

AVI-TECH ELECTRONICS LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration Number 198105976H)

**ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD
BY WAY OF ELECTRONIC MEANS
ON THURSDAY, 29 OCTOBER 2020 AT 11.00 A.M.**

1. **Background.** Avi-Tech Electronics Limited (the “**Company**”) refers to:
 - (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed companies to conduct general meetings by electronic means; and
 - (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 to allow general meetings of listed companies to be conducted by electronic means.
2. **Date, time and conduct of the Annual General Meeting (“AGM” or the “Meeting”) of the Company.** The AGM of the Company will be held by way of electronic means on Thursday, 29 October 2020 at 11:00 a.m. to transact the business set out in the Notice of AGM.
3. **Notice of AGM, Annual Report for the financial year ended 30 June 2020 (“FY2020”) and Proxy Form.** Printed copies of the Notice of AGM, the FY2020 Annual Report and the Proxy Form (the “**AGM Documents**”) will be sent to members. Copies of the AGM Documents may also be accessed at the Company’s website at the URL <http://www.avi-tech.com.sg>. The AGM Documents are also available on SGXNET at the URL <https://www.sgx.com/securities/company-announcements>.
4. **Attendance at the AGM of the Company.** Due to the current COVID-19 situation in Singapore, the AGM of the Company will be held by way of electronic means and members will **NOT** be able to attend the AGM of the Company in person.
5. **Participation at the AGM of the Company.** Alternative arrangements have been made by the Company to allow members to participate at the AGM of the Company via electronic means. Such alternative arrangements include:
 - (a) arrangements by which members may electronically access the Meeting and observe and/or listen to the live audio-visual webcast or live audio-only stream;
 - (b) arrangements by which members may submit questions to the Chairman of the Meeting in advance of the AGM of the Company;
 - (c) arrangements by which the Chairman of the Meeting may address substantial and relevant questions at the AGM of the Company; and
 - (d) arrangements by which members may appoint the Chairman of the Meeting as the member’s proxy to vote on the member’s behalf at the AGM of the Company.

Details of the steps for pre-registration for the live audio-visual webcast or live audio-only stream, submission of questions in advance of the AGM of the Company and submission of Proxy Forms to appoint the Chairman of the Meeting to vote at the AGM of the Company are set out in the appendix to this announcement.
6. **Key dates and times.** In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key Dates and Times	Actions to be taken by Members
Wednesday, 7 October 2020	Members may begin to pre-register at the URL http://globalmeeting.bigbangdesign.co/avi-tech/ for live audio-visual webcast/live audio-only stream of the AGM proceedings.
11:00 a.m. on Monday, 19 October 2020	Deadline for CPFIS and 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 votes.
11:00 a.m. on Monday, 26 October 2020	Deadline for members to: (a) pre-register for the live audio-visual webcast or live audio-only stream; and (b) submit questions in advance of the AGM of the Company.
11:00 a.m. on Tuesday, October 2020	Deadline for members to submit Proxy Forms to appoint the Chairman of the Meeting to vote at the AGM of the Company.
11:00 a.m. on Wednesday, October 2020	Members, who have pre-registered for the live audio-visual webcast or live audio-only stream and who have been verified by the Company's Share Registrar and Transfer Agent, will receive an email which will contain the user credentials and password details as well as the URL to access the live audio-visual webcast or the toll-free telephone number to access the live audio-only stream (the " Confirmation Email "). If the member's information is unable to be verified (e.g. typo error), you will be denied access to the AGM via live audio-visual webcast or the live audio-only stream. Please DO NOT disclose the user credentials and password details to persons who are not entitled to attend the AGM. Members, who have pre-registered for the live audio-visual webcast or live audio-only stream but who have not received the Confirmation Email by 11:00 a.m. on Wednesday, 28 October 2020, should contact the Company's webcast provider Big Bang Design at webcast@bigbangdesign.co as soon as possible for further assistance.
11:00 a.m. on Thursday, October 2020	Members may participate at the AGM of the Company via electronic means by: (a) accessing the URL in the Confirmation Email and entering the user credentials and password to access the live audio-visual webcast; or (b) calling the toll-free telephone number to access the live audio-only stream. Shareholders are advised to join the conference at least 5 minutes before the time appointed for the AGM.

Important reminder: Due to the constantly evolving COVID-19 situation, the Company may be required to change its arrangements for the AGM at short notice. Members should check the Company's website at the URL <http://www.avi-tech.com.sg> for the latest updates on the status of the AGM. Such updates will also be made available on SGXNET at the URL <https://www.sgx.com/securities/company-announcements>.

BY ORDER OF THE BOARD

Khor Thiam Beng
Non-Executive Chairman and
Independent Director
7 October 2020

APPENDIX

Members may electronically access the Meeting and observe and/or listen to the live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions to the Chairman of the Meeting in advance of the AGM of the Company and appoint the Chairman of the Meeting as his/her/its proxy vote on his/her/its behalf at the AGM of the Company.

To do so, members will need to complete the relevant steps below.

Steps	Details
Pre-registration for the live audio-visual webcast or live audio-only stream	<p>Members must pre-register at the URL http://globalmeeting.bigbangdesign.co/avi-tech/ from the date hereof until 11:00 a.m. on Monday, 26 October 2020 to enable the Company's Share Registrar and Transfer Agent, Boardroom Corporate & Advisory Services Pte. Ltd., to verify their status as members of the Company.</p> <p>Following the verification, authenticated members will receive an email by 11:00 a.m. on Wednesday, 28 October 2020 which will contain the user credentials and password details as well as the URL to access the live audio-visual webcast or the toll-free telephone number to access the live audio-only stream (the "Confirmation Email").</p> <p>Members, who have pre-registered for the live audio-visual webcast or live audio-only stream but who have not received the Confirmation Email by 11:00 a.m. on Wednesday, 28 October 2020 should contact the Company's webcast provider Big Bang Design at webcast@bigbangdesign.co.</p>
Submission of questions in advance of the AGM of the Company	<p>Members will not be able to ask questions at the AGM of the Company during the live audio-visual webcast or live audio-only stream. It is therefore important for members to submit questions to the Chairman of the Meeting in advance of the AGM of the Company.</p> <p>Submission of questions. Members may submit questions related to the resolutions to be tabled for approval at the AGM of the Company to the Chairman of the Meeting in advance of the AGM of the Company in the following manner:</p> <p>By post – Members may submit their questions in hardcopy by post to the registered office of the Company, at 19A Serangoon North Avenue 5, Singapore 554859.</p> <p>By electronic means – Members, who have pre-registered for the live audio-visual webcast or live audio-only stream, may submit their questions by email to ir@avi-tech.com.sg.</p> <p>When sending in questions via email or by post, please also provide the Company with the following details: (i) member's full name and address; and (ii) the manner in which the member holds shares in the Company (e.g., via CDP, CPFIS/SRS and/or scrip).</p> <p>Deadline to submit questions. All questions must be submitted by no later than 11:00 a.m. on Monday, 26 October 2020.</p> <p>Addressing questions. The Company will endeavour to address all substantial and relevant questions received from members prior to the AGM by publishing its responses to such questions on the Company's website at the URL http://www.avi-tech.com.sg and on SGXNET at the URL https://www.sgx.com/securities/company-announcements prior to the AGM. If the Company is unable to do so, the Company will address those substantial and relevant questions, which have not already been addressed prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream.</p>

Steps	Details
	<p>Minutes of AGM of the Company. The Company will publish the minutes of the AGM of the Company on the Company's website at the URL http://www.avi-tech.com.sg on SGXNET at the URL https://www.sgx.com/securities/company-announcements within one month after the AGM of the Company. The minutes of AGM will include responses from the Board of Directors and the Management to substantial and relevant comments, queries and/or questions received from members addressed at the AGM of the Company during the live audio-visual webcast or live audio-only stream.</p>
<p>Submission of Proxy Forms to appoint the Chairman of the Meeting to vote at the AGM of the Company</p>	<p>Appointment of Chairman of the Meeting as proxy. A member (whether individual or corporate) must appoint the Chairman of the Meeting as the member's proxy vote on the member's behalf at the AGM of the Company in accordance with the instructions on the Proxy Form if such member wishes to exercise any voting rights at the AGM of the Company.</p> <p>Specific instructions as to voting must be given. Where a member (whether individual or corporate) appoints the Chairman of the Meeting as the member's proxy, such member 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> <p>Submission of Proxy Forms. The Proxy Form must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be lodged with the registered office of the Company at 19A Serangoon North Avenue 5, Singapore 554859; or</p> <p>(b) if submitted by way of electronic means, be submitted via email to the Company at ir@avi-tech.com.sg,</p> <p>in either case, at least 48 hours before the time for holding the AGM. A member who wishes to submit the Proxy Form must first complete and sign the Proxy Form, before submitting it by post to the address provided above, or by scanning and submitting it by way of electronic means via email to the email address provided above.</p> <p>In view of the current COVID-19 restriction orders and the related safe distancing measures which may make it difficult for members to submit the completed Proxy Forms by post, members are strongly encouraged to submit the completed Proxy Forms by way of electronic means via email.</p> <p>CPF or 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 by 11:00 a.m. on 19 October 2020.</p>