



# **SYMA HOLDINGS LIMITED**

Company Registration No: 201207614H  
(Incorporated in the Republic of Singapore on 28 March 2012)  
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## **INSTRUCTIONS TO MEMBERS PERTAINING TO THE ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING TO BE HELD VIA LIVE WEBCAST ON FRIDAY, 26 NOVEMBER 2021 AT 10.00 A.M. AND 10.30A.M. RESPECTIVELY**

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Dear Shareholders,

These instructions are circulated together with and form part of Sysma Holdings Limited's (the "**Company**") Notice of Annual General Meeting ("**AGM**") and Notice of Extraordinary General Meeting ("**EGM**") dated 3 November 2021 (the "**Notice of AGM and EGM**") issued by the Company in respect of the upcoming AGM and EGM scheduled to be held on Friday, 26 November 2021 at 10.00 a.m. and 10.30 a.m. (or as soon as practicable following the conclusion or adjournment of the Company's AGM to be held on the same day at 10:00 a.m.) respectively.

Due to the current COVID-19 restriction orders in Singapore, members will not be able to attend the AGM and EGM in person. The following are the alternative arrangements which have been put in place for members to participate in the AGM and EGM:

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

Members are to note the following instructions with regard to the pre-registration, pre-submission of questions and submission of proxy forms:-

### **1. Registration to attend Live AGM and EGM Webcast**

- (a) All members as well as investors who hold shares through relevant intermediaries (including CPF or SRS investors), who wish to follow the proceedings of the AGM and EGM through the Live AGM and EGM Webcast must pre-register online at Sysma AGM Website, URL: <https://conveneagm.sg/sysmaagm2021>, to create an account, not later than **23 November 2021 at 10.00 a.m. and 10.30 a.m.** respectively (the "**Registration Deadline**").
- (b) Shareholders will receive an email verification authenticating their status as Shareholders immediately upon pre-registration, along with the accompanying instructions on accessing the webcast or audio feed of the proceedings. Shareholders who do not receive an email 24 hours after pre-registration may contact technical support via email at [agm2021@sysma.com.sg](mailto:agm2021@sysma.com.sg) or [support@conveneagm.com](mailto:support@conveneagm.com).
- (c) Members must not forward the login details to join the Live AGM and EGM Webcast to another person who is not a member of the Company and/or who is not authorised to attend the Live AGM and EGM Webcast.

## 2. Submission of Questions

- (a) Members will not be able to ask questions at the AGM and EGM live during the webcast or audio-stream. Therefore, it is important for members to pre-register and submit their questions in advance of the AGM and EGM.
- (b) Members may pre-register and submit their questions relating to the resolutions to be tabled for approval at the AGM and EGM to the Chairman of the Meeting, in advance of the AGM and EGM, in the following manner:
  - (i) via the Sysma AGM Website;
  - (ii) if submitted electronically, be submitted via email to the Company at [agm2021@sysma.com.sg](mailto:agm2021@sysma.com.sg); or
  - (iii) if submitted by post, be lodged at the Company's Registered Office Address, at 2 Balestier Road, #03-669 Balestier Hill Shopping Centre, Singapore 320002.
- (c) All questions must be submitted by **19 November 2021 at 5.00 p.m.**
- (d) The Board of Directors of the Company and the Management will endeavour to address all substantial and relevant questions related to the resolutions to be tabled for approval at the AGM or EGM and if necessary, any subsequent clarifications sought, or follow-up questions in respect of such questions received from members prior to the AGM and EGM by publishing the responses to those questions on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and the Company's website at the URL [www.sysma.com.sg](http://www.sysma.com.sg). Where substantial and relevant questions submitted by members are unable to be addressed prior to the AGM and EGM, the Company will address them at the AGM and EGM respectively.
- (e) The responses from the Board of Directors and Management of the Company shall thereafter be published on the SGXNET at the URL <https://www.sgx.com/securities/company-announcements> and the Company's corporate website at the URL [www.sysma.com.sg](http://www.sysma.com.sg), together with the minutes of the AGM and EGM, within one (1) month after the conclusion of the AGM and EGM respectively.

## 3. Proxy Voting

- (a) **Voting at the AGM and EGM is by proxy ONLY.** Due to the various control and safe distancing measures put in place in Singapore to prevent the spread of COVID- 19, members will not be able to attend the AGM and EGM in person. A member (whether individual or corporate) must submit his/her/its proxy form appointing the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM and EGM if such member wishes to exercise his/her/its voting rights at the AGM and EGM. Printed copies of the Notice of AGM and Notice of EGM will not be sent to members. The Notice of AGM and Notice of EGM may be accessed at the Company's website at the URL [www.sysma.com.sg](http://www.sysma.com.sg), and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
- (b) Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it 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.
- (c) Central Provident Fund ("CPF") or Supplementary Retirement Scheme ("SRS") investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven working days before the AGM and EGM, latest by **17 November 2021 at 10.00 a.m. and at 10.30 a.m.** respectively.

(d) The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:

- (i) via the following <https://conveneagm.sg/sysmaagm2021> (the “Sysma AGM Website”) in the electronic format accessible on the Sysma AGM Website; or
- (ii) if submitted by post, be lodged at the office of the Company’s Share Registrar, Tricor Barbinder Share Registration Services (a division of Tricor Singapore Pte. Ltd.) at 80 Robinson Road, #11-02, Singapore 068898; or
- (iii) if submitted electronically, be submitted via email to the Company’s Share Registrar at [sg.is.proxy@sg.tricorglobal.com](mailto:sg.is.proxy@sg.tricorglobal.com),

in either case not less than 48 hours before the time appointed for the AGM and EGM, latest by **24 November 2021 at 10.00 a.m. and 10.30 a.m.** respectively.

#### 4. Key dates/deadlines

In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key dates	Actions
3 November 2021 at 9.00 a.m.	Members may begin to pre-register for live audio-visual webcast/live audio-only stream of the AGM and EGM proceedings.
17 November 2021 at 10.00 a.m. and 10.30 a.m. respectively	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their proxy forms.
19 November 2021 at 5.00 p.m.	Deadline for members to submit questions as per paragraph 2 above.
23 November 2021 at 10.00 a.m.	Members will receive an email verification authenticating their status as Shareholders immediately upon pre-registration, along with the accompanying instructions on accessing the webcast or audio feed of the proceedings. Shareholders who do not receive an email 24 hours after pre-registration may contact technical support via email at <a href="mailto:agm2021@sysma.com.sg">agm2021@sysma.com.sg</a> or <a href="mailto:support@coveneagm.com">mailto:support@coveneagm.com</a> .
23 November 2021 at 10.00 a.m. and 10.30 a.m. respectively	Deadline for members to pre-register for live audio-visual webcast/live audio-only stream of the AGM and EGM proceedings.
24 November 2021 at 10.00 a.m.	Deadline for members to submit proxy form for AGM.
24 November 2021 at 10.30 a.m.	Deadline for members to submit proxy form for EGM.
AGM and EGM – Friday, 26 November 2021 at 10.00 a.m. and 10:30 a.m. (or as soon as practicable following the conclusion or adjournment of the Company’s AGM to be held on the same day at 10:00 a.m.)	Click on the link in the Confirmation Email and enter the email address and password to access the live audio-visual webcast or live audio-only stream of the AGM and EGM proceedings.

## 5. Important reminder

Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM and EGM at short notice. Members are reminded to regularly check SGXNet for updates on the AGM and EGM.

The Company would like to thank all members for their patience and co-operation in enabling us to hold our AGM and EGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

**SIN SOON TENG**  
EXECUTIVE CHAIRMAN  
AND GROUP CHIEF EXECUTIVE OFFICER

3 November 2021

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*This announcement has been reviewed by the Company's sponsor, PrimePartners Corporate Finance Pte. Ltd. (the "Sponsor"). It has not been examined or approved by the Singapore Exchange Securities Trading Limited (the "Exchange") and the Exchange assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document.*

*The contact person for the Sponsor is Ms. Foo Jien Jieng, 16 Collyer Quay, #10-00 Income at Raffles, Singapore 049318, [sponsorship@ppcf.com.sg](mailto:sponsorship@ppcf.com.sg).*