

**NEO GROUP LIMITED**  
(the “Company”)  
Company Registration No. 201207080G  
(Incorporated in the Republic of Singapore)

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**NOTICE TO SHAREHOLDERS REGARDING THE COMPANY’S  
ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING  
ON 24 SEPTEMBER 2020**

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**1. Background**

Neo Group Limited (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, teleconferencing 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, Monetary Authority of Singapore and Singapore Exchange Regulation issued on 13 April 2020 (and subsequently updated on 27 April 2020 and 22 June 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020.

**2. Date, time and conduct of AGM and EGM**

The Company is pleased to announce that pursuant to the Order, its Annual General Meeting (“AGM”) will be convened and held by way of electronic means on Thursday, 24 September 2020 at 9.30 a.m. (Singapore time), followed by an Extraordinary General Meeting (“EGM”) on Thursday, 24 September 2020 at 10.00 a.m. (Singapore time) (*or immediately held after the conclusion of AGM*).

The Company’s Founder, Chairman and Chief Executive Officer, Mr Neo Kah Kiat, as well as Executive Director, Ms Liew Oi Peng, will conduct the proceedings of the AGM and the EGM by way of electronic means.

**3. Notice of general meetings and proxy form**

The Notice of AGM and EGM and proxy forms have been published on the Company's corporate website at the URL <http://www.neogroup.com.sg/investors/announcements.html> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

**4. No physical attendance at general meetings**

**Due to the current COVID-19 situation in Singapore, shareholders will not be allowed to attend the AGM and the EGM in person.**

**5. Alternative arrangements for the participants at the general meetings**

Shareholders may participate at the AGM and the EGM by:

- (a) Observing and/or listening to the AGM and the EGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions in advance of the AGM and the EGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM and the EGM.

Details of the steps for pre-registration, submission of questions in advance, submission of proxy forms and voting at the AGM and the EGM by shareholders, including The Supplementary Retirement Scheme ("SRS") investors, are set out in the Appendix to this notice. SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote must approach their respective SRS Operators to submit their votes at least seven (7) working days before the AGM and the EGM.

**6. Persons who hold shares through relevant intermediaries**

Persons who hold the Company's shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), other than SRS investors, and who wish to participate in the AGM and the EGM by:

- (a) Observing and/or listening to the AGM and the EGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions in advance of the AGM and the EGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM and the EGM,

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 at the AGM and the EGM.

## 7. Annual Report FY2020

The printed copy of Annual Report for FY2020 will be despatched to shareholders. At the same time, it will be made available for download from the Company's corporate website at the URL <http://www.neogroup.com.sg/investors/annual-reports.html> and the SGX website 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
From 2 September 2020, 9.30 a.m.	Shareholders who wish to access the live audio-visual webcast or live audio-only stream of the AGM and the EGM proceedings may begin to pre-register at the URL <a href="https://bit.ly/neogroup2020agmegm">https://bit.ly/neogroup2020agmegm</a> .
By 5.00 p.m. on 14 September 2020 (Monday)	SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote must approach their respective SRS Operators to submit their votes by <b>5.00 p.m. on 14 September 2020</b> , in order to enable their respective SRS Operators to submit proxy forms on their behalf by 9.30 a.m. on 21 September 2020 in respect of the AGM and the 10.00 a.m. on 21 September 2020 in respect of the EGM.
By 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM (Monday)	<p>Deadline for shareholders to:</p> <ul style="list-style-type: none"> <li>▪ pre-register for live audio-visual webcast or live audio-only stream of the AGM and the EGM proceedings;</li> <li>▪ submit questions in advance; and</li> <li>▪ submit proxy forms</li> </ul> <p>if shareholders wish to do any of the above.</p> <p><b>Pre-registrations and submissions received after the deadline will not be processed.</b></p>

<p>By 10.00 a.m. on 23 September 2020 (Wednesday)</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 and the EGM proceedings (the “<b>Confirmation Email</b>”).</p> <p>Shareholders who do not receive the Confirmation Email by <b>10.00 a.m. on 23 September 2020</b>, but have registered by 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM, should contact the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, by telephone at 6536 5355 during Monday to Friday, from 9am to 5pm or by email to <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</p>
<p>Date and time of AGM - 9.30 a.m. on 24 September 2020 (Thursday)</p>	<p>Authenticated shareholders may access:</p> <ul style="list-style-type: none"> <li>▪ the live audio-visual webcast; or</li> <li>▪ the live audio-only stream</li> </ul> <p>of the AGM proceedings by following the instructions in the Confirmation Email.</p>
<p>Date and time of EGM - 10.00 a.m. on 24 September 2020 (Thursday) <i>(or immediately held after the conclusion of the AGM)</i></p>	<p>Authenticated shareholders may continue to observe and/or listen to the live audio-visual webcast or live audio-only stream of the EGM proceedings immediately held after the conclusion of the AGM.</p>

9. Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its arrangements for the AGM and the EGM at short notice. Shareholders should check the Company’s corporate website at the URL <http://www.neogroup.com.sg/investors/announcements.html> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM and the EGM.

The Company would like to thank all shareholders for their patience and co-operation.

**ON BEHALF OF THE BOARD**

Neo Kah Kiat  
Chairman and Chief Executive Officer  
**2 September 2020**

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This announcement has been prepared by the Company and its contents have been reviewed by the Company's Sponsor, CIMB Bank Berhad, Singapore Branch (the "**Sponsor**"), in accordance with Rule 226(2)(b) of the Singapore Exchange Securities Trading Limited (the "**SGX-ST**"), Listing Manual Section B: Rules of Catalyst.

This announcement has not been examined or approved by the SGX-ST. The SGX-ST assume no responsibility for the contents of this announcement, including the correctness of any of the statements or opinions made or reports contained in this announcement.

The contact person for the Sponsor is Mr. Yee Chia Hsing, Head, Catalyst. The contact particulars are 50 Raffles Place, #09-01 Singapore Land Tower, Singapore 048623, telephone: +65 6337 5115.

**APPENDIX**

**Steps for pre-registration, submission of questions in advance, submission of proxy forms and voting at the AGM and the EGM**

Authenticated shareholders will be able to observe and/or listen to the AGM and the EGM proceedings through a live audio visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the AGM and the EGM and/or vote by appointing the Chairman of the Meeting as proxy.

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

No.	Steps	Details
1.	Pre-registration	<p>Shareholders, including SRS investors, who wish to observe and/or listen to the AGM and the EGM proceedings must pre-register at the URL <a href="https://bit.ly/neogroup2020agmegm">https://bit.ly/neogroup2020agmegm</a> by <b>9.30 a.m. on 21 September 2020</b> in respect of the AGM and <b>10.00 a.m. on 21 September 2020</b> in respect of the EGM to enable the Company to verify their status as shareholders.</p> <p><b>Pre-registrations received after the deadline will not be processed.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>10.00 a.m. on 23 September 2020</b>. The email will contain instructions on how to access the live audio-visual webcast or live audio-only stream of the AGM and the EGM proceedings.</p> <p>Shareholders who do not receive the Confirmation Email by <b>10.00 a.m. on 23 September 2020</b>, but have registered by 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM, should contact the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, by telephone at 6536 5355 during Monday to Friday, from 9am to 5pm or by email to <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</p>
2.	Submit questions in advance	<p>Shareholders will not be able to ask questions at the AGM and the EGM during the live webcast, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM and the EGM.</p>

		<p><b><u>Submission of questions</u></b> Shareholders, including SRS investors, can submit questions related to the resolutions to be tabled for approval at the AGM and the EGM, in advance of the AGM and the EGM, 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 and the EGM proceedings may submit their questions via the pre-registration website at the URL <a href="https://bit.ly/neogroup2020agmegm">https://bit.ly/neogroup2020agmegm</a>. Pre-registration commences today (i.e. 2 September 2020).</p> <p>(b) <b>By post.</b> Alternatively, shareholders may submit their questions by post to office of the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623, addressing the envelope to “The Share Registrar of Neo Group Limited”; or</p> <p>(c) <b>By email.</b> Shareholders may also submit their questions by email to the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, by email to <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</p> <p>When submitting questions by post or via email to the Company’s Share Registrar, shareholders should provide the following details in their submission:</p> <ul style="list-style-type: none"> <li>▪ the shareholder’s full name;</li> <li>▪ the shareholder’s NRIC, passport or company registration number;</li> <li>▪ the shareholder’s address;</li> <li>▪ the shareholder’s email address;</li> <li>▪ the manner in which the shareholder holds shares in the Company (e.g., via CDP, SRS and/or scrip); and</li> <li>▪ number of shares held.</li> </ul> <p><b>Incomplete details for the submission of questions will not be processed.</b></p> <p><b><u>Deadline to submit questions</u></b> All questions submitted via any of the above channels must be received by 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM.</p>
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		<p><b>Questions received after the deadline will not be processed.</b></p> <p><b><u>Addressing questions</u></b> The Company will endeavour to address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM and the EGM, as received from shareholders, either before or during the AGM and the EGM. Where substantial and relevant questions are addressed before the AGM and the EGM, the Company will publish the responses to these questions on its corporate website and on SGXNET.</p> <p><b><u>Minutes of AGM and EGM</u></b> The Company will publish the minutes of the AGM and the EGM on its corporate website and on SGXNET, and the minutes will record substantial and relevant comments or queries from shareholders relating to the agenda of the AGM or the EGM (as applicable), and responses from the board of directors and management.</p>
3.	Submit proxy forms to vote	<p><b><u>Appointment of Chairman of the Meeting as proxy</u></b> Shareholders will not be able to vote online on the resolutions to be tabled for approval at the AGM and the EGM. Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM and the EGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM and the EGM, in accordance with the instructions on the proxy form.</p> <p><b><u>Specific voting instructions to be given</u></b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting 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 Meeting as proxy for that resolution will be treated as invalid.</p> <p><b><u>Submission of proxy forms</u></b> Proxy forms must be submitted in the following manner:</p>





		<p>(a) if submitted <b>by post</b>, be by post to office of the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623, addressing the envelope to "The Share Registrar of Neo Group Limited"; or</p> <p>(b) if submitted electronically, be sent <b>via email</b> to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, by email to <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</p> <p>All proxy forms of the AGM and the EGM submitted via any of the above channels must be received by 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM.</p> <p><b>Submissions received after the deadline will not be processed.</b></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>The proxy form may be downloaded from the Company's corporate website at the URL <a href="http://www.neogroup.com.sg/investors/announcements.html">http://www.neogroup.com.sg/investors/announcements.html</a> and the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>.</p> <p><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote must approach their respective SRS Operators to submit their votes by <b>5.00 p.m. on 14 September 2020</b>, in order to enable their respective CPF Agent Banks or SRS Operators to submit proxy forms on their behalf by 9.30 a.m. on 21 September 2020 in respect of the AGM and 10.00 a.m. on 21 September 2020 in respect of the EGM.</p>
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