

TIONG WOON CORPORATION HOLDING LIMITED

(Incorporated in the Republic of Singapore)
(Company Registration No. 199705837C)

IMPORTANT NOTICE TO SHAREHOLDERS IN RELATION TO THE CONDUCT AND PROCEEDINGS OF THE COMPANY'S ANNUAL GENERAL MEETING

1. **The Board of Directors of Tiong Woon Corporation Holding 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 arrangement 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, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (as updated on 27 April 2020, 22 June 2020 and 1 October 2020) which included a checklist to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, its Annual General Meeting ("AGM") will be convened and held by way of live audio-visual webcast and live audio-only stream on 28 October 2020 at 10.00 a.m.
3. **Notice of AGM and proxy form.** The Notice of AGM and accompanying proxy form will be published solely by electronic means via publication on SGXNet at the URL <https://www.sgx.com/securities/company-announcements> and the Company's website at <https://www.tiongwoon.com>. Printed copies of Notice of AGM and accompanying proxy form will NOT be sent to members.
4. **No personal attendance at AGM.** Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM in person.
5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
 - (b) Submitting questions in advance of the AGM; and/or
 - (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

Details of the steps for pre-registration, pre-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.** Persons who hold Tiong Woon Corporation Holding Limited shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50 of Singapore), including CPF and SRS investors, and who wish to participate in the AGM by:

- (a) Observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) Submitting questions in advance of the AGM; 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 (which would include, in the case of CPF and SRS investors their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2020.** The Annual Report 2020 has been published on the Company's website at <https://www.tiongwoon.com> and will also be made available on SGXNet at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

| Key dates | Actions |
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| 9 October 2020 (Friday) | Shareholders may begin to pre-register at URL https://online.meetings.vision/tiongwoon-agm-registration for live audio-visual webcast / live audio-only stream of the AGM proceedings. |
| 5.00 p.m. on 16 October 2020 (Friday) | Deadline for CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes. |
| 10.00 a.m. on 19 October 2020 (Monday) | Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions, in advance of the AGM, via the pre-registration website. All questions must be submitted by 10.00 a.m. on 19 October 2020. We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on our corporate website and on SGXNet prior to the AGM. |
| 10.00 a.m. on 23 October 2020 (Friday) | Deadline for shareholders to pre-register for live audio-visual webcast / live audio-only stream of the AGM proceedings |
| 10.00 a.m. on 26 October 2020 (Monday) | Deadline for CPF Agent Banks or SRS Operators and shareholders to submit proxy forms appointing the Chairman of the AGM as proxy in respect of the resolutions tabled for approval at the AGM. |

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| <p>10.00 a.m. on 27 October 2020 (Tuesday)</p> | <p>Authenticated shareholders will receive an email which will contain instructions on how to access the live audio-visual webcast or live audio-only stream of the AGM proceedings (the “Confirmation Email”). Shareholders who have chosen the audio-only option should dial-in with numbers they have submitted during registration.</p> <p>Shareholders who do not receive the Confirmation Email by 10.00 a.m. on 27 October 2020, but have registered by 23 October 2020 deadline should contact the Company’s Share Registrar at SG.IS.Enquiry@sg.tricorglobal.com for assistance.</p> |
| <p>Date and time of AGM – 10.00 a.m. on 28 October 2020 (Wednesday)</p> | <p>Authenticated shareholders may access the live audio-visual webcast or the live audio-only stream of the AGM proceedings by following the instructions in the Confirmation Email.</p> |

Due to the current COVID-19 situation, further measures and/or changes to the AGM arrangements may be made on short notice. Members are advised to check on the Company’s announcement(s) on SGXNet or the Company’s corporate website for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience, understanding and cooperation.

By Order of the Board
Tiong Woon Corporation Holding Ltd

Ang Guan Hwa
Chief Executive Officer

9 October 2020

APPENDIX

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

Shareholders will need to complete the following steps to be able to observe and/or listen to the AGM proceedings through a Live Webcast or Live Audio Stream, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

(All references to dates and times are to Singapore dates and times.)

| No. | Steps | Details |
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| 1. | Pre-registration | <p>Shareholders must pre-register at the pre-registration website at URL https://online.meetings.vision.tiongwoon-agm-registration from 9 October 2020 up to 10.00 a.m. on 23 October 2020 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 10.00 a.m. on 27 October 2020 (the “Confirmation Email”).</p> <p>Shareholders who do not receive the Confirmation Email by 10.00 a.m. on 27 October 2020, but have registered by the 23 October 2020 deadline should contact the Company’s Share Registrar at SG.IS.Enquiry@sg.tricorglobal.com for assistance.</p> |
| 2 | Submit questions in advance | <p>Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM via the pre-registration website at the URL https://online.meetings.vision.tiongwoon-agm-registration</p> <p>Deadline to submit questions. All questions must be submitted by 10.00 a.m. on 19 October 2020. Questions received after the deadline will not be processed.</p> <p>Addressing questions. The Company shall address relevant and substantial questions (as may be determined by the Company in its sole discretion) received.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on SGXNet and the Company’s website within one month after the date of AGM.</p> |
| 3. | Submit proxy forms to vote | <p>Appointment of Chairman of the AGM as proxy. Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled for approval at the AGM must appoint the Chairman of the AGM as their proxy to attend, speak and vote on their behalf at the AGM in accordance with the instructions on the proxy form.</p> |

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| | | <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the AGM as their proxy, they 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 AGM as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy form. Proxy form must be submitted in the following manner:</p> <ul style="list-style-type: none">(a) If submitted by post, be deposited at the Company's registered office at No. 15 Pandan Crescent, Singapore 128470;(b) If submitted electronically, be submitted via email to the Company's email at AGM2020@tiongwoon.com <p>In either case, not less than 48 hours before the time set for the meeting.</p> <p>A shareholder who wishes to submit a 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 sending it by email to the email address provided above.</p> <p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 16 October 2020 in order to enable their respective Agent Banks or SRS Operators to submit proxy forms on their behalf by 10.00 a.m. on 26 October 2020.</p> |
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