



Far East Orchard Limited
(Incorporated in the Republic of Singapore)
(Company Registration No. 196700511H)

PARTICIPATION IN ANNUAL GENERAL MEETING (“AGM”) BY ELECTRONIC MEANS

1. **Background:** Far East Orchard Limited (the “Company”) 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 (the “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 (as at 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of AGM:** The Company's AGM will be convened and held by way of electronic means on **Monday, 18 April 2022 at 10.00 a.m.** (Singapore Time).
3. **Annual Report 2021, Sustainability Report 2021, Notice of AGM, Letter to Shareholders, Proxy Form:** All documents which relate to the business of the AGM are published on SGXNet at the URL <https://www.sgx.com/securities/company-announcements> and the Company's website at the URL <https://www.fareastorchard.com.sg/agm.html>. **Save for the Notice of AGM and Proxy Form which will be sent by post to members, printed copies of other documents will not be despatched to members.** Members may request for printed copies of the Annual Report 2021 and Letter to Shareholders by completing and submitting the printed Request Form (which will be despatched with the printed copies of the Notice of AGM and the Proxy Form). Members are advised to check SGXNet and/or the Company's website regularly for updates.
4. **No personal attendance at the AGM:** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
5. **Participation at the AGM electronically:** Shareholders may participate at the AGM by:
 - (a) observing and/or listening to the AGM proceedings via “live” audio-visual webcast via their mobile phones, tablets or computers or “live” audio-only stream via telephone;
 - (b) submitting questions in advance of, or “live” via chat box at, the AGM; and/or
 - (c) appointing the Chairman of the AGM (“Chairman”) as proxy to attend, speak and vote on their behalf at the AGM.

Details of the steps for pre-registration, submission of questions, and voting at the AGM are set out in the **Appendix** to this announcement.

6. **Persons who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act (Chapter 50 of Singapore)):**

- (a) CPF and SRS investors who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream; and (ii) submitting questions in advance of, or “live” via chat box at, the AGM, should follow the steps for pre-registration and submission of questions set out in the **Appendix**. However, CPF and SRS investors who wish to appoint the Chairman as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by **5.00 p.m. on 5 April 2022**.
- (b) Investors holding shares through relevant intermediaries, who are not CPF or SRS investors, who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream; (ii) submitting questions in advance of, or “live” via chat box at, the AGM; and/or (iii) appointing the Chairman as proxy to attend, speak and vote on their behalf at the AGM, should contact their relevant intermediary soonest in order to make the necessary arrangements for them to participate in the AGM.

7. **Key dates/deadlines:** Shareholders are advised to note the below:

Key Dates in 2022	Actions
31 March (Thursday)	Shareholders may begin to pre-register at https://septusasia.com/feorfy2021agm/ for “live” audio-visual webcast/ “live” audio-only stream of the AGM proceedings.
5.00 p.m. on 5 April (Tuesday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00 a.m. on 15 April (Friday)	Deadline for shareholders to: <ul style="list-style-type: none"> - pre-register for “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings; - submit questions in advance; and - submit proxy forms.
11.00 a.m. on 17 April (Sunday)	Authenticated shareholders (who pre-registered for the AGM) will receive an email which will contain instructions and details to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Shareholders who do not receive the Confirmation Email by 11.00 a.m. on 17 April, but have registered by the 15 April deadline, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd, via email at srs.teamc@boardroomlimited.com .
Date and time of AGM 10.00 a.m. on 18 April (Monday)	<ul style="list-style-type: none"> - Click on the link in the Confirmation Email and enter the email address submitted for pre-registration and password to access the “live” audio-visual webcast of the AGM proceedings; or - Call the telephone number in the Confirmation Email to access the “live” audio-only stream of the AGM proceedings.

8. **Further information:** For further information on the AGM, shareholders can contact the Company at ir@fareastorchard.com.sg or the Company’s Share Registrar at srs.teamc@boardroomlimited.com.

9. **Important:** Due to the constantly evolving COVID-19 situation in Singapore, the arrangements for the AGM may be changed at short notice. Shareholders are advised to check SGXNet and/or the Company's website at <https://www.fareastorchard.com.sg/agm.html> regularly for updates.

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

By order of the Board

Phua Siyu, Audrey
Company Secretary

31 March 2022

Appendix

Steps for pre-registration, submission of questions and voting at the AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a “live” audio-visual webcast or “live” audio-only stream (after pre-registration), submit questions in advance of, or “live” via chat box at, the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No	Steps	Details
1	Pre-registration	<p>Shareholders must pre-register at the pre-registration website at https://septusiasia.com/feorfy2021agm/ from now till 10.00 a.m. on 15 April 2022 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email which will contain instructions and details to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive the email by 11.00 a.m. on 17 April 2022, but have registered by the 15 April 2022 deadline should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd, via email at srs.teamc@boardroomlimited.com.</p> <p>Investors holding shares through relevant intermediaries, who are not CPF or SRS investors, who wish to participate in the AGM by will not be able to pre-register at https://septusiasia.com/feorfy2021agm/ for the “live” broadcast of the AGM. If they wish to participate in the “live” broadcast of the AGM, they should approach their relevant intermediary as soon as possible in order to make the necessary arrangements for them to participate in the “live” broadcast of the AGM.</p>
2	Submission of questions in advance of the AGM	<p>Shareholders may submit questions related to the resolutions to be tabled at the AGM by 10.00 a.m. on 15 April:</p> <ul style="list-style-type: none"> (a) via the pre-registration website at the URL https://septusiasia.com/feorfy2021agm/; (b) by email to srs.teamc@boardroomlimited.com; or (c) by post to the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd, at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632. <p>For questions submitted by email or post, members are to provide their full names and last 3 digits and checksum of their NRIC/passport number. In view of the current COVID-19 situation and the related safe distancing measures, shareholders are strongly encouraged to submit their questions via the pre-registration website or by email, or via “chat box” at the AGM.</p> <p>Addressing questions: The Company will answer all substantial and relevant questions. Answers to questions received by 7 April 2022 (and 12 April 2022) will be published at the Company’s website and SGXNet at the URLs https://www.fareastorchard.com.sg/agm.html and https://www.sgx.com/securities/company-announcements by 8 April 2022 (and 13 April 2022) respectively. Questions received after 12 April 2022 will be answered at the AGM.</p>

No	Steps	Details
3	Submission of questions “live” via chat box at AGM	<p>Shareholders will be able to ask questions “live” via a chat box function during the AGM, provided they have pre-registered via the pre-registration website at https://septusasia.com/feorfy2021agm/ and participate in the AGM proceedings via the “live” audio-visual webcast. Shareholders will be unable to ask questions via the chat box if they participate via the audio-only stream of the AGM proceedings.</p> <p>Substantial and relevant questions received during the AGM (which are related to the resolutions to be tabled for approval at the AGM), which have not already been addressed prior to the AGM will be addressed at the AGM. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</p> <p>Minutes of AGM: The Company will publish the minutes of the AGM on its website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>
4	Submission of Proxy Form to vote	<p>Appointment of Chairman as proxy: A shareholder (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM, if such shareholder wishes to exercise his/her/its voting rights.</p> <p>Specific voting instructions to be given: Where a shareholder (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms: Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd, at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at srs.teamc@boardroomlimited.com,</p> <p>in either case, by 10.00 a.m. on 15 April 2022.</p> <p>A shareholder who wishes to submit a proxy form (whether received by post or downloaded from the Company's website or SGXNet) is to complete and sign the proxy form, before submitting it by post, or before scanning and sending it by email, in the manner described above.</p> <p>In view of the current COVID-19 situation and the related safe distancing measures, members are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>The proxy form is not valid for use by investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act). Such investor who wishes to vote should instead approach his/her relevant intermediary soonest to specify his/her voting instructions. CPF</p>

No	Steps	Details
		or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 5 April 2022.