

TUNG LOK RESTAURANTS (2000) LTD
(Incorporated in the Republic of Singapore)
(Registration No. 200005703N)

**ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF
THE COMPANY TO BE HELD ON 25 AUGUST 2020**

1. Background

The Board of Directors (the “**Board**”) of Tung Lok Restaurants (2000) Ltd (the “**Company**”) and together with its subsidiaries, the “**Group**”) 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 “**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 on 13 April 2020 (and subsequently updated on 27 April 2020 and 22 June 2020) 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 Annual General Meeting

In light of the evolving COVID-19 situation, the Board wishes to announce that pursuant to the Order, its Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on Tuesday, 25 August 2020 at 10.00 a.m. (Singapore time).

3. No Personal Attendance at AGM

Due to the current COVID-19 situation in Singapore, shareholders will **not** be able to attend the AGM in person. Shareholders will also not be able to vote online on the resolutions to be tabled for approval at the AGM. The Company has made arrangements to conduct the AGM as set out in paragraph 5 below.

4. Notice of AGM, Annual Report, Appendix and Proxy Form

Printed copies of the Notice of AGM, Annual Report of the Company for the financial year ended 31 Mar 2020 (the “**Annual Report**”), Appendix in relation to the proposed renewal of the shareholders’ mandate for interested person transactions (“**Appendix on IPT Mandate**”) and the proxy form will not be despatched to shareholders. Instead, the Notice of AGM, Annual Report of the Company, Appendix on IPT Mandate and the Proxy Form have been uploaded today on the Company’s website at <https://www.tunglok.com> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.

5. Alternative Arrangements for Participation of AGM

Alternative arrangements have been made by the Company to allow shareholders to participate at the AGM by:

- (a) observing and/or listening to the AGM proceedings contemporaneously through a “live” audio-visual webcast of the AGM (“**Live Webcast**”) via their mobile phones, tablets or computers or a “live” audio-only stream of the AGM (“**Live Audio Stream**”) via telephone;
- (b) submitting questions, if any, in advance of the AGM; and/or
- (c) appointing the Chairman of the Meeting 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 submission of proxy forms are set out in paragraph 7 below and the Appendix to this announcement.

6. Persons Who Hold Shares Through Relevant Intermediaries

Persons holding shares in the Company through the Central Provident Fund (“**CPF**”) or 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 Webcast or the Live Audio Stream; and (ii) submitting questions in advance of the AGM, should follow the steps for pre-registration and pre-submission of questions set out in paragraph 7 below and the Appendix to this announcement. However, CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 10.00 a.m. on 14 August 2020, being seven (7) working days before the date of the AGM.

Investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Cap 50) (“**Investors**”) (other than CPF/SRS investors) who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via Live Webcast or the Live Audio Stream; (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.

7. Key Dates and Deadlines

In summary, the key dates and deadlines which shareholders should take note of are set out in the table below (which is to be read in conjunction with the Appendix to this announcement):

Key Dates	Actions
5.00 p.m. on 7 August 2020 (Friday)	Shareholders and CPF/SRS investors may begin to pre-register at https://complete-corp.com.sg/tl-agm/ for the Live Webcast/Live Audio Stream of the AGM proceedings.
10.00 a.m. on 14 August 2020 (Friday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00 a.m. on 22 August 2020 (Saturday) (“ Registration Cut-Off Time ”)	Deadline for shareholders and CPF/SRS investors to: <ul style="list-style-type: none"> • pre-register for the Live Webcast/Live Audio Stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms (for shareholders only).
By 2.00 p.m. on 24 August 2020 (Monday)	<p>Authenticated registrants will receive an email which will contain the login instructions and password as well as the link to access the Live Webcast, and the toll-free telephone number and access code to access the Live Audio Stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Shareholders who do not receive the Confirmation Email by 2.00 p.m. on 24 August 2020, but have registered by the Registration Cut-Off Time should contact Complete Corporate Services Pte Ltd for assistance at:</p> <ul style="list-style-type: none"> (i) +65 6329 2745 between 2.00 p.m. and 6.00 p.m. on 24 August 2020 or between 8.30 a.m. and 9.30 a.m. on 25 August 2020; or (ii) via email to tl-agm@complete-corp.com.sg.

Key Dates	Actions
Date and time of AGM - 10.00 a.m. on 25 August 2020 (Tuesday)	<p>Click on the link in the Confirmation Email and follow the instructions to access the Live Webcast of the AGM proceedings; or</p> <p>Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the Live Audio Stream of the AGM proceedings.</p> <p>Shareholders are advised to join the conference at least 5 minutes before the time appointed for the AGM.</p>

8. Important Reminder

Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check SGX-ST website at <https://www.sgx.com/securities/company-announcements> and our corporate website at <https://www.tunglok.com> for the latest updates on the status of the AGM.

BY ORDER OF THE BOARD

LO KIM SENG
 Secretary
 Date: 7 August 2020

*This announcement has been reviewed by the Company's Sponsor, SAC Capital Private Limited. This announcement has not been examined or approved by the Singapore Exchange Securities Trading Limited ("**Exchange**") and the Exchange assumes 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 details of the contact person for the Sponsor is:-
 Name: Mr Ong Hwee Li (Registered Professional, SAC Capital Private Limited)
 Address: 1 Robinson Road, #21-00 AIA Tower, Singapore 048542
 Tel: 6232 3210*

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
1.	Pre-registration	<p>Shareholders and CPF/SRS investors must pre-register at the pre-registration website at https://complete-corp.com.sg/tl-agm/ from 7 August 2020 at 5.00 p.m. till 22 August 2020 at 10.00 a.m. (“Registration Cut-Off Time”) to enable the Company to verify their status as shareholders.</p> <p>Shareholders and CPF/SRS investors will be required to fill in their name, NRIC/Passport Number, shareholding type, email address and contact number during the pre-registration.</p> <p>Following the verification, authenticated shareholders and CPF/SRS investors will receive an email by 2.00 p.m. on 24 August 2020 (the “Confirmation Email”). The Confirmation Email will contain the login instructions and password details as well as the link to access the Live Webcast and a toll-free telephone number to access the Live Audio Stream of the AGM proceedings.</p> <p>Shareholders and CPF/SRS investors who do not receive the Confirmation Email by 2.00 p.m. on 24 August 2020, but have registered by the Registration Cut-Off Time should contact Complete Corporate Services Pte Ltd at +65 6329 2745 between 2.00 p.m. and 6.00 p.m. on 24 August 2020 or between 8.30 a.m. and 9.30 a.m. on 25 August 2020 or via email to tl-agm@complete-corp.com.sg for assistance.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register. If they wish to participate in the “live” broadcast of the AGM, they should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for their participation in the “live” broadcast of the AGM. The relevant intermediary is</p>

		<p>required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address and NRIC/Passport number) to the Company, via email to the Company's Polling Agent at tl-agm@complete-corp.com.sg no later than 10.00 a.m. on 22 August 2020.</p>
2.	Submit questions in advance	<p>Shareholders will not be able to ask questions "live" at the AGM during the Live Webcast or Live Audio Stream, and therefore it is important for shareholders to submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders and CPF/SRS investors may submit questions related to the resolutions to be tabled for approval at the AGM, in advance of the AGM, in the following manner:</p> <p>(a) via the pre-registration website at https://complete-corp.com.sg/tl-agm/; or</p> <p>(b) by email to tl-agm@complete-corp.com.sg; or</p> <p>(c) by post to the registered office of the Company at 1 Sophia Road, #05-03 Peace Centre, Singapore 228149 attention to Company Secretary.</p> <p>To ensure that questions are received by the Company by the stipulated deadline, shareholders and CPF/SRS investors are strongly encouraged to submit questions via the pre-registration website or by email.</p> <p>When sending questions, shareholders and CPF/SRS investors should also provide their full name, NRIC/Passport Number, email address and contact number. Contact numbers provided will help the Company to reach out more easily if clarification is required.</p> <p>Deadline to submit questions. All questions must be submitted by 10.00 a.m. on 22 August 2020.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to submit questions related to the resolutions to be tabled for approval at the AGM and should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for them to submit questions in advance of the AGM, by any means, no later than 10.00 a.m. on 22 August 2020.</p>

		<p>Addressing questions. We will endeavour to address substantial and relevant questions received from shareholders prior to the AGM via publication on the Company's website and on the SGX website or during the AGM through Live Webcast and Live Audio Stream.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on the Company's website as well as the SGX website within one month after the date of the AGM.</p>
3.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meeting 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 at the AGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM, in accordance with the instructions on the proxy form and this Appendix.</p> <p>Specific voting instructions to be given. 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>Submission of proxy forms. Completed proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> (a) if submitted by post, be lodged at the registered office of the Company's at 1 Sophia Road, #05-03 Peace Centre, Singapore 228149; or (b) if submitted electronically, be submitted via email to the Company's Polling Agent at tl-agm@complete-corp.com.sg, <p>in either case, by 10.00 a.m. on 22 August 2020.</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 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>

		CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 10.00 a.m. on 14 August 2020 . All other Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to vote should approach his/her relevant intermediary as soon as possible to specify voting instructions.
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