



SHENG SIONG GROUP LTD.
(Incorporated in the Republic of Singapore)
(Company Registration No. 201023989Z)

**LETTER TO SHAREHOLDERS ON ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL
GENERAL MEETING TO BE HELD ON 28 APRIL 2023**

Dear Shareholders of Sheng Siong Group Ltd. (the “**Company**”) (“**Shareholders**”),

This letter is circulated together with and forms part of the Company’s Notice of Annual General Meeting (“**AGM**”) dated 6 April 2023 (“**Notice of AGM**”) in respect of the upcoming AGM of the Company scheduled to be held on Friday, 28 April 2023 at 10:00 a.m.

The Company refers to:

- (i) the COVID-19 (Temporary Measures) Act 2020 (“**COVID-19 Act**”) which was passed by Parliament on 7 April 2020 which enables the Minister of 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;
- (ii) the COVID-19 (Temporary Measures) Act 2020 (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 published on 13 April 2020 (as amended from time to time) (“**COVID-19 Order**”) which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies. The COVID-19 Order has been extended from 30 September 2020 to 30 June 2021 and amendments to the COVID-19 Act come into force on 29 September 2020;
- (iii) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment) Order 2021 which, *inter alia*, deleted the applicable period of the COVID-19 Order up till 30 June 2021 (“**2021 Amendment Order**”);
- (iv) the statement by the Ministry of Law on 6 April 2021 on the effect of the 2021 Amendment Order which further extends the duration of alternative arrangements for meetings pursuant to the Order until revoked or amended by the Ministry of Law, with at least six (6) months’ advance notice before the alternative arrangements cease to be available; and
- (v) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulations which was issued on 13 April 2020, and subsequently updated on 27 April 2020, 1 October 2020, 16 December 2021, 4 February 2022, 23 May 2022 and 15 December 2022, providing a checklist (which provides further guidance on the COVID-19 Act and the COVID-19 Order) to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place (“**Guidance**”).

The AGM is an important event in the Company’s corporate calendar. In light of the above developments, the Company wishes to inform Shareholders that the Company will be conducting the “Live” AGM by way of electronic means pursuant to the First Schedule of the COVID-19 Order.

ATTENDING THE AGM ELECTRONICALLY

1. Pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. The AGM will be convened and held by way of electronic means. An alternative arrangement has been provided to allow the shareholders to participate and vote at the AGM via electronic means.
2. Alternative arrangements are put in place to allow shareholders to participate in the AGM by:
 - (a) watching or listening to the AGM proceedings via a Live Webcast (as defined below). Shareholders who wish to participate as such will have to pre-register in the manner outlined in paragraphs (3) to (6) below;
 - (b) submitting questions in advance of or “live” at the AGM. Please refer to paragraphs (8) to (12) below for further details; and
 - (c) voting (i) “live” by the Shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the AGM) via electronic means; or (ii) by appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM. Please refer to paragraphs (13) to (22) below for further details.
3. In order to do so, Shareholders will need to register online at the following URL: <https://conveneagm.com/sg/shengsiong2023> and provide their personal particulars as follows:
 - (a) Full name (for individuals) / company name (for corporate) as per CDP/SRS Account records;
 - (b) National Registration Identity Card Number (“**NRIC**”) or Passport Number (for individuals) / Company Registration Number (for corporates);
 - (c) Number of shares in the capital of the Company (“**Shares**”) held;
 - (d) Contact Number;
 - (e) Email Address; and
 - (f) Alternatively, they can log in via their SingPass account,

no later than 10.00 a.m. on 25 April 2023 (being not less than seventy-two (72) hours before the time appointed for holding the AGM) (the “**Registration Deadline**”) to enable the Company to verify the Shareholders’ status. Upon successful verification, Shareholders will receive an email notifying them of their login credentials. Shareholders who did not receive their login credentials are to contact support@conveneagm.com.

Following authentication of his/her/its status as a Shareholder of the Company, Authenticated Shareholders will receive an email confirmation by 27 April 2023 which contains either a unique link to access the LIVE WEBCAST to view the proceedings of the AGM (via smart phones, tablets or laptop/computers).

4. Shareholders **MUST NOT** forward the abovementioned unique link to other persons who are not Shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the LIVE WEBCAST and the WEB AUDIO ONLY MEANS.
5. Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act 1967 of Singapore, such as CPF Agent Banks or SRS investors, should approach their respective agents, such as SRS Operators to participate in the AGM via electronic means.
6. Shareholders who register by the Registration Deadline but do not receive an email response by 27 April 2023 may contact the Company at investor.relations@shengsiong.com.sg with the following details included: (1) Shareholder’s full name; (2) his/her/its identification/company registration number; and (3) the manner in which the shares are held (e.g. via CDP, CPF or SRS) for assistance.

DOCUMENTS FOR THE AGM

7. Documents relating to the business of the AGM, which comprise the Company's annual report for the financial year ended 31 December 2022 as well as the Notice of AGM and Proxy Form, have been published on SGX's website at <https://www.sgx.com/securities/company-announcements> and the Company's corporate website at <https://corporate.shengsiong.com.sg/investors/>.

QUESTIONS FROM SHAREHOLDERS

8. Shareholders and Investors may submit substantial and relevant textual questions related to the resolution to be tabled for approval for the AGM in advance of, or "live" at, the AGM.
9. Shareholders may submit any questions they may have in advance in relation to any resolution set out in the Notice of AGM by 10.00 a.m. on 13 April 2023 via email to the Company at investor.relations@shengsiong.com.sg and provide their particulars as follows: (a) Full name (for individuals) / company name (for corporate) as per CDP/SRS Account records; (b) NRIC or Passport Number (for individuals) / Company Registration Number (for corporates); (c) Number of Shares held; (d) Contact Number; and (e) Email Address.
10. The Company will provide responses to substantial queries and relevant comments relating to the agenda of the AGM received from the Shareholders by 10.00 a.m. on 13 April 2023 on or before 22 April 2023, i.e. 72 hours prior to the closing date and time for the lodgement of the proxy forms via electronic means. The Company will also address any subsequent clarifications sought, or follow-up questions, prior to, or at, the AGM in respect of substantial and relevant matters. The responses from the Board and management of the Company shall thereafter be published on SGX's website at <https://www.sgx.com/securities/company-announcements> and the Company's corporate website at <https://corporate.shengsiong.com.sg/investors/>, together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.
11. Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act 1967 of Singapore, such as SRS investors, should approach their respective agents, such as SRS Operators, to submit their questions in relation to any resolution set out in the Notice of AGM prior to the AGM and have their substantial queries and relevant comments answered.
12. Shareholders and Investors may submit textual questions "live" at the AGM in the following manner:
 - (a) Shareholders or where applicable, their appointed proxy(ies) and Investors who have pre-registered and are verified to attend the AGM can ask questions relating to the ordinary resolution tabled for approval at the AGM "live" at the AGM, by typing in and submitting their questions through the "live" ask-a-question function via the audio-visual webcast platform during the AGM within a certain prescribed time limit.
 - (b) Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the AGM) to ask questions "live" at the AGM on their behalf must, in addition to completing and submitting an instrument appointing a proxy(ies), ensure that their proxy(ies) pre-register separately via the registration link that will be sent to the appointed proxy(ies) via email by the AGM service provider, Convene SG, upon verification of the Proxy Form(s).
 - (c) Shareholders (including CPF and SRS Investors) or, where applicable, their appointed proxy(ies) must access the AGM proceedings via the "live" audio-visual webcast in order to ask questions "live" at the AGM, and will not be able to do so via the audio-only stream of the AGM proceedings.
 - (d) The Company will, during the AGM itself, address as many substantial and relevant questions (which are related to the resolution to be tabled for approval at the AGM) which have not already been addressed prior to the AGM, as well as those received "live" at the AGM itself, as reasonably

practicable. Where there are substantially similar questions, the Company will consolidate such questions; consequently, not all questions may be individually addressed.

PROXY VOTING

13. Shareholders who wish to exercise their voting rights at the AGM may:
- (a) (where such shareholders are individuals) vote “live” via electronic means at the AGM or (where such shareholders are individuals or corporates) appoint a proxy(ies) (other than the Chairman of the AGM)# to vote “live” via electronic means at the AGM on their behalf; or
- # For the 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” at the AGM on their behalf.
- (b) (where such shareholders are individuals or corporates) appoint the Chairman of the AGM as their proxy to vote on their behalf at the AGM.
- Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to vote “live” at the AGM must first pre-register via the URL: <https://conveneagm.com/sg/shengsiong2023>.
 - 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 for the resolution will be treated as invalid.
14. A member (whether individual or corporate) who is not a Relevant Intermediary*, entitled to attend and vote at the Annual General Meeting and is entitled to appoint not more than two proxies to attend and vote on his/her/its behalf at the Annual General Meeting if such member wishes to exercise his/her/its voting rights at the Annual General Meeting.
15. Where a member (whether individual or corporate) appoints more than one proxy, he/she/it shall specify the proportion of his/her/its shareholding to be represented by each proxy in the form of proxy. He/She/It must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the proxy/proxies will vote or abstain from voting at his/her discretion for that resolution.
16. A member who is a Relevant Intermediary* may appoint one or more proxies to attend, speak and vote at the Annual General Meeting, but each proxy must be appointed to exercise the rights attached to a direct share or shares held by such member.
17. The instrument appointing the Chairman of the AGM as proxy, together with the power of attorney or other authority (if any) under which it is signed, or a notarial certified copy (“**Proxy Form**”) thereof, must:
- (a) if submitted by post, be lodged at the office of the Company at 6 Mandai Link, Singapore 728652; or
- (b) if submitted by email, be received by the Company at investor.relations@shengsiong.com.sg,
- in either case, **by 10:00 a.m. on 25 April 2023** (being not less than seventy-two (72) hours before the time appointed for holding the AGM) and in default the Proxy Form for the AGM shall not be treated as valid.
18. Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email to the Company at investor.relations@shengsiong.com.sg as early as possible, to enable your vote(s) to be counted, and to follow all government guidance and requirements.
19. The instrument appointing the proxy or proxies must be under the hand of the appointor or of his/her attorney duly authorised in writing. Where the instrument appointing the proxy or proxies is executed by a corporation, it must be executed either under its common seal or signed on its

behalf by its attorney duly authorised in writing or by an authorised officer of the corporation. Where the instrument appointing the proxy or proxies is executed by an attorney on behalf of the appointor, the letter or power of attorney or a duly certified copy thereof must be lodged with the instrument, failing which the instrument may be treated as invalid.

20. CPF or SRS investors who wish to appoint the Chairman of the AGM respectively to act as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes to the Company (a) by post at the registered office of the Company at 6 Mandai Link, Singapore 728652; or (b) by email to the Company at investor.relations@shengsiong.com.sg, at least seven (7) working days before the AGM (i.e. by 10.00 a.m. on 19 April 2023).
21. A Depositor's name must appear on the Depository Register maintained by CDP as at seventy-two (72) hours before the time fixed for holding the AGM in order for the Depositor to be entitled to vote.

*"Relevant Intermediary" means:

- (a) a banking corporation licensed under the Banking Act 1970 of Singapore or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds shares in that capacity;
 - (b) a person holding a capital markets services licence to provide custodial services for securities under the Securities and Futures Act 2001 and who holds shares in that capacity; or
 - (c) the Central Provident Fund Board established by the Central Provident Fund Act 1953 of Singapore, in respect of shares purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.
22. Shareholders should continually check for announcements by the Company for updates (if any) on the AGM via SGXNet and also on our corporate website at <https://corporate.shengsiong.com.sg/investors/>.

Yours faithfully

For and on behalf of the Board of Directors of Sheng Siong Group Ltd.

Lim Hock Chee

Chief Executive Officer

6 April 2023