

LEY CHOON GROUP HOLDINGS LIMITED

(Incorporated in the Republic of Singapore)

(Company Registration No. 198700318G)

IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 29 JULY 2022

1. INTRODUCTION

The board of directors (the “**Board**”) of Ley Choon Group Holdings Limited (the “**Company**” and together with its subsidiaries, the “**Group**”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 passed by the 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 (the “**Relevant Order**”) which was gazetted on 13 April 2020 which came into operation on 27 March 2020 and shall remain in effect until it is revoked or amended by the Ministry of Law (the “**Relevant Order Period**”), and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies
- (c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2021 which extended the application of alternative arrangements in respect of, *inter alia*, general meetings of companies in the relevant order beyond 30 June 2021, until it is revoked or amended by the Ministry of Law (the “**2021 Amendment Order**”)
- (d) the statement by the Ministry of Law on 6 April 2021 on the effect of the 2021 Amendment Order which further extends the duration of alternative arrangements for meetings pursuant to the Order until revoked or amended by the Ministry of Law, with at least six (6) months’ advance notice before the alternative arrangements cease to be available;
- (e) the joint statement released by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation (“**SGX RegCo**”) of 13 April 2020 (subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 6 April 2021) which provides additional guidance on the conduct of general meetings amid evolving COVID-19 situation during the Relevant Order Period.; and
- (f) the Guidance and Regulator Column published by SGX RegCo on 4 February 2022 and 16 December 2021 titled “Guidance on the Conduct of General Meeting Amid Evolving COVID-19 Situation” and “What SGX RegCo expects on the conduct of general meetings amid the ongoing COVID-19 situation” respectively (“**Regulator’s Column**”)

The forthcoming Annual General Meeting (“**AGM**”) will be held by electronic means to minimise physical interactions and COVID-19 transmission risks.

2. DATE OF ANNUAL GENERAL MEETING

The Directors wish to inform Shareholders that the Company has today issued the Notice of AGM dated 14 July 2022. Pursuant to the Relevant Order, 2021 Amendment Order and the Regulator's Column, the AGM will be held by way of electronic means on Wednesday, 29 July 2022 at 10.00 a.m.

3. NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT, NOTICE OF AGM AND PROXY FORM

In line with the provisions under the Relevant Order, no printed copies of the annual report for the financial year ended 31 March 2022 ("**Annual Report 2022**"), Notice of AGM and the proxy form in respect of the AGM will be despatched to Shareholders.

A copy of the Annual Report 2022, Notice of AGM and the proxy form in respect of the AGM has been uploaded on SGXNet and may be accessed at the Company's website at the URL <https://www.leychoon.com>.

A Shareholder will need an internet browser and PDF reader to view these documents on SGXNet and the Company's website.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

4. NO PHYSICAL ATTENDANCE AT AGM

Due to the current COVID-19 situation in Singapore, Shareholders will not be allowed to attend the AGM in person. Instead, Alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:

- (a) observing and/or listening to the AGM proceedings via "live" audio-visual webcast or "live" audio-only stream;
- (b) submitting questions to the Chairman of the AGM in advance of, or "live" at, the AGM; and/or
- (c) voting at the AGM (i) "live" by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the AGM) via electronic means; or (ii) by appointing the Chairman of the AGM as proxy to vote on their behalf 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 will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to watch these proceedings through a "live" webcast or listen to

these proceedings through a “live” audio feed via their mobile phones, tablets or computers. In order to do so, Shareholders must follow these steps:

- Shareholders who wish to watch the “live” webcast or listen to the “live” audio feed must pre-register by 10.00 a.m. on 26 July 2022, at the URL <https://conveneagm.com/sg/leychoonagm>, to create an account and enable the Company to verify their shareholders’ status.
- Following the authentication of their status as shareholders, authenticated Shareholders will receive an email on their authentication status by 28 July 2022 and will be able to watch the “live” webcast or listen to the “live” audio feed using the account created. Shareholders who have received the email must not forward the email to other persons who are not shareholders or who are not entitled to attend the AGM. This is to avoid any technical disruption or overload to the “live” webcast or “live” audio feed.
- Shareholders who do not receive an email by 10.00 a.m. on 28 July 2022, but who have registered by the deadline of 10.00 a.m. on 26 July 2022, should contact the Company at the following email address: agmfy22@leychoon.com
- Non-CPF/SRS holders whose shares are registered under Depository Agents (“DAs”) must also contact their respective DAs to indicate their interest in order for their respective DAs to make the necessary arrangements for them to watch the AGM proceedings through a “live” webcast or listen through a “live” audio feed.
- Corporate shareholders must also submit the Corporate Representative Certificate at agmfy22@leychoon.com, in addition to the registration procedures as set out in the paragraphs above, by 10.00 a.m. on 26 July 2022, for verification purposes.

(b) Submission of questions in advance of, or “live” at, the AGM

Shareholders may also submit questions in advance of, or “live” at, the AGM.

Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolution to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM, in the following manner:

- All questions must be submitted by 10.00 a.m. on 26 July 2022:
 - via the pre-registration website at the URL <https://conveneagm.com/sg/leychoonagm>;
 - in hard copy by sending personally or by post and lodging the same at the registered office of the Company at No. 3 Sungei Kadut Drive, Kranji Industrial Estate, Singapore 729556; or
 - by email to agmfy22@leychoon.com.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Shareholders to submit their questions personally or by post, Shareholders are strongly encouraged to

submit their questions electronically via the pre-registration website or email indicated above.

- Shareholders will need to identify themselves when posing questions by email or by mail by providing the following details:
 - the Shareholder’s full name as it appears on his/her/its CDP/CPF/SRS share 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, CPF 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.

- Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions “live” at the AGM must first pre-register at the pre-registration website at the URL <https://conveneagm.com/sg/leychoonagm>.
- Shareholders and proxyholders who pre-registered and are verified to attend the AGM will be able to ask questions relating to the agenda of the of the AGM by clicking the “Ask a Question” feature and then clicking the “Queue for Video call” via the Live Webcast. The relevant Shareholder will be informed once it is appropriate for him/her to speak and can thereafter raise his/her question via audiovisual or audio means during the AGM within a certain prescribed time limit.
- The Company will endeavour to address all substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Shareholders by publishing our responses to such questions on SGXNet and the Company’s website at <https://www.leychoon.com>. If we are unable to do so, we will address those substantial and relevant questions which have not already been addressed prior to the AGM, as well as those received “live” at the AGM itself, during the AGM through the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.
- The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNet and the Company’s website, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.

(c) Submitting instruments appointing a proxy(ies) to vote, or vote “live”, at the AGM

Shareholders who wish to exercise their voting rights at the AGM may:

- (a) (where such shareholders are individuals) vote “live” via electronic means at the AGM or (where such shareholders are individuals or corporates) appoint a proxy(ies) (other than the Chairman of the Meeting)¹ to vote “live” via electronic means at the AGM on their behalf; or
- (b) (where such shareholders are individuals or corporates) appoint the Chairman of the AGM as their proxy to vote on their behalf at the AGM.
- Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to vote “live” at the AGM must first pre-register at the pre-registration website via the URL <https://conveneagm.com/sg/leychoonagm>.
- Shareholders (whether individual or corporate) appointing the Chairman of the AGM as proxy must give specific instructions as to his manner of voting, or abstentions from voting, in the proxy form, failing which the appointment for that resolution will be treated as invalid.
- The proxy form can be submitted to the Company via the pre-registration website, in hard copy form or by email:
 - if submitted via the pre-registration website, be submitted via the URL <https://conveneagm.com/sg/leychoonagm> in the electronic format accessible on the said website;
 - if in hard copy and sent personally or by post, the proxy form must be deposited at the registered office of the Company at No. 3 Sungei Kadut Drive, Kranji Industrial Estate, Singapore 729556; or
 - if by email, the proxy form must be received by the Company at agmfy22@leychoon.com,

in any case, by no later than 10 a.m. on 26 July 2022, being not less than 72 hours before the time for holding the AGM, and in default the instrument of proxy shall not be treated as valid.

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.

- Persons who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 of Singapore (including CPF and/or SRS investors) and who wish to participate in the AGM (“**Relevant Intermediary Participants**”) by (a) observing and/or listening to the AGM proceedings via the “live” webcast or the “live” audio feed in the manner provided in paragraph 5(a) above; (b) submitting questions in advance of, or “live” at, the AGM in the manner provided in paragraph 5(b) above; and/or (c) voting at the AGM (i) “live”; or (ii) by appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM, should contact the relevant intermediary (which would include, in the case of CPF and/or SRS investors, their respective CPF Agent Banks and/or SRS Operators) through which they hold such

¹ 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 Meeting) to vote “live” at the AGM on their behalf.

shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM. CPF and/or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks and/or SRS Operators to submit their votes by 10.00 a.m. on 20 July 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 not less than 72 hours before the time for holding the AGM.

6. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, shareholders can refer to the following URL <https://www.leychoon.com>.

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 above URL and 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

Toh Choo Huat
Executive Chairman and Chief Executive Officer

14 July 2022

This announcement has been prepared by the Company and its contents have been reviewed by the Company's sponsor, RHT Capital Pte. Ltd. (the "Sponsor"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("SGX-ST").

This announcement has not been examined or approved by the SGX-ST and the SGX-ST 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 Mr Leong Weng Tuck, Registered Professional, RHT Capital Pte. Ltd. Address: 6 Raffles Quay, #24-02, Singapore 048580, Email : sponsor@rhtgoc.com.