

# PRE-REGISTRATION FOR AGM LIVE AUDIO-VISUAL WEBCAST/AUDIO FEED

The Annual General Meeting ("AGM") will be held, by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Shareholders will be able to watch the AGM proceedings through the Live AGM Webcast, the Company will not accept any physical attendance by shareholders. Any shareholder seeking to attend the AGM physically in person will be turned away.

## Guidelines for Participation at the AGM

As indicated in the Notice of AGM dated 7 October 2021 which sets out inter alia, the details of the alternative arrangements for shareholders' participation at the AGM, shareholders may participate in AGM to be held via "live" audio-visual webcast and audio-only stream on Friday, 29 October 2021 at 10.00 a.m. (Singapore Time).

In order to assist shareholders through this process, please refer to the guidelines below.

### I. Pre-Registration for the AGM

Shareholders and CPF and SRS investors who wish to attend the AGM should pre-register for the "live" audio-visual webcast or audio-only stream by registering at <https://globalmeeting.bigbangdesign.co/tlv/> no later than **26 October 2021 at 10.00 a.m.** (Singapore Time) ("**Pre-Registration Deadline**").

Investors who hold their shares in the Company ("Shares") through relevant intermediaries who wish to participate in the Meeting by: (a) observing and/or listening to the proceedings of the Meeting via the live webcast or live audio feed; or (b) submitting questions in advance of the Meeting, should contact the relevant intermediary through which they hold Shares as soon as possible in order to make the necessary arrangements for them to participate in the Meeting.

Shareholders and CPF and SRS investors who have pre-registered by the Pre-Registration Deadline should receive an email response by 27 October 2021 at 5.00 p.m. (Singapore Time). Only authenticated shareholders and CPF and SRS investors will receive an email containing the instructions to access the "live" audio-visual webcast, and the telephone number and participant PIN to access the audio-only stream of the AGM proceedings.

Shareholders and CPF and SRS investors who have pre-registered by the Pre-Registration Deadline but did not receive any email response by 27 October 2021 at 5.00 p.m. (Singapore Time) should contact TLV's webcast vendor, Big Bang Design Pte. Ltd., for assistance via email [webcast@bigbangdesign.co](mailto:webcast@bigbangdesign.co).

Shareholders and CPF and SRS investors must not share the login credentials and participant PIN provided with others, as multiple device logins are not allowed. It is the shareholder's and CPF and SRS investor's responsibility to keep the login credentials and participant PIN provided to himself/herself.

Shareholders and CPF and SRS investors are advised to also check the "junk" or "spam" folders of their email in case the emails are directed there.

### II. Submission of Questions

Shareholders will not be able to ask questions at the AGM "live" during the webcast or via the audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

Shareholders may submit their questions through [TLV\\_AGM21@tlvholdings.com.sg](mailto:TLV_AGM21@tlvholdings.com.sg).

All questions for the Meeting must be submitted **by 10.00 a.m. on 26 October 2021 (Singapore Time)**.

The Company will release an announcement to address substantial questions relevant to the resolutions to be tabled for approval at the AGM submitted by shareholders, if any, via SGXNet by 8.00 a.m. on 29 October 2021. The Company will, within one month after the date of the AGM, publish the minutes of the AGM, together with responses to subsequent clarifications sought or follow-up questions raised by Shareholders in respect of substantial and relevant matters on SGXNET and the Company's website at <http://www.tlvholdings.com.sg>

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## III. To vote at the AGM

Shareholders who wish to exercise their voting rights at the AGM must appoint the Chairman of the Meeting as their proxy(ies) by completing the Proxy Form and giving specific instructions as to voting, or abstention from voting accordingly. Please note that in the absence of specific instructions in respect of a resolution, the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

Shareholders who wish to exercise their voting rights at the AGM are advised to complete and sign the Proxy Form downloaded from the following link: <http://www.tlvholdings.com.sg/agm.html> and submit it to TLV's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., in the following manner:

- a) if by email, the Proxy Form must be submitted as a clearly readable image and received by the Company at [TLV\\_AGM21@tlvholdings.com.sg](mailto:TLV_AGM21@tlvholdings.com.sg) or
- b) if the Proxy Form is in hard copy and sent personally or by post, to the Company's registered office address at 3, Kaki Bukit Place, Eunos Techpark, Singapore 416181,

in either case, by **27 October 2021 at 10.00 a.m. (Singapore Time)**, being 48 hours before the time fixed for the AGM.

Please note that shareholders will not be able to vote through the live webcast and can only vote with their proxy forms which are required to be submitted in accordance with the foregoing paragraphs.