



## **ASL MARINE HOLDINGS LTD.**

(Incorporated in the Republic of Singapore)

Co. Reg. No. 200008542N

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### **LETTER TO SHAREHOLDERS ON ALTERNATIVE ARRANGEMENTS FOR THE TWENTY-SECOND ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 27 OCTOBER 2022**

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Dear shareholders of ASL Marine Holdings Ltd. (the “Company”),

This letter is circulated together with and forms part of the Company’s Notice of Annual General Meeting dated 12 October 2022 (the “Notice of AGM”) in respect of the upcoming Twenty-Second Annual General Meeting of the Company scheduled to be held on Thursday, 27 October 2022 at 2.00 p.m. (the “AGM” or the “Meeting”).

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 “COVID-19 Order”) which sets out the alternative arrangements in respect of, inter alia, general meetings of companies;
- (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation; and
- (d) the statement by the Singapore Exchange Regulation of 23 May 2022 which clarifies the Singapore Exchange Regulation’s expectations to require live engagement and voting for companies holding their annual general meetings for financial years ended 30 June 2022 or after.

The Company wishes to inform shareholders that it will be conducting the AGM by way of electronic means pursuant to the COVID-19 Order, and will not be arranging for a physical meeting. To facilitate shareholder engagement, the Company will implement real-time electronic voting (“live” voting) and real-time electronic communication (“live” Q&A) at the AGM.

#### **Alternative arrangements for participation in the AGM**

Shareholders may 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 textual questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
- (c) voting at the AGM:
  - “live” by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or
  - by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

Details of the steps for pre-registration, submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the Appendix to this letter to shareholders.

CPF and SRS investors should note that they (i) may vote “live” via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or (ii) may appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 14 October 2022**.

Persons who hold the Company’s shares through relevant intermediaries (as defined in Section 181 of the Companies Act 1967), other than 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 textual questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
- (c) voting at the AGM (i) “live” via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM,

should contact the relevant intermediary 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.

### **Documents for the AGM**

Documents relating to the business of the AGM, which comprise the Company’s Annual Report for the financial year ended 30 June 2022, Appendix to the Annual Report in relation to the Proposed Renewal of the Share Purchase Mandate dated 12 October 2022, Notice of AGM and proxy form, have been published on SGXNet and the Company’s website at the URL <https://aslmarine.listedcompany.com/home.html> on 12 October 2022. Printed copies of these documents will not be despatched to shareholders.

Due to the evolving COVID-19 situation, the Company reserves the right to take such further precautionary measures as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by the government or any regulatory bodies, in order to curb the spread of COVID-19. Shareholders should continually check for announcements by the Company for updates on the AGM on SGXNet or at the Company's website at the URL [https:// aslmarine.listedcompany.com/home.html](https://aslmarine.listedcompany.com/home.html).

Yours faithfully  
For and on behalf of the Board of Directors of  
**ASL Marine Holdings Ltd.**

**Ang Kok Tian**  
Chairman, Managing Director and Chief Executive Officer  
12 October 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 via their mobile phones, tablets or computers, submit questions in advance of, or “live” at, the AGM and vote at the AGM (i) “live” by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

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

No.	Steps	Details
1	<b>Pre-registration of AGM</b>	<p><b>Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors can pre-register for access to the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings at the pre-registration website at the URL <a href="https://conveneagm.com/sq/ASLMarine2022">https://conveneagm.com/sq/ASLMarine2022</a> from 12 October 2022 up to 2.00 p.m. on 24 October 2022 to enable the Company to verify their status.</b></p> <p>Following the verification, authenticated shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who have pre-registered via the pre-registration website will receive a confirmation email by <b>2.00 p.m. on 26 October 2022.</b></p> <p>Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who do not receive the abovementioned confirmation email by <b>2.00 p.m. on 26 October 2022</b>, but have registered by the 24 October 2022 deadline, should email <a href="mailto:support@conveneagm.com">support@conveneagm.com</a>, or call the telephone number +65 6856 7330.</p>
2	<b>Submit questions in advance of, or “live” at, the AGM</b>	<p><b>Shareholders, including CPF and SRS investors, can submit questions in advance of, or “live” at, the AGM.</b></p> <p><b>Submission of substantial and relevant questions in advance of the AGM.</b> Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>Via pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL <a href="https://conveneagm.com/sq/ASLMarine2022">https://conveneagm.com/sq/ASLMarine2022</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to the Company at <a href="mailto:ir@aslmarine.com">ir@aslmarine.com</a>.</p> <p>(c) <b>By post.</b> Shareholders may submit their questions by post to the Company at 19 Pandan Road, Singapore 609271.</p>

No.	Steps	Details
		<p>When submitting questions via email or by post, please also provide the following details:</p> <ul style="list-style-type: none"> <li>- your full name;</li> <li>- your address; and</li> <li>- the manner in which you hold shares in the Company (e.g. via CDP, CPF, SRS and/or script).</li> </ul> <p><b>Deadline to submit questions in advance of the AGM.</b> All questions submitted in advance of the AGM via any of the above channels must be received by <b>5.00 p.m. on 19 October 2022.</b></p> <p><b>Pre-register to ask substantial and relevant questions “live” at the AGM.</b> Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies) can also ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, “live” at the AGM, by typing in and submitting their questions via the online platform hosting the audio-visual webcast and audio-only stream.</p> <p>Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions “live” at the AGM must first pre-register at the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a>.</p> <p><b>Addressing questions.</b> The Company will address substantial and relevant questions received from shareholders by the 19 October 2022 deadline by publishing the responses to such questions on the Company’s website at the URL <a href="https://aslmarine.listedcompany.com/home.html">https://aslmarine.listedcompany.com/home.html</a> and on SGXNet by 2.00 p.m. on 22 October 2022.</p> <p>The Company will address any subsequent clarifications sought, or substantial and relevant follow-up questions received after the 19 October 2022 deadline for the submission of questions in advance of the AGM which have not already been addressed prior to the AGM, as well as substantial and relevant questions received “live” at the AGM itself, during the AGM through the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.</p> <p>Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the Company’s 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>

No.	Steps	Details
3	Vote “live”, or submit instruments appointing a proxy(ies) to vote “live”, at the AGM	<p><b>Shareholders who wish to exercise their voting rights at the AGM may:</b></p> <p>(a) (where such shareholders are individuals) vote “live” via electronic means at the AGM or (whether such shareholders are individuals or corporates) appoint a proxy(ies) (other than the Chairman of the Meeting) to vote “live” via electronic means at the AGM on their behalf; or</p> <p>(b) (whether such shareholders are individuals or corporates) appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM.</p> <p><b>Pre-register to vote “live” at the AGM.</b> Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to vote “live” at the AGM must first pre-register at the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a>.</p> <p><b>Submission of instruments of proxy.</b> The instrument appointing a proxy(ies) must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be deposited at the Company’s registered office at 19 Pandan Road, Singapore 609271; or</p> <p>(b) if submitted electronically, be submitted:</p> <p>(i) via email to the Company’s Share Registrar, M &amp; C Services Private Limited, at <a href="mailto:gpb@mncsingapore.com">gpb@mncsingapore.com</a>; or</p> <p>(ii) via the online process through the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a>,</p> <p>in each case, by <b>2.00 p.m. on 24 October 2022.</b></p> <p>A shareholder who wishes to submit an instrument appointing a proxy(ies) by post or via email must first download, complete and sign the proxy form before submitting it by post to the address provided above, or before submitting it via email (e.g. by enclosing a completed and signed PDF copy of the proxy form) to the email address provided above. A shareholder may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a>.</p> <p><b>Shareholders are strongly encouraged to submit completed instruments appointing a proxy(ies) electronically via email or appoint a proxy(ies) via the online process through the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a>.</b></p>

No.	Steps	Details
		<p>Appointed proxy(ies) (other than the Chairman of the Meeting) will be prompted via email (within 2 business days after the Company's receipt of a validly completed and submitted instrument appointing a proxy(ies)) to pre-register at the pre-registration website at the URL <a href="https://conveneagm.com/sg/ASLMarine2022">https://conveneagm.com/sg/ASLMarine2022</a> in order to access the "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings. <b>Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instrument appointing a proxy(ies) early, and should request their proxy(ies) to pre-register by 2.00 p.m. on 24 October 2022.</b></p> <p><b>CPF and SRS investors.</b> CPF and SRS investors:</p> <p>(a) may vote "live" via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or</p> <p>(b) may appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 14 October 2022.</b></p>