

INSTRUCTIONS TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 25 APRIL 2023

- A. NO DESPATCH OF PRINTED COPIES OF NOTICE OF ANNUAL GENERAL MEETING, PROXY FORM AND ANNUAL REPORT
- B. NO ATTENDANCE AT ANNUAL GENERAL MEETING
- C. ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING

1. INTRODUCTION

The board of directors (the “**Board**”) of Dyna-Mac Holdings Ltd. (the “**Company**” and together with its subsidiaries, the “**Group**”) 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 in Singapore to, inter alia, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (Order), which sets out the alternative arrangements in respect of, inter alia, general meetings of companies; and
- (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

2. DATE OF ANNUAL GENERAL MEETING

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting (“**AGM**”) dated 3 April 2023 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 25 April 2023 at 10.00 a.m.

3. NO DESPATCH OF PRINTED COPIES OF NOTICE OF AGM, PROXY FORM AND ANNUAL REPORT

The Notice of AGM and proxy form will be sent to Shareholders by electronic means via publication on the Company’s website and on the SGX website. A copy of the Notice of AGM and the proxy form have also been uploaded on SGXNet and are now also available at URL <https://investor.dyna-mac.com/annual-general-meeting.html>.

A copy of the Annual Report 2022 has been uploaded on SGXNet and may be accessed at the Company’s website at the URL <https://investor.dyna-mac.com/ar.html> under “Annual Report 2022”.

Printed copies of the annual report for the financial year ended 31 December 2022 (“**Annual Report 2022**”) will not be sent to shareholders but will be made available to Shareholders upon request. Please refer to paragraph 6 below on how to make a request.

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A Shareholder will need an internet browser and PDF reader to view these documents on SGXNet and the Company's website. Please click onto the link provided to download these documents.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

4. NO ATTENDANCE AT AGM

Shareholders will not be able to attend the AGM in person. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the AGM by (a) observing the AGM proceedings via "live" audio-visual webcast or listening to the AGM proceedings via "live" audio feed, (b) submitting questions in advance of or "live" at the AGM, and (c) voting at the AGM "live" by themselves or through their duly appointed proxy(ies). Please see paragraph 5 below for these alternative arrangements.

5. ALTERNATIVE ARRANGEMENTS

The following are the alternative arrangements which have been put in place for the AGM:

Shareholders may participate in the AGM by:

- i. watching and/or listening to the AGM proceedings via "live" audio-visual webcast or "live" audio feed;
- ii. submitting questions in advance of or "live" at the AGM in relation to any resolutions to be tabled for approval at the AGM; and
- iii. voting at the AGM "live" by themselves or through their duly appointed proxy(ies)¹

The Company's Executive Chairman and Chief Executive Officer, Mr Lim Ah Cheng will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to watch these proceedings through a "live" audio-visual webcast via their mobile phones, tablets or computers or listen to these proceedings through a "live" audio feed via telephone. In order to do so, Shareholders must follow these steps:

1. Pre-Registration

Shareholders who wish to watch the "live" audio-visual webcast or listen to the "live" audio feed must pre-register by 10.00 a.m. on 22 April 2023, at the URL <https://investor.dyna-mac.com/annual-general-meeting.html> ("**Pre-registration Website**").

Following the authentication of the Shareholders' status as shareholders, authenticated Shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 10.00 a.m. on 24 April 2023. Shareholders who have received the email instructions must not forward the email instructions to other persons who are not shareholders or who are not entitled to attend the AGM. This is to avoid any technical disruption or overload to the "live" audio-visual webcast or "live" audio feed.

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Shareholders who do not receive an email by 10.00 a.m. on 24 April 2023, but who have registered by the 10.00 a.m. on 22 April 2023 deadline, should contact the Company at the following email address: dyna-mac-agm@ryt-poll.com.

2. (a) Submission of questions in advance

Shareholders may also submit questions related to the resolutions to be tabled for approval at the AGM:

All questions must be submitted by 10.00 a.m. on 11 April 2023:

- via the Pre-registration Website at the URL <https://investor.dyna-mac.com/annual-general-meeting.html>;
- by email to dyna-mac-agm@ryt-poll.com; or
- in hard copy by sending personally or by post, and lodging the same at the Company's principal place of business at 45 Gul Road, Singapore 629350, to the attention of Jerald Lee/Chin Yin Fei.

Shareholders will need to identify themselves when posing questions by email by providing the following details:

- the Shareholder's full name as it appears on his/her/its CDP/CPF/SRS share records;
- the Shareholder's NRIC/passport number;
- the Shareholder's contact number and email address; and
- the manner in which the Shareholder holds his/her/its Shares in the Company (e.g. via CDP, CPF or SRS).

Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her/its shareholder status.

The Company will address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Shareholders by publication on the Company's website at URL <https://investor.dyna-mac.com/annual-general-meeting.html> and SGX website at URL <https://www.sgx.com/securities/company-announcements> on 19 April 2023.

(b) Submission of questions during AGM

Shareholders who registered and are verified to attend the AGM by electronic means will be able to ask questions relating to the agenda of the AGM during the AGM by submitting text-based questions via the "live" audio-visual webcast by clicking on "Ask Question", followed by "Type Your Question" and selecting the resolution to enter the text-based questions within a certain prescribed time limit.

The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNet and the Company's website, and the minutes will include the responses to the questions referred to above.

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3. Voting and Submission of Proxy Forms

Shareholders (whether individual or corporate) who wish to exercise their votes, may cast their votes remotely in real time via electronic means.

As an alternative to the aforesaid real-time voting, shareholders may appoint a proxy or proxies to vote on their behalf at the AGM. Shareholders (whether individual or corporate) may also vote at the AGM by appointing the Chairman of the AGM as their proxy. In appointing the Chairman as proxy, a shareholder 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 Chairman of the meeting, as a proxy, need not be a shareholder of the Company.

Where a shareholder appoints two proxies, he/she/it should specify the proportion of his/her/its shareholding (expressed as a percentage of the whole) to be represented by each proxy and if no percentage is specified, the first named proxy shall be treated as representing 100 per cent of the shareholding and the second named proxy shall be deemed to be an alternate to the first named.

The proxy form can be submitted to the Company in the following manner:

- if in hard copy and sent by post, the proxy form must be deposited at the polling agent of the Company at 10 Anson Road, #29-07 International Plaza, Singapore 079903; or
- if submitted electronically:
 - (i) via email to the Company at dyna-mac-agm@ryt-poll.com. or
 - (ii) via the Pre-registration Website at the URL <https://investor.dyna-mac.com/annual-general-meeting.html>

In each case, not less than 72 hours before the time (by 10.00 a.m. on 22 April 2023), and in default the instrument of proxy shall not be treated as valid.

A shareholder who wishes to submit a proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above or via the Pre-registration Website at the URL provided above. Shareholders are strongly encouraged to submit completed proxy forms electronically via email.

Persons Holding Shares Through Relevant Intermediaries

Persons who hold shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act 1967) ("**Relevant Intermediaries**"), including CPF and SRS investors, and who wish to participate in the AGM by:

- a) Watching and/or listening to the AGM proceedings via "live" audio-visual webcast or "live" audio feed;
- b) Submitting questions in advance of or "live" at the AGM in relation to any resolutions to be tabled for approval at the AGM; and

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- c) Voting at the AGM "live" by themselves or by appointing the Chairman of the AGM as proxy to vote on their behalf¹

should contact the Relevant Intermediaries through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation at the AGM.

In particular, CPF and SRS investors should note that they (a) may vote "live" via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or (b) may appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 10.00 a.m. on 13 April 2023.

A shareholder who is a relevant intermediary entitled to attend the meeting and vote is entitled to appoint more than two (2) proxies to attend and vote instead of the shareholder, but each proxy must be appointed to exercise the rights attached to a different share or shares held by each shareholder. Where such shareholder appoints more than two (2) proxies, the appointments shall be invalid unless the shareholder specifies the number of shares in relation to which each proxy has been appointed. Such shareholder appointing more than one proxy should annex to the Proxy Form the list of proxies, setting out, in respect of each proxy, the name, address, email address and proportion of shareholding (number of Shares and percentage) in relation to which each proxy has been appointed. For the avoidance of doubt, a CPF Agent Bank/SRS Operator who intends to appoint CPF/SRS investors as its proxies shall comply with this note to the Notice of AGM. The appointments shall be invalid unless the shareholder specifies the number of Shares in relation to which each proxy has been appointed in the Proxy Form.

6. REQUEST FOR HARD COPIES

A shareholder may request for a printed copy of the Annual Report 2022 by submitting the request to the Company's Share Registrar, M & C Services Private Limited by post to 112 Robinson Road, #05-01, Singapore 068902 or via email to gpe@mncsingapore.com. To be valid, the request must:

- (a) be addressed to Dyna-Mac Holdings Ltd. c/o M & C Services Private Limited.
- (b) state the following:
 - (i) the Annual Report 2022;
 - (ii) the full name of the shareholder;
 - (iii) NRIC/passport number;
 - (iv) the mailing address; and
 - (v) the manner in which the shareholder holds shares in the Company (e.g. via CDP, CPF/SRS and/or scrip).
- (c) be received by the Company's Share Registrar no later than 10 April 2023.

¹ For avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (i.e. persons other than the Chairman of the AGM) to vote "live" on their behalf.

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7. FURTHER INFORMATION

Key Dates	Actions
From 3 April 2023 (Monday)	Shareholders may begin to: <ol style="list-style-type: none"> 1. pre-register and submit their questions (if any) at the URL https://investor.dyna-mac.com/annual-general-meeting.html for the "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings; and 2. submit their proxy form <ol style="list-style-type: none"> (i) electronically via the Pre-registration Website or via email to dyna-mac-agm@ryt-poll.com; or (ii) by mail to 10 Anson Road, #29-07 International Plaza, Singapore 079903.
10.00 a.m. on 11 April 2023 (Tuesday)	Deadline for shareholders to submit questions in advance.
10.00 a.m. on 13 April 2023 (Thursday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their vote. Deadline for investors who hold shares of the Company through depository agents (as defined in Section 81 SF of the Securities and Futures Act 2001 of Singapore) and who wish to watch the "live" audio-visual webcast or listen to the "live" audio feed to approach their respective depository agents in order for the necessary arrangements to be made for their participation at the AGM.
10.00 a.m. on 22 April 2023 (Saturday)	Deadline for shareholders to pre-register themselves or, where applicable, their appointed proxy(ies), for the "live" audio-visual webcast and "live" audio feed of the AGM proceedings for the live audio-visual webcast or live audio-only stream of the AGM proceedings.
10.00 a.m. on 22 April 2023 (Saturday)	Deadline for shareholders to submit proxy forms.
10.00 a.m. on 24 April 2023 (Monday)	Authenticated shareholders or, where applicable, their appointed proxy(ies) who have pre-registered for the AGM will receive a Confirmation Email containing a unique link to access the live audio-visual. Shareholders who do not receive the Confirmation Email by 10.00 a.m. on 24 April 2023 should contact the Company via email dyna-mac-agm@ryt-poll.com .
Date and time of AGM – 25 April 2023 at 10.00 a.m. (Tuesday)	<ol style="list-style-type: none"> (i) Click on the unique link in the confirmation email to access the live audio-visual stream; or (ii) Call the telephone number and enter the password in the confirmation email to access the live audio-only stream at the AGM proceedings.

Important reminder: The Company would like to remind Shareholders that, with the constantly evolving COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders should check the above URL and SGXNet for updates on the AGM.