

# POWERMATIC DATA SYSTEMS LIMITED

(Incorporated in the Republic of Singapore)

(Registration No.198900414E)

## INSTRUCTIONS TO SHAREHOLDERS FOR THE THIRTY FIRST ANNUAL GENERAL MEETING 2020 AND EXTRAORDINARY GENERAL MEETING

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be allowed to attend the Thirty First Annual General Meeting for the financial year ended 31 March 2020 and Extraordinary General Meeting (“the **Meetings**”) of **Powermatic Data Systems Limited** (the “**Company**”) in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the Meetings for (a) watching the Meetings proceedings via live audio-visual webcast (“**live webcast**”) or listening to the Meetings proceedings via live audio-only stream (“**live audio feed**”), (b) submitting questions in advance of the Meetings, and/or (c) voting by appointing the Chairman of the Meetings as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meetings. Please see paragraphs I to III below for these alternative arrangements.

### I. To vote at the virtual Meetings

Shareholders (whether individual or corporate) who wish to exercise their votes must submit their instrument appointing the Chairman of the Meetings (“**Proxy Form**”) to vote on their behalf.

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

The completed and signed Proxy Form can be submitted to the Company in hard copy form or by email:

- (a) if the Proxy Form is in hard copy and sent personally or by post, to the Company’s registered office address at No. 9, Harrison Road, #05-01, Singapore 369651; or
- (b) if by email, the Proxy Form must be received by the Company at [agm@powermatic.com.sg](mailto:agm@powermatic.com.sg),

in either case, **by 11.00 a.m. on 27 September 2020 for Annual General Meeting (“AGM”) and 12 noon on 27 September 2020 for Extraordinary General Meeting (“EGM”).**

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 personally or by post, members are strongly encouraged to submit the completed Proxy Forms electronically via email.

The Proxy Form can also be downloaded from the Company’s website at <https://powermatic.com.sg/> or SGX-ST website at <https://www.sgx.com/securities/company-announcements>.

Central Provident Fund (“**CPF**”) and Supplementary Retirement Scheme (“**SRS**”) investors who wish to appoint the Chairman of the Meetings as proxy should approach their respective CPF Agent Banks and SRS Operators to submit their votes **by 11.00 a.m. on 17 September 2020 for AGM and 12 noon on 17 September 2020 for EGM.**

Investors who hold their shares in the Company (“**Shares**”) through relevant intermediaries (including CPF and SRS investors) who wish to participate in the Meetings by: (a) observing and/or listening to the proceedings of the Meetings via the live webcast or live audio feed; or (b) submitting questions in advance of the Meetings, should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold Shares as soon as possible in order to make the necessary arrangements for them to participate in the Meetings.

## II. Registration for the live webcast or live audio feed

Shareholders will be able to watch the Meetings proceedings through a live webcast via their mobile phones, tablets or computers or listen to the Meetings 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 at <http://globalmeeting.bigbangdesign.co/powermatic/> by **11.00 a.m. on 25 September 2020 for AGM and 12 noon on 25 September 2020 for EGM** (the “Registration Deadlines”).

Shareholders who have registered by the Registration Deadlines but do not receive an email by 1.00 p.m. on 28 September 2020 should contact the Company at email address [agm@powermatic.com.sg](mailto:agm@powermatic.com.sg) or call the general telephone number at +65 6288 8220 between 10:00 a.m. to 4:00 p.m. for assistance.

The Company advises all shareholders to register as early as possible.

## III. Submission of Questions

Shareholders who pre-register to watch the live webcast or listen to the live audio feed may also submit questions related to the Meetings to [agm@powermatic.com.sg](mailto:agm@powermatic.com.sg). All questions for the Meetings must be submitted **by 11.00 a.m. on 22 September 2020.**

Please note that shareholders will not be able to ask questions “live” during the webcast and via the audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

The Company would remind shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its Meetings arrangements at short notice. Shareholders are encouraged to check the Company’s announcement regularly for any updates on the Meetings.