

NAM LEE PRESSED METAL INDUSTRIES LIMITED

Company Registration No. 197500362M
(Incorporated in Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 22 JANUARY 2021

1. INTRODUCTION

The board of directors (the “**Board**”) of Nam Lee Pressed Metal Industries Limited (the “**Company**”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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 issued by the Minister of Law on 13 April 2020, as amended on 14 April 2020, 24 April 2020 and 29 September 2020 and from time to time (the “**Order**”), which sets out the alternative arrangements in respect of the conduct of general meetings of, amongst others, listed companies in Singapore including enabling them to hold meetings on or before 30 June 2021 from 27 March 2020 via electronic means which they are encouraged to do so; and
- (c) the joint statement issued by The Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 1 October 2020 together with an updated checklist which was first issued on 13 April 2020 and was updated on 27 April 2020, 22 June 2020 and 1 October 2020 to guide, amongst others, listed companies in Singapore on the conduct of general meetings arising from the COVID-19 situation.

2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

The Board wishes to announce that the AGM will be convened and held by way of electronic means on 22 January 2021 at 9.30 a.m. to transact the business set out in the Notice of AGM dated 31 December 2020 (the “**Notice of AGM**”).

3. DOCUMENTS

In line with the relevant provisions under the Order, no printed copies of the Company’s annual report for the financial year ended 30 September 2020 (“**AR2020**”), letter to shareholders (“**Letter**”), Notice of AGM and proxy form (collectively, “**Documents**”) will be despatched to shareholders.

The Documents have been uploaded on SGXNET today and may be found at the URL <https://www.sgx.com/securities/company-announcements> and is also available on the Company’s website at the URL <https://www.namlee.com.sg/>.

4. NO ATTENDANCE AT THE AGM IN PERSON

Due to the COVID-19 outbreak in Singapore, shareholders will not be allowed to attend the AGM in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the AGM by (a) watching the AGM proceedings via “live” webcast or listening to

the AGM proceedings via “live” audio feed, (b) submitting questions in advance of the AGM, and/or (c) voting by proxy at the AGM. 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:

(a) “Live” webcast and “live” audio feed

The Company’s Executive Chairman, Ms Joanna Yong Li Yuen and the Company’s Managing Director, Mr Eric Yong Han Keong will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to watch these proceedings through a “live” 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:

- Shareholders who wish to watch the “live” webcast or listen to the “live” audio feed must pre-register by 9.30 a.m. on 19 January 2021, at the URL <https://smartagm.sg/NamLeeAGM2021>.

Following verification, authenticated shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 9.30 a.m. on 21 January 2021.

- Shareholders who do not receive an email by 9.30 a.m. on 21 January 2021, but who have registered by the deadline of 9.30 a.m. on 19 January 2021, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., for assistance at (65) 6536 5355 or email bcasmeetings@boardroomlimited.com.

(b) 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 9.30 a.m. on 19 January 2021:
 - via the pre-registration website at the URL <https://smartagm.sg/NamLeeAGM2021>;
 - in hard copy by sending personally or by post and lodging the same at the registered office of the Company at 21 Sungei Kadut Street 4, Singapore 729048; or
 - by email to nlproxyform@namlee.com.sg.
- Shareholders will need to identify themselves when posing questions by providing the following details:
 - the shareholder’s full name (as per CDP/CPF/SRS);
 - the shareholder’s NRIC/Passport/UEN 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 either before or during the AGM.
- 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.
- Please note that shareholders will not be able to ask questions at the AGM "live" during the webcast and the audio feed, and therefore it is important for shareholders to submit their questions in advance of the AGM.

(c) *Proxy voting*

Shareholders will not be able to vote online on the resolutions to be tabled for approval at the AGM.

Instead, if shareholders (whether individual or corporate) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the AGM to vote 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 proxy form can be submitted to the Company in the following manner:
 - If submitted by post, be lodged with the Company's registered address at 21 Sungei Kadut Street 4, Singapore 729048; or
 - If submitted electronically, be submitted via email to nlproxyform@namlee.com.sg,

in either case, not less than 72 hours before the time for holding the AGM, and in default the instrument of proxy shall not be treated as valid.

A shareholder who wishes to submit the proxy form must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and submitting it by email to the email address provided above.

In view of the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.

- Persons who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (excluding CPF & SRS investors) and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the "live" webcast or the "live" audio feed in the manner provided in paragraph 5(a) above; (b) submitting questions in advance of the AGM in the manner provided in paragraph 5(b) above; and/or (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM, should contact the relevant intermediary through which they hold such shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM.

For the avoidance of doubt, CPF and SRS Investors who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the "live" webcast or the "live" audio feed and/or (b) submitting questions in advance of the

AGM should refer to paragraphs 5(a) and 5(b) above respectively. However, CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 12 January 2021 in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf not less than 72 hours before the time for holding the AGM.

6. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, shareholders can refer to the SGX website at the following URL <https://www.sgx.com/securities/company-announcements>.

Shareholders who wish to remotely observe the AGM proceedings are reminded that the AGM is private. The invitation to attend the AGM via audio-visual webcast and audio-only stream is not to be forwarded to anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

RECORDING OF THE AGM PROCEEDINGS IS STRICTLY PROHIBITED.

Important reminder: The Company would 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.

The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Eric Yong Han Keong
Managing Director
Date: 31 December 2020