

AP OIL INTERNATIONAL LIMITED
Registration No. 197502257M
(Incorporated in the Republic of Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 29 JUNE 2020

1. Background

The Board of Directors (the “Board”) of AP Oil International Limited (**the “Company”**) refers to:

- a) the Company’s announcement dated 9 April 2020 on the extension of time to hold the Annual General Meeting (“**AGM**”) for the financial year ended 31 December 2019;
- b) 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 companies in Singapore to, inter alia, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means; and
- c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meeting for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (**the “Order”**) which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, inter alia, general Meeting of companies.

2. Date and Time of AGM

The Board wishes to inform shareholders pursuant to the Order, the AGM will be held by way of electronic means on 29 June 2020 at 2.30 p.m. (Singapore time).

3. Notice of AGM and Proxy Form

The documents relating to the AGM, viz, Notice of AGM, Proxy Form and Annual Report have been sent to shareholders on 9 April 2020.

4. No Attendance in Person at the AGM

In view of the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the AGM in person.

5. Alternative Arrangements for AGM

The following are the alternative arrangements which have been put in place to allow shareholders to participate the AGM by way of electronic means.

a) Pre-registration for “live” audio-visual webcast

Shareholders will be able to watch the “live” audio-visual webcast via their mobile phones, tablets or computers of the AGM proceedings. Shareholders must follow these steps:

- Pre-register by 2.30pm on 25 June 2020 deadline by sending an email to interns1@apoil.com.sg;
- For verification purpose, shareholders must provide the Company with their particulars (comprising full name (for individual) / company name (for corporate), email address, contact number, NRIC / passport number / company registration number, shareholding type and number of shares held); and
- After verification, authenticated shareholders will receive an email instruction on how to access the “live” webcast by 2.30 p.m. on 28 June 2020.

Shareholders who have registered by the registration deadline but did not receive email instructions by 2.30 p.m. on 28 June 2020 may contact the Company’s Share Registrar, Tricor Barbinder Share Registration Services via email at SG.IS.Enquiry@sg.tricorglobal.com for assistance.

b) Submission of questions in advance of the AGM

Shareholders will not be able to ask question “live” at the AGM during the webcast, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.

Submission of question and deadline: Shareholders may submit questions relating to the resolutions to be tabled for approval at the AGM by 2.30 p.m. on 19 June 2020, in the following manner:

- a) By email to interns1@apoil.com.sg; or
- b) By post, to be lodged at the Company’s registered address at 18, Pioneer Sector 1, Singapore 628428.

Shareholders submitting questions by post or email should download, complete and sign the prescribed question form included in this announcement, before scanning and submitting it via the email address provided above, or before submitting it by post to the address provided above.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit questions by post, shareholders are strongly encouraged to submit questions via the pre-registration website or by email.

By submitting questions in relation to the resolutions to be tabled at the AGM (including any adjournment thereof), a member of the Company agrees and consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents or service providers) for the purpose of the processing and administration by the Company (or its agents or service providers) in relation to the preparation, compilation and recording in the Company’s database of the questions received and the Company’s answers, minutes and other documents relating to the questions and answers and the AGM (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines.

Addressing/answering of questions: The Company will address/answer substantial and relevant questions, submitted in advance by shareholders, relating to the resolutions to be tabled for approval at the AGM.

Minutes of AGM: The Company will, within one calendar month after the date of the AGM, publish the minutes of the AGM on SGXNet and the Company’s website, and the minutes will include the response to the substantial and relevant questions from the shareholders at the AGM.

c) Proxy voting

Shareholders will not be able to vote at the AGM “live” audio-visual webcast on the resolutions to be tabled for approval at the AGM.

Appointment of Chairman as proxy: Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM **must** appoint the Chairman as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.

Specific voting instructions to be given: In appointing the Chairman of the Meeting as proxy, shareholders (whether individual or corporate) 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 as proxy will be treated as invalid.

Submission of proxy forms and deadline: Proxy forms must be submitted to the Company by 2.30 p.m. on 27 June 2020, in the following manner:

- a) By email to interns1@apoil.com.sg; or
- b) By post, to be lodged at the Company’s registered address at 18, Pioneer Sector 1, Singapore 628428; or
- c) By post to the Share Registrar’s office at Tricor Barbinder Share Registration Services, 80, Robinson Road, #11-02, Singapore 068898;

Shareholders who wish to submit an instrument of proxy must complete and sign the proxy form, before scanning and sending it by email to the email address provided above, or before submitting it by post to the address provided above.

Shareholders who previously submitted proxy forms: Shareholders who had already submitted valid proxy forms for the AGM previously do not have to submit proxy forms again provided that (a) they had indicated in their proxy forms how they wished to vote for, or vote against, or abstain from voting on each resolution; and (b) they do not withdraw the proxy form.

In these circumstances, if these shareholders are verified as shareholders as at 2.30 pm on 27 June 2020, the Company shall pursuant to the Order, be entitled to, and will, treat such proxy forms as appointing the Chairman of the Meeting as their proxy to attend, speak and vote at the Adjourned AGM in accordance with their specified instruction/s.

Submission by a shareholder of a valid proxy form appointing the Chairman of the Meeting as proxy by 2.30 pm on 27 June 2020 will supersede any previous instrument appointing a proxy(ies) submitted by that shareholder.

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.

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

- (a) Persons holding shares through Central Provident Fund (“CPF”) and Supplementary Retirement Scheme (“SRS”) (“CPF/SRS investors”) who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via “live” audio-and- visual webcast; and (ii) submitting questions in advance of the AGM, should follow the steps for pre-registration and pre-submission of questions set out in the above. However, CPF/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 2.30 p.m. on 17 June 2020, being 7 working days before the date of the AGM.

- (b) Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM by (i) observing the AGM proceedings via “live” audio-and-visual webcast; (ii) submitting questions in advance of the AGM; and/or (iii) appointing the Chairman as proxy to attend, speak and vote on their behalf at the AGM, should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

6. FY2019 Annual Report

The Company’s 2019 Annual Report had been published on SGXNet and the Company’s website at <http://www.apoil.com.sg> on 9 April 2020.

7. Key Dates and Deadlines

The key dates / deadlines which shareholders should take note of are set out in the table below:

Key Dates	Action
2.30 p.m. on 17 June 2020 (Wednesday)	Deadline for CPF/SRS investors who wish to appoint the Chairman as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their vote
2.30 p.m. on 19 June 2020 (Friday)	Deadline for submission of question(s)
2.30 p.m. on 25 June 2020 (Thursday)	Deadline for shareholders to pre-register at interns1@apoil.com.sg for “live” webcast of the AGM proceedings.
2.30p.m. on 27 June 2020 (Saturday)	Deadline for shareholders to submit proxy forms
2.30 p.m. on 28 June 2020 (Sunday)	Authenticated shareholders will receive an email which will contain user ID and password details, to access the “live” webcast of the AGM proceedings (“Confirmation Email”). Shareholders who have registered by the Registration Deadline but did not receive email instruction by 2.30 p.m. on 28 June 2020 may contact the Company’s Share Registrar, Tricor Barbinder Share Registration Services via email at SG.IS.Enquiry@sg.tricorglobal.com for assistance.
2.30 p.m. on 29 June 2020 (Monday)	Date of AGM - click on the link in the Confirmation Email and enter the user ID and password to access the “live” webcast of the AGM proceedings

8. Further Information

In view of the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders are advised to check SGXNet up to the date of AGM.

By Order of the Board

HO CHEE HON
Group Chief Executive Officer
11 June 2020