

INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING IN 2020

1. INTRODUCTION

The Board of Directors (the “Board”) of **SANTAK HOLDINGS 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 (the “Order”) as amended from time to time (the “Alternative Arrangements Order”) which sets out the alternative arrangements in respect of, inter alia, general meetings of companies.
- (c) the joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 13 April 2020, providing additional guidance on the conduct of general meetings during the period when elevated safe distancing measures are in place.
- (d) Singapore Exchange Securities Trading Limited has released a regulatory announcement on 7 September 2020 that the Ministry of Law has announced an extension to 30 June 2021 of the duration of legislation that enables entities to hold meetings via electronic means.

2. DATE OF ANNUAL GENERAL MEETING (“AGM”)

The Board wishes to inform shareholders that the AGM will be held by way of electronic means on 27 October 2020 at 10.30 a.m. (Singapore time) by way of electronic means through “live audio-visual webcast or “live” audio-only stream to transact the business set out in the Notice of AGM dated 12 October 2020.

The Company has today uploaded the following documents in connection with the AGM on SGXNET:

- (a) the annual report for the financial period ended 30 June 2020 (“2020 AR”);
- (b) the notice of the AGM dated 12 October 2020 (the “Notice of AGM”); and
- (c) the proxy form.

3. ELECTRONIC DOCUMENTS

An electronic copy of each of the Notice of AGM and the proxy form would be available on SGXNET and company’s website. A member will need an internet browser and PDF reader to view these documents on SGXNET and the Company’s website.

INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING IN 2020

4. ALTERNATIVE ARRANGEMENTS FOR AGM

(a) No physical attendance

In view of the circuit breaker measures applicable as of date of the Notice of AGM and pursuant to the Alternative Arrangements Order, shareholders will not be allowed to attend the AGM in person.

Alternative arrangements are instead put in place to allow shareholders 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. Shareholders who wish to participate as such will have to pre-register in the manner outlined in paragraph 4(b) below:
- (ii) submitting questions in advance of the AGM. Please refer to paragraph 4(c) below for further details; and
- (iii) appointing the Chairman of the meeting of the Company (the “Chairman of the Meeting”) as proxy to attend, speak and vote on their behalf at the AGM. Please refer to paragraph 4(d) for further details.

(b) “Live” audio-visual webcast and “live” audio-only stream

The AGM proceedings will be conducted via electronic means. Shareholders will be able to (i) observe these proceedings through a “live” audio-visual webcast via their mobile phones, tablets or computers, or (ii) listen to these proceedings through a “live” audio-only stream via telephone. In order to do the above, shareholders will have to follow these steps :

- (i) Shareholders who wish to observe or listen to the “live” audio-visual webcast or “live” audio-only stream must pre-register by clicking on the following link and submitting the online registration form <http://globalmeeting.bigbangdesign.co/santak>, no later than 10.30 a.m. on 24 October 2020 (“the **Registration Deadline**”).

Following authentication of a shareholder’s status, such shareholder will receive an email containing the login credentials and the link to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.

- (ii) Shareholders who have pre-registered by the Registration Deadline but do not receive the aforementioned email by 10.30 a.m. on 25 October 2020 should contact the Company at email address: webcast@bigbangdesign.co

Shareholders MUST NOT forward the 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 Audio-only means.

INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING IN 2020

(c) Submission of questions

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

All questions must be submitted no later than 10.30 a.m. on 24 October 2020 (the “**Submission Deadline**”) via the pre-registration website (<https://globalmeeting.bigbangdesign.co/santak>)

The Company will endeavour to address substantial and relevant questions relating to the resolutions to be tabled for approval prior to, or at the AGM.

Please note that shareholders will not be able to ask questions at the AGM and accordingly, it is important for shareholders to submit their questions by the Submission Deadline. Minutes of the AGM will be released via SGXNET within one month after the AGM.

(d) Voting by proxy

Shareholders will not be able to vote online at the AGM. Instead, if shareholders (whether individuals or corporates) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the Meeting to vote on their behalf.

Shareholders (whether individuals or corporates) appointing the Chairman of the Meeting as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment and votes will be treated as invalid.

The proxy form must be submitted to the Company no later than 10.30 a.m. on 25 October 2020 through any one of the following means:

- (i) by depositing a physical copy at the registered office of the Company at 31 Senoko South Road, Woodlands East Industrial Estate, Singapore 758084.
- (ii) by sending a copy by email to santak.holdings@santak.com.sg

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

Shareholders who hold their shares through relevant intermediaries # (including CPFIS Members or SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should approach their respective relevant intermediaries (including their respective CPF Agent Banks or SRS Approved Banks) to submit their voting instructions at least seven (7) working days prior to the date of the AGM.

INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING IN 2020

5. REMINDER

- (a) As the COVID-19 situation is still evolving, the Company must implement measures to take into account the requirements, guidelines and recommendations of regulatory bodies and government agencies from time to time. Accordingly, the Company may be required to change its AGM arrangements at short notice.
- (b) Shareholders are advised to closely monitor announcements made by the Company on SGXNET.
- (c) The Company seeks the understanding and co-operation of all shareholders in enabling the Company to hold and conduct the AGM in compliance with the circuit breaker measures to stem the spread of COVID-19 infections.
- (d) Recording of the AGM proceedings in whatever form is strictly prohibited. The Company seeks shareholders' patience and understanding during the AGM proceedings in the event of any technical disruptions.

A relevant intermediary is:

- (a) a banking corporation licensed under the Banking Act (Chapter 19 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; or
- (b) a person holding a capital markets services licence to provide custodial services under the Securities and Futures Act (Chapter 289 of Singapore) and who holds shares in that capacity; or
- (c) the Central Provident Fund Board established by the Central Provident Fund Act (Chapter 36 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 Central Provident Fund Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.