

ANNUAL GENERAL MEETING TO BE HELD ON 27 APRIL 2022 (“AGM”)

1. INTRODUCTION

The board of directors (the “**Board**”) of AsiaPhos Limited (the “**Company**”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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 issued by the Minister of Law on 13 April 2020 as amended from time to time (the “**Order**”), which sets out the alternative arrangements in respect of the conduct of general meetings of, amongst others, listed companies in Singapore including enabling them to hold meetings on or before 30 June 2021 from 27 March 2020 via electronic means which they are encouraged to do so;
- (c) the announcement made by the Singapore Exchange Regulation (“**SGXRegCo**”) on 7 September 2020 pursuant to the Order, stating that all SGX-listed issuers have the option to conduct general meetings by electronic means until 30 June 2021, even where the issuers are permitted under the COVID-19 safe distancing regulations to hold physical meetings, to help minimise physical interactions and COVID-19 transmission risks;
- (d) the joint statement issued by The Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 1 October 2020 together with an updated checklist which was first issued on 13 April 2020 as amended from time to time to guide, amongst others, listed companies in Singapore on the conduct of general meetings arising from the COVID-19 situation; and
- (e) the statement by the SGXRegCo of 16 December 2021 which provides guidance on the submission of questions by shareholders prior to the closing date and time for the lodgement of the Proxy Forms.

2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

The Board wishes to announce that the AGM will be convened and held by way of electronic means on 27 April 2022 at 2.00 p.m. to transact the business set out in the Notice of AGM dated 12 April 2022 (the “**Notice of AGM**”).

3. DOCUMENTS

In line with the relevant provisions under the Order, no printed copies of the Company's annual report for the financial year ended 31 December 2021, Notice of AGM and proxy form (collectively, "**Documents**") will be despatched to shareholders.

The Documents have been uploaded on SGXNET today and may be found at the URL <https://www.sgx.com/securities/company-announcements>.

4. NO ATTENDANCE AT THE AGM IN PERSON

As the AGM will be held by way of electronic means, shareholders will not be able to attend the AGM in person. Alternative arrangements have been put in place to allow shareholders to participate at the AGM by (a) watching the AGM proceedings via "live" webcast or listening to the AGM proceedings via "live" audio feed, (b) submitting questions in advance of the AGM, and/or (c) voting by proxy at the AGM. Please see paragraph 5 below for these alternative arrangements.

5. ALTERNATIVE ARRANGEMENTS

The following are the alternative arrangements which have been put in place for the AGM:

(a) *"Live" webcast and "live" audio feed*

The Company's Chairman, Mr Goh Yeow Tin and the Company's Executive Director and Chief Executive Officer, Dr Ong Hian Eng will conduct the proceedings of the AGM by way of electronic means. The external auditors of the Company will attend the AGM by way of electronic means. Shareholders will be able to watch these proceedings through a "live" webcast via their mobile phones, tablets or computers or listen to these proceedings through a "live" audio feed via telephone. In order to do so, shareholders must follow these steps:

- Shareholders who wish to (i) attend and vote (in real time) or (ii) appoint a proxy(ies) to attend and vote (in real time) at the AGM via electronic means must pre-register online by **2.00 pm on 24 April 2022** ("**Registration Cut-Off Date**") (being 72 hours before the time for holding the AGM), at the URL <https://go.lumiengage.com/asiaphos2022> to provide the requisite details of the shareholder and proxy(ies) (if applicable) for verification purposes. Shareholders who wish to appoint a proxy(ies) must also submit a proxy form in accordance with paragraph 5(c) below. A proxy(ies) is not required (and will not be able) to separately re-register to attend and vote at the AGM.

Following successful verification, authenticated shareholders and their appointed proxies (if any) will receive email instructions on how to access the webcast and audio stream of the AGM proceedings by **2.00 pm on 26 April 2022**. The email will also contain unique access details for "live" voting, if applicable.

- Shareholders who do not receive an email by **2.00 pm on 26 April 2022**, but who registered by the Registration Cut-Off Date, should contact the Company at the following email address: cosec@asiaphos.com

(b) *Submission of questions in advance*

Shareholders who pre-register online may also submit questions related to the proposed resolutions to be tabled for approval at the AGM in the following manner:

- (i) via the pre-registration website at the URL <https://go.lumiengage.com/asiaphos2022> by **2.00 pm on 19 April 2022**, being at least 7 calendar days after the publication of the Notice of AGM; or
- (ii) in hard copy by sending personally or by post and lodging the same at the Company's registered office at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632 by **2.00 pm on 19 April 2022**, being at least 7 calendar days after the publication of the Notice of AGM; or
- (iii) by email to cosec@asiaphos.com by **2.00 pm on 19 April 2022**, being at least 7 calendar days after the publication of the Notice of AGM; or
- (iv) during the AGM via an online chat box.

The Company will address substantial and relevant questions related to the Ordinary Resolutions to be tabled at the AGM for approval by publishing its responses to such questions on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> **after trading hours on 22 April 2022**. During the AGM itself, the Company will endeavour to address as many substantial and relevant questions related to the Resolutions to be tabled at the AGM for approval, which are submitted after **2.00 pm on 19 April 2022** and have not already been addressed prior to the AGM, as well as those received live at the AGM itself. Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed.

Shareholders will need to identify themselves when posing questions by providing the following details:

- the shareholder's full name (as per CDP/SRS/Scrip-based records);
- the shareholder's NRIC/Passport/UEN number;
- the shareholder's contact number and email address; and
- the manner in which the shareholder holds his/her/its shares in the Company (e.g. via CDP or SRS).

Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her/its shareholder status.

The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNet, and the minutes will include the responses to the questions referred to above. These minutes will contain substantial and relevant comments/queries from shareholders relating to the agenda of the AGM, as well as responses from the Board of Directors and Management.

(c) *Voting (in real time via electronic means (either personally or via appointment of proxy) or by the appointment of the Chairman of the AGM as proxy)*

Shareholders who wish to vote at the AGM can either:

- (i) pre-register online at <https://go.lumiengage.com/asiaphos2022> by **2.00 pm on 24 April 2022**, being not less than 72 hours before the time for holding the AGM to:
 - (a) attend and vote (in real time) at the AGM via electronic means; or
 - (b) appoint a proxy(ies) to attend and vote (in real time) at the AGM via electronic means on their behalf and provide the requisite details of the proxy(ies), or
- (ii) if they do not wish to attend or appoint a proxy(ies) to attend and vote (in real time) at the AGM, submit a proxy form to appoint the Chairman of the AGM to vote on their behalf.

For the avoidance of doubt, shareholders who have pre-registered to appoint a proxy(ies) to attend and vote at the AGM via electronic means on their behalf must also submit a completed proxy form for the appointment of such proxy(ies). All proxy forms must be received by the Company by **2.00 pm on 25 April 2022**, being not less than 48 hours before the time for holding the AGM.

Where a shareholder has chosen to appoint a proxy(ies), the shareholder should specifically direct the proxy(ies) on how he/she/it is to vote for or vote against (or abstain from voting on) the resolutions to be tabled at the AGM. If no specific direction as to voting is given, the proxy(ies) (including the Chairman as proxy, where applicable) will vote or abstain from voting at his/her/its discretion. For the avoidance of doubt, pre-registration is not required if a shareholder only intends to appoint the Chairman of the AGM as proxy and does not intend to attend the AGM.

To be valid, the instrument appointing a proxy or proxies together with the power of attorney or other authority, if any, under which it is signed, or a notarially certified copy of such power or authority, must be submitted to the Company in the following manner:

- (i) if submitted personally or by post, be lodged at the Company's registered office at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or
- (ii) if submitted electronically, be submitted via email to the Company at cosec@asiaphos.com,

in either case, by **2.00 pm on 25 April 2022**, being not less than 48 hours before the time for holding the AGM, and in default the instrument of proxy shall not be treated as valid.

Where a shareholder (whether individual or corporate) appoints the Chairman of the AGM or an individual as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the AGM or the individual as proxy for that resolution will be treated as invalid.

Completion and return of the instrument appointing the Chairman of the AGM or an individual as proxy will not prevent a shareholder from attending and voting via electronic means at the AGM if he/she/it subsequently wishes to do so, provided that

in the event of such attendance by the shareholder via electronic means, the relevant instrument submitted by the shareholder shall be deemed to be revoked.

A shareholder who wishes to submit the proxy form must first download, complete and sign the proxy form, before submitting it personally or by post to the address provided above, or before scanning and submitting it by email to the email address provided above. The proxy form can be downloaded from the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

In view of the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit the completed proxy forms electronically via email.

- Persons who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 of Singapore (including SRS investors) and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the “live” audio-visual webcast or the “live” audio-only stream in the manner provided in paragraph 5(a) above; (b) submitting questions to the Chairman of the AGM in advance in the manner provided in paragraph 5(b) above or during the AGM via an online chat box; and/or (c) voting by appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM and/or voting electronically during the AGM, should contact the relevant intermediary (which would include, in the case of SRS investors, their respective SRS Operators) through which they hold such shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM.
- SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective SRS Operators to submit their votes by **2.00 pm on 18 April 2022** in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf, being 7 working days before the date of the AGM.

6. KEY DATES/DEADLINES

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

Key dates/Deadlines	Actions
2.00 pm on 18 April 2022	Deadline for SRS Investors who wish to appoint the Chairman of the AGM as proxy to approach their respective SRS Operators to submit their votes.
2.00 pm on 19 April 2022	Deadline for shareholders to submit questions in advance.
After trading hours on 22 April 2022	Deadline for the Company to address all substantial and relevant questions received from shareholders via SGXNet prior to the AGM.
2.00 pm on 24 April 2022	Deadline for shareholders to pre-register for “live” audio-visual webcast or “live” audio-only stream of the proceedings of the AGM.

2.00 pm on 25 April 2022	Deadline for shareholders to submit proxy forms.
2.00 pm on 26 April 2022	<p>Authenticated shareholders will receive the Confirmation Email which will contain webinar ID and password details, as well as the link to access the “live” audio-visual webcast and a telephone number to access the “live” audio-only stream of the proceedings of the AGM.</p> <p>Shareholders who registered by the Registration Deadline but did not receive the Confirmation Email by 2.00 pm on 26 April 2022 should contact the Company at the following email address: cosec@asiaphos.com</p>
Date and time of AGM: 2.00 pm on 27 April 2022	<ul style="list-style-type: none"> • click on the link in the Confirmation Email and enter the password, if prompted, to access the “live” audio-visual webcast of the proceedings of the AGM; or • call the telephone number in the Confirmation Email and enter the meeting ID and password to access the “live” audio-only stream of the proceedings of the AGM.

7. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, shareholders can refer to the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Shareholders who wish to remotely observe the AGM proceedings are reminded that the AGM is private. The invitation to attend the AGM via audio-visual webcast and audio-only stream is not to be forwarded to anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

RECORDING OF THE AGM PROCEEDINGS IS STRICTLY PROHIBITED.

Important reminder: The Company would remind shareholders that, with the constantly evolving COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders should check the SGXNET for updates on the AGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Dr Ong Hian Eng
Executive Director
AsiaPhos Limited

12 April 2022

This announcement has been reviewed by the Company's Sponsor, Asian Corporate Advisors 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 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. Liao H.K., at 160 Robinson Road, #21-05 SBF Center, Singapore 068914, Telephone number: 6221 0271.