

**THE HOUR GLASS  
THE HOUR GLASS LIMITED**

(Incorporated in the Republic of Singapore)  
(Co. Reg. No.: 197901972D)

**PROPOSED SUB-DIVISION OF EACH ORDINARY SHARE IN THE CAPITAL OF THE  
COMPANY INTO THREE ORDINARY SHARES**

**NOTICE OF BOOKS CLOSURE**

**1. INTRODUCTION**

The Hour Glass Limited (the “**Company**”) refers to the circular dated 21 October 2014 (the “**Circular**”) in relation to the proposal to sub-divide each ordinary share (“**Share**”) in the issued share capital of the Company into three Shares (the “**Sub-Division**”).

The Sub-Division was approved at the Extraordinary General Meeting of the Company held on 13 November 2014.

All capitalised terms used and not defined herein shall have the same meanings given to them in the Circular.

**2. NOTICE OF BOOKS CLOSURE**

**2.1 NOTICE IS HEREBY GIVEN** that the Transfer Books and Register of Members of the Company will be closed from 5.00 p.m. on 28 November 2014 (the “**Books Closure Date**”) up to (and including) 29 November 2014 (both dates inclusive) for the purpose of determining the entitlements of the Shareholders under the Sub-Division.

**2.2 Entitlements as at Books Closure Date.** Shareholders who hold physical share certificates not deposited with The Central Depository (Pte) Limited (“**CDP**”) (“**Scripholders**”) and Shareholders holding Shares in their Securities Accounts with CDP (“**Hour Glass Depositors**”) as at 5.00 p.m. on the Books Closure Date will be entitled to the Sub-Division, on the basis of the number of Shares held as at the Books Closure Date.

Scripholders who hold share certificates for Shares not in their own names should transfer such certificates into their own names in order to be entitled for the Sub-Division. They should submit their duly completed and stamped transfer forms together with the share certificates to the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623 **by 5.00 p.m. on the Books Closure Date failing which new share certificates will be sent to the names appearing in the original share certificates.**

**3. ADMINISTRATIVE PROCEDURES FOR THE SUB-DIVISION**

**3.1** Hour Glass Depositors and Scripholders should take note of the administrative procedures relating to the Sub-Division outlined below.

**3.2 Hour Glass Depositors.** In respect of Hour Glass Depositors with Shares standing to the credit of their Securities Accounts as at the Books Closure Date, **no further action** needs to be taken. Please refer to paragraph 3.4(iii) below.

**3.3 Scripholders.** Scripholders who wish to deposit their Shares with CDP prior to the Books Closure Date for the purpose of the Sub-Division must deposit their existing share certificates together with the duly executed instruments of transfer in favour of CDP, not later than 5.00 p.m. on the day five Market Days prior to the Books Closure Date (the “**Final Deposit Date**”). CDP will not accept the old share certificates in respect of Shares for deposit after the Final Deposit Date for the purpose of the Sub-Division, and in such a case, new share certificates will only be sent to the Scripholders if they comply with the provisions paragraph 3.4(iv) below.

**3.4 Issue of New Share Certificates relating to the Sub-Division.** The following sets out the administrative procedures which the Company will adopt to facilitate the issue of new share certificates arising from the Sub-Division:

(i) **Cancellation of Old Share Certificates.** The Company will cancel all old share certificates relating to the Shares in issue as at the Books Closure Date. Upon the cancellation, the Company will issue to Scripholders new share certificates in respect of the number of Shares to be held by such Scripholders pursuant to the Sub-Division.

(ii) **Deposit of Share Certificates with CDP.** In respect of the Scripholders who have deposited their old share certificates with CDP no later than 5.00 p.m. on the Final Deposit Date, arrangements will be made by the Company with CDP for new share certificates, in respect of the number of Shares attributable to such Shareholder pursuant to the Sub-Division, to be issued to CDP.

(iii) **Hour Glass Depositors.** In respect of Hour Glass Depositors with Shares standing to the credit of their Securities Account as at the Books Closure Date, no further action needs to be taken as arrangements will be made by the Company with CDP for all the old share certificates issued in the name of CDP or its nominee as at the Books Closure Date to be cancelled, and for the new share certificates, in respect of the number of Shares attributable to such Shareholder pursuant to the Sub-Division, to be issued to CDP or its nominee and deposited with CDP.

(iv) **Scripholders.** To facilitate the cancellation of the old share certificates, Scripholders are encouraged to return to the Company’s Share Registrar their old share certificates in respect of such Shares at their earliest convenience. Scripholders should note that new share certificates in respect of the number of Shares attributable to such Scripholder pursuant to the Sub-Division will not be issued to them unless their old share certificates have been tendered to the Company’s Share Registrar for cancellation.

The new share certificates in respect of the number of Shares attributable to such Scripholder pursuant to the Sub-Division will be sent to Scripholders at their own risk by registered post within ten Market Days from the Books Closure Date or the date of receipt of the old share certificate, whichever is

the later. Where the Shares are registered jointly in the names of several persons, the new share certificates in respect of the Shares attributable to such Scripholders pursuant to the Sub-Division shall be sent to the person whose name stands first in the Register of Members of the Company.

Shareholders should notify the Company's Share Registrar if they have lost any of their existing old share certificates or if they wish to record a change in their registered address.

**3.5 Validity of Old Share Certificates.** Upon cancellation, the old share certificates shall be void and cease to have any effect or be valid for any purpose.

#### **4. TRADING OF THE SHARES**

Trading of the Shares (on a sub-divided basis) will commence prior to the Books Closure Date on account of the fact that trades on the SGX-ST are settled on a "T+3" settlement cycle, that is, a purchase or sale of Shares on day T will be settled at T plus three Market Days later. Accordingly, for trading purposes:

- (i) trading in the Shares (on a pre-Sub-Division basis) will cease at 5.00 p.m. on the day falling three Market Days before the Books Closure Date; and
- (ii) trading in the Shares (on a sub-divided basis) will commence from 9.00 a.m. on the day falling two Market Days before the Books Closure Date.

#### **5. IMPORTANT EVENTS AND DATES**

Shareholders should note the following events and dates:

<b>Event</b>	<b>Date</b>
Last day to deposit old share certificates with CDP (for Scripholders)	: 21 November 2014 by 5.00 p.m.
Last day for the trading of Shares on a pre-Sub-Division basis	: 25 November 2014 at 5.00 p.m.
First day for the trading of Shares on a sub-divided basis	: 26 November 2014 at 9.00 a.m.
Books Closure Date	: 28 November 2014 at 5.00 p.m.

#### **BY ORDER OF THE BOARD**

Christine Chan  
Company Secretary  
13 November 2014  
Singapore