



# **SYSMA HOLDINGS LIMITED**

Company Registration No: 201207614H  
(Incorporated in the Republic of Singapore on 28 March 2012)  
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## **INSTRUCTIONS TO MEMBERS PERTAINING TO THE ANNUAL GENERAL MEETING TO BE HELD VIA LIVE WEBCAST ON FRIDAY, 18 NOVEMBER 2022 AT 10.00 A.M.**

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Dear Shareholders,

These instructions are circulated together with and form part of Sysma Holdings Limited's (the "**Company**") Notice of Annual General Meeting ("**AGM**") dated 27 October 2022 (the "**Notice of AGM**") issued by the Company in respect of the upcoming AGM scheduled to be held on Friday, 18 November 2022 at 10.00 a.m.

As a precautionary measure due to the current COVID-19 situation in Singapore, a member will not be able to attend the AGM in person. Alternative arrangements relating to the conduct of the AGM, including:

- (a) attending the AGM via electronic means (including arrangements by which the AGM can be electronically accessed via live audio-visual webcast or live audio-only stream on Sysma AGM Website);
- (b) submitting questions to the Chairman of the AGM in advance of the AGM, and addressing of substantial and relevant questions in advance of the AGM, or by submitting text-based questions through real-time electronic communication during the AGM; and
- (c) voting at the AGM
  - (i) real-time remote electronic voting by the members or his/her/its duly appointed proxy(ies); or
  - (ii) by appointing the Chairman of the AGM as proxy to vote on the member's behalf at the AGM;

are set out in this announcement.

Physical Annual Report 2022 will not be sent out and may be accessed at the Company's website at the URL [www.sysma.sg](http://www.sysma.sg), Sysma AGM Website, and on the SGX website at the URL <https://www.sgx.com/securities/annual-reports-related-documents>.

Members are to note the following instructions with regard to the pre-registration, pre-submission of questions and submission of proxy forms:-

### **1. REGISTRATION TO ATTEND LIVE AGM WEBCAST**

- (a) All members as well as investors who hold shares through relevant intermediaries (including CPF or SRS investors), who wish to follow the proceedings of the AGM through the Live AGM Webcast must pre-register online at Sysma AGM Website, URL: <https://conveneagm.sg/SysmaAGM2022>, to create an account, **not later than 15 November 2022 at 10.00 a.m.** (the "**Registration Deadline**").
- (b) Shareholders will receive an email verification authenticating their status as Shareholders immediately upon pre-registration, along with the accompanying instructions on accessing the live webcast or live audio feed of the proceedings. Shareholders who do not receive an email 24 hours after pre-registration may contact technical support via email at [agm2022@sysma.sg](mailto:agm2022@sysma.sg) or [support@conveneagm.com](mailto:support@conveneagm.com).
- (c) Members must not forward the login details to join the Live AGM Webcast to another person who is not a member of the Company and/or who is not authorised to attend the Live AGM Webcast.

## 2. SUBMISSION OF QUESTIONS

- (a) Members will be able to ask questions at the AGM live during the webcast or audio-stream by submitting text-based questions through real-time electronic communication.
- (b) In view of the guidance note issued by the Singapore Exchange, a member may raise questions to the Chairman of the AGM in advance of the AGM by submitting questions to the Company in the following manner:-
  - i. via the Sysma AGM Website;
  - ii. if submitted electronically, be submitted via email to the Company at [agm2022@sysma.sg](mailto:agm2022@sysma.sg); or
  - iii. if submitted by post, be lodged at the Company's Registered Office Address, at 2 Balestier Road, #03-669 Balestier Hill Shopping Centre, Singapore 320002.

When sending questions via email or post, members should also provide their full name as it appears on the CDP/CPF/ SRS records, address, contact number, email address, number of shares in the Company and the manner in which the shares are held in the Company (e.g. via CDP, CPF or SRS) for verification.

All questions must be submitted **by 5:00 p.m. on 4 November 2022** (“**Deadline for Initial Questions**”).

- (c) The Board of Directors and Management of the Company will endeavour to address all substantial and relevant questions received from members prior to the Deadline for Initial Questions by publishing the responses to those questions on the SGXNet at the URL <https://www.sgx.com/securities/companyannouncements> and the Company's website at the URL [www.sysma.sg](http://www.sysma.sg) prior to the AGM. Where substantial and relevant questions submitted by members are unable to be addressed prior to the AGM, the Company will address them during the AGM through the live audio-visual webcast and live audio-only stream.
- (d) The responses from the Board of Directors and Management of the Company shall thereafter be published on the SGXNet at the URL <https://www.sgx.com/securities/company-announcements> and the Company's corporate website at the URL [www.sysma.com.sg](http://www.sysma.com.sg), together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.

## 3. VOTING

- (a) Shareholders who wish to exercise their voting rights via electronic means at the AGM may:
  - i. (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 AGM) to vote “live” via electronic means at the AGM on their behalf; or
  - ii. (whether such Shareholders are individuals or corporates) appoint the Chairman of the AGM as their proxy to vote on their behalf at the AGM.
- (b) For the avoidance of doubt, CPF and SRS Investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the AGM) to vote “live” at the AGM on their behalf.

- (c) The Proxy Form must be submitted to the Company in the following manner:
- i. via the Sysma AGM Website, URL <https://conveneagm.sg/SysmaAGM2022> using the electronic format available on the website; or
  - ii. if submitted by post, be lodged at the office of the Company's Share Registrar, Tricor Barbinder Share Registration Services (a division of Tricor Singapore Pte. Ltd.) at 80 Robinson Road, #11-02, Singapore 068898; or
  - iii. 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 48 hours before the time appointed for the AGM, **latest by 16 November 2022 at 10.00 a.m.**

- (d) A member who wishes to submit an instrument of proxy 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.
- (e) **Due to the current COVID-19 situation, shareholders are strongly encouraged to submit completed Proxy Forms electronically via email or the Sysma AGM Website.**
- (f) CPF or 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 at least seven working days before the AGM, **latest by 9 November 2022 at 10.00 a.m.**

#### 4. KEY DATES/DEADLINES

In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key dates	Actions
27 October 2022	Members may begin to pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings.
4 November 2022 at 5.00 p.m.	Deadline for members to submit questions as per paragraph 2 above.
9 November 2022 at 10.00 a.m.	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 proxy forms.
15 November 2022 at 10.00 a.m.	Deadline for members to pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings.
16 November 2022 at 10.00 a.m.	Deadline for members to submit proxy form for AGM.
16 November 2022 at 5.00 p.m.	Members will receive an email verification authenticating their status as Shareholders immediately upon pre-registration, along with the accompanying instructions on accessing the live webcast or live audio feed of the proceedings. Shareholders who do not receive an email 24 hours after pre-registration may contact technical support via email at <a href="mailto:agm2022@sysma.sg">agm2022@sysma.sg</a> or <a href="mailto:support@conveneagm.com">support@conveneagm.com</a> .
AGM 18 November 2022 at 10.00 a.m.	Click on the link in the Confirmation Email and enter the email address and password to access the live audio-visual webcast or live audio-only stream of the AGM proceedings.

The Company would like to thank all members for their patience and co-operation. 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 URL <https://www.sgx.com/securities/company-announcements> or at the Company's website at the URL [www.sysma.sg](http://www.sysma.sg).

BY ORDER OF THE BOARD

**SIN SOON TENG**  
EXECUTIVE CHAIRMAN  
AND GROUP CHIEF EXECUTIVE OFFICER

27 October 2022

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*This announcement has been reviewed by the Company's sponsor, PrimePartners Corporate Finance Pte. Ltd. (the "Sponsor"). It has not been examined or approved by the Singapore Exchange Securities Trading Limited (the "Exchange") and the Exchange assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document.*

*The contact person for the Sponsor is Ms. Foo Jien Jieng, 16 Collyer Quay, #10-00 Collyer Quay Centre, Singapore 049318, [sponsorship@ppcf.com.sg](mailto:sponsorship@ppcf.com.sg).*