



## China SunSine Chemical Holdings Ltd.

112 Robinson Road #11-01 Singapore 068902  
Tel: (65) 6220-9070 Web: www.ChinaSunSine.com

Company Registration No.: 200609470N

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### ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING TO BE HELD ON 30 APRIL 2021

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Dear Shareholders,

Pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, the Annual General Meeting (“**AGM**”) of China SunSine Chemical Holdings Ltd. (the “**Company**”) to be held on Friday, 30 April 2021 at 4.00 p.m., and the extraordinary general meeting of the Company (“**EGM**”) for the proposed adoption of the new Constitution of the Company (“**Proposed Adoption of New Constitution**”) to be held on the same day at 4.30 p.m. (or such earlier or later time as soon as practicable following the conclusion of the AGM), will both be held by electronic means.

The Notice of AGM and Proxy Form for the AGM, the Annual Report and Sustainability Report for the financial year ended 31 December 2020, the Letter to Shareholders in relation to the proposed renewal of the share purchase mandate dated 8 April 2021 (“**Letter to Shareholders**”), as well as the Notice of EGM and Proxy Form for the EGM, and the Circular to Shareholders in relation to the Proposed Adoption of New Constitution dated 8 April 2021 (“**Circular**”) (collectively, the “**AGM and EGM Documents**”), together with this letter, will be published on the Company’s website at the URL <http://www.chinasunsine.com/>, and on SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of AGM and EGM Documents will NOT be sent to shareholders.

We would like to bring the following matters to your attention:

#### Instructions to Shareholders for AGM and EGM

##### **Proxy Forms**

In view of the COVID-19 related safe distancing measures, and as a safety precaution to prevent the transmission of the COVID-19 virus, Shareholders will not be able to attend the AGM and the EGM (collectively, the “**Meetings**” and each, a “**Meeting**”) in person. A Shareholder (whether individual or corporate) must appoint the Chairman of the relevant Meeting as his/her/its proxy to attend and vote on his/her/its behalf at the relevant Meeting if such Shareholder wishes to exercise his/her/its voting rights at such Meeting.

The Proxy Forms for the Meetings may be accessed at the Company’s website at the URL <http://www.chinasunsine.com/>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Where a Shareholder (whether individual or corporate) appoints the Chairman of the relevant 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 form of proxy, failing which the appointment of the Chairman of the relevant Meeting as proxy for that resolution will be treated as invalid. CPF or SRS investors who wish to appoint the Chairman of the relevant Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 20 April 2021.

The instrument appointing the Chairman of the relevant Meeting as proxy must be submitted to the Company in the following manner:



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- a) if submitted by post, be lodged with the Company at 112 Robinson Road, #11-01, Singapore 068902; or
- b) if submitted electronically, be submitted via email to the Company's Share Registrar at [sg.is.proxy@sg.tricorglobal.com](mailto:sg.is.proxy@sg.tricorglobal.com),

in either case not less than forty-eight (48) hours before the time appointed for the relevant Meeting.

Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email, where possible.

### Online pre-registration and submission of relevant questions for AGM and EGM

Shareholders will need to complete the following steps to be able to observe the proceedings of the Meetings through a live webcast by audio or audio-visual means via their mobile phones, tablets or computers:

- a) Pre-register at the following website (<https://globalmeeting.bigbangdesign.co/chinasunsine/>) by **26 April 2021 (5.00 p.m.)** to enable the Company to verify their status as shareholders.

Following the verification, authenticated Shareholders will receive an email by 28 April 2021. The email will contain the details to access the webcast of the relevant Meeting proceedings. Shareholders who have pre-registered by 26 April 2021 but do not receive an email by 28 April 2021 should contact our Share Registrar, Tricor Barbinder Share Registration Services, at [sg.is.proxy@sg.tricorglobal.com](mailto:sg.is.proxy@sg.tricorglobal.com) or alternatively, at **+65 62363550/3555 between 9.00 a.m. and 5.00 p.m.**

- b) Submit questions related to the relevant Meetings for the Board of Directors to answer during the relevant Meetings.

Shareholders who have pre-registered may also submit questions related to the Meetings using the pre-registration link at <https://globalmeeting.bigbangdesign.co/chinasunsine/>.

When sending in your questions via email, please also provide us with the following details:

- your full name;
- your address;
- number of shares held; and
- the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).

All questions must be submitted by **26 April 2021 (5.00 p.m.)**. We will endeavour to address these questions during the relevant Meeting proceedings. However, as there may not be sufficient time to address all such questions during the relevant Meeting itself, we will publish our responses to those questions which we are unable to address during the relevant Meeting, on our corporate website and on the SGX website before the Meetings.

### Softcopies of Annual Report, Sustainability Report, Letter to Shareholders and Circular

The Company's Annual Report, Sustainability Report, Letter to Shareholders and the Circular ("**Meeting Documents**") will be available for download from the Company's corporate website at the URL <http://www.chinasunsine.com/> and from the SGX website at the URL <https://www.sgx.com/securities/company-announcements> from the date of this letter.



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If you still wish to receive printed copies of any of the Meeting Documents, please complete the Request Form below and return it to the Company at 112 Robinson Road, #11-01, Singapore 068902, no later than 20 April 2021.

By completing, signing and returning the below Request Form to us, you agree and acknowledge that we and/or our service provider may collect, use and disclose your personal data contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

Yours faithfully  
For and on behalf of  
**CHINA SUNSINE CHEMICAL HOLDINGS LTD.**

Xu Chengqiu  
Executive Chairman  
8 April 2021

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## Request Form

To: China SunSine Chemical Holdings Ltd.

Please send me a printed copy of the following:

- i) Annual Report for the financial year ended 31 December 2020;
- ii) Sustainability Report for the financial year ended 31 December 2020;
- iii) Letter to Shareholders in relation to the proposed renewal of the Share Purchase Mandate dated 8 April 2021;  
and
- iv) Circular in relation to the proposed adoption of the new Constitution dated 8 April 2021.

Name(s) of Shareholder(s) : \_\_\_\_\_  
NRIC/Passport/UEN Number : \_\_\_\_\_  
Mailing Address : \_\_\_\_\_

The shares are held by me/us in or under:-

- CDP Securities Account No.: \_\_\_\_\_
- CPFIS /SRS Account
- Physical Scrips

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_