

ADVANCED SYSTEMS AUTOMATION LIMITED

(Incorporate in the Republic of Singapore)
(Co. Reg. No: 198600740M)



Date: 13 June 2020

IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 29 JUNE 2020

1. INTRODUCTION

The Board of Directors (the “**Board**”) of Advanced Systems Automation Limited (the “**Company**”) refers to:-

- a) the Company’s announcements on 15 April 2020 and 4 May 2020 in respect of the extension of time for the Company to hold its Annual General Meeting (“**AGM**”) and to issue its annual report for the financial year ended 31 December 2019 (“**FY2019**”);
- b) the Notice of AGM dated 13 June 2020 (the “**Notice of AGM**”) in respect of the Company’s AGM which is scheduled to be held on **29 June 2020 at 1.30 p.m.**;
- c) the joint statement by the Accounting and Corporate Regulatory Authority (“**ACRA**”), the Monetary Authority of Singapore (“**MAS**”) and the Singapore Exchange Regulation (“**SGX RegCo**”) on 31 March 2020 providing guidance for issuers on safe distancing measures when conducting general meetings;
- d) the implementation of the circuit breaker measures (enhanced safe distancing measures and closure of workplace premises) announced by the Government on 3 April 2020 to curb the further spread of COVID-19;
- e) the COVID-19 (Temporary Measures) Act 2020 passed by the Parliament on 7 April 2020 and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 issued by the Minister for Law on 13 April 2020 which provides, among others, legal certainty to enable issuers to make alternative arrangements to hold general meetings where personal attendance is required under written law or legal instruments (e.g. a company’s constitution); and
- f) the joint statement by ACRA, MAS and SGX RegCo on 13 April 2020 providing guidance for listed and non-listed entities on the manner in which general meetings are to be conducted during the period when elevated safe distancing measures are in place.

The Company has also obtained the time-limited exemption from the Ministry of Trade and Industry (via the GoBusiness Portal) for the duration of the AGM. The Company will ensure that it complies with all regulations relating to safe distancing imposed by the Government.

2. NO PHYSICAL ATTENDANCE AT AGM

Due to current Covid-19 restriction orders in Singapore, the Company has made arrangements to facilitate a live audio-visual webcast (“**Live AGM Webcast**”) and a live audio only broadcast (“**Live AGM Audio Feed**”) in place of a physical meeting. Shareholders will be able to attend the AGM proceedings through the Live AGM Webcast and the Live AGM Audio Feed, which will take place on **29 June 2020 at 1.30 p.m.**, and the Company will not accept any physical attendance by shareholders. **Any shareholder seeking to attend the AGM physically in person will be turned away.**

3. AGM REGISTRATION PROCESS

Shareholders who wish to participate in the AGM proceedings through the Live AGM Webcast and the Live AGM Audio Feed via their mobile phones, tablets or computers must register for an account at <https://sg.conveneagm.com/asa> by **1.30 p.m. on 25 June 2020** (the “**Registration Deadline**”) to enable the Company to verify their status.

Following verification, authenticated Shareholders will receive an email by 1.30 p.m. on 28 June 2020 which will allow them to access the Live AGM Webcast and the Live AGM Audio Feed, using the account created during the registration, via the live audio-visual webcast and via the live audio only broadcast of the AGM proceedings on <https://sg.conveneagm.com/asa>.

Shareholders must not forward the abovementioned details and/or links to other persons who are not Shareholders of the Company and who are not to attend the AGM. This is also to avoid any technical disruptions or overload to the live audio-visual webcast and the live audio only broadcast of the AGM proceedings.

Shareholders who register by the Registration Deadline but do not receive an email response by 6.00 p.m. on 28 June 2020 may contact the Company for assistance by email to AGM2020@asa.com.sg, with the full name of the shareholder and his/her identification number.

4. SUBMISSION OF PROXY FORMS

The Constitution of the Company provides for voting in absentia. **Shareholders will not be able to vote online or through the Live AGM Webcast or the Live AGM Audio Feed on the resolutions to be tabled for approval at the AGM. Shareholders who wish to vote at the AGM may submit a proxy form to appoint the Chairman of the AGM to cast votes on their behalf.**

Shareholders (whether individual or corporate) appointing the Chairman of the AGM as proxy must give specific instructions as to his manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

The instrument appointing a proxy or proxies, duly completed and signed, must be deposited/submitted:

- (a) mailed to the Company at:

ADVANCED SYSTEMS AUTOMATION LIMITED
C/O Boardroom Corporate & Advisory Services Pte Ltd
50 Raffles Place
#32-01 Singapore Land Tower
Singapore 048623

or

- (b) emailed to AGM2020@asa.com.sg;

by no later than 1.30 p.m. on 26 June 2020, being 72 hours before the time fixed for the AGM.

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.

An investor who holds shares under the Central Provident Fund Investment Scheme (“**CPF Investor**”) and/or the Supplementary Retirement Scheme (“**SRS Investor**”) (as may be applicable) and wishes to appoint the Chairman of the Meeting as their proxy should approach their respective CPF/SRS Approved Nominees (CPF Agent Banks or SRS Operators) to submit their votes at least seven (7) working days before the AGM (i.e. by 1.30 p.m. on 17 June 2020), in order to allow sufficient time for their respective relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf by the cut-off date.

5. SUBMISSION OF QUESTIONS

Please note that shareholders will not be able to ask questions at the AGM during the Live AGM Webcast or the Live AGM Audio Feed, and therefore it is important for shareholders to pre-register their participation in order to be able to submit their questions in advance of the AGM.

Shareholders may submit questions relating to the items on the agenda of the AGM by:

- (a) digital submission at <https://sg.conveneagm.com/asa>;

- (b) email to AGM2020@asa.com.sg. When submitting the questions, please provide the Company with the following details, for verification purpose:
- (i) Full name (Company name for corporates);
 - (ii) Current address;
 - (iii) Number of shares held; and
 - (iv) The manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS); or

Shareholders may submit their questions relating to the items on the agenda of the AGM no later than 1.30 p.m on 22 June 2020. The Company will endeavour to address the substantial and relevant questions at or before the AGM. The responses to such questions from shareholders will be posted on the SGXNet and the Company's website 3 business days before the AGM ("**Response**"), or if answered during the AGM, to be included in the minutes of the AGM, which will be uploaded within one month after the date of the AGM.

The Board believes that this approach will enable the Shareholders to consider the Response and thereafter be in a position to cast their votes via proxy by the Registration Deadline, in time for the AGM. The minutes of the AGM, will be posted on the SGXNet and the Company's website within one month after the date of the AGM.

6. REQUEST FOR ANNUAL REPORT FOR FY2019

The printed copy of Annual Report for FY2019, including this Notice of AGM and the accompanying Proxy Form, would only be available to Shareholders upon submission of a duly completed request form on **page 4** of this notification to the Company no later than **22 June 2020**.

In this regard, the Annual Report for FY2019, including this Notice of AGM and the accompanying Proxy Form, have been made available for download from Company's corporate website at: https://www.asa.com.sg/PDF/AR2019_asa.pdf. The Annual Report for FY2019 has also been made available on SGXNet.

7. OTHERS

Please note that all documents relating to the business of the AGM will be published on SGXNET and will be published together with the AGM Notice.

As the Company will not be accepting any physical attendance of any Shareholders to attend the AGM, no food vouchers will be given or delivered to the Shareholders for this AGM.

In the meantime, Shareholders are encouraged to regularly check the SGXNet at <https://www.sgx.com> or the Company's corporate website at: https://www.asa.com.sg/03_01press_latest.htm for the latest updates with respect to the Company's AGM.

Should Shareholders have any question that has not been addressed above, you are advised to forward your questions to AGM2020@asa.com.sg. The Company will endeavor to provide the answers in as timely a manner as possible but the Company seeks your understanding if there are any delays.

Yours faithfully
For and on behalf of
ADVANCED SYSTEMS AUTOMATION LIMITED

Dato' Khor Gark Kim
Lead Independent Director

13 June 2020

REQUEST FORM

To: **Advanced Systems Automation Limited**

*Note: This Request Form (for ASA FY2019 Annual Report only), duly completed and signed, should be returned to us by **22 June 2020**:*

**Advanced Systems Automation Limited
Corporate Secretariat Department
25 Kallang Avenue #06-01
Singapore 339416**

Alternatively, you may submit your Request Form via email to AGM2020@asa.com.sg.

We regret that we will not be able to process standing instructions and any incomplete or improperly completed request.

Please tick accordingly.

I/We wish to receive a printed copy of the Annual report 2019

My/Our shares are held under or through:

CDP Securities Account No.

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CPFIS Account

Name(s) of shareholder(s):

Address:

Email Address:

Contact No:

Signature(s):

Date:
