS investors who wish to appoint the Chairman of the AGM respectively to act as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes to the Company (a) by post at the registered office of the Company at 6 Mandai Link, Singapore 728652; or (b) by email to the Company at investor.relations@shengsiong.com.sg, at least seven (7) working days before the AGM (i.e. by 10.00 a.m. on 14 April 2022).
16. In view of the evolving COVID-19 situation, the Company reserves the right to take such further precautionary measures and/or changes to the Company's AGM arrangement as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by government agencies, in order to curb the spread of COVID-19. Shareholders should continually check for announcements by the Company for updates (if any) on the AGM via SGXNet and also on our corporate website at <https://corporate.shengsiong.com.sg/investors/>.

Yours faithfully

For and on behalf of the Board of Directors of Sheng Siong Group Ltd.

Lim Hock Chee

Chief Executive Officer

5 April 2022