



ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 28 JULY 2021

1. INTRODUCTION

The Board of Directors (the “**Board**”) of Singapore Shipping Corporation Limited (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, teleconferencing 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 (“**COVID-19 Order**”) 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) (Amendment) 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; and
- (d) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (as updated on 27 April 2020, 22 June 2020 and 1 October 2020) which included a checklist to guide listed and non-listed entities on the conduct of general meetings in accordance with the COVID-19 Order.

2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

The Board wishes to inform shareholders of the Company (“**Shareholders**”) that the Company will conduct its Annual General Meeting (“**AGM**”) on **28 July 2021 at 10.00 a.m. (Singapore time)** by way of electronic means pursuant to the COVID-19 Order as part of its efforts to minimise physical interactions and COVID-19 transmission risks.

3. NOTICE OF AGM, PROXY FORM, ANNUAL REPORT, SUSTAINABILITY REPORT AND ADDENDUM

In line with the provisions under the COVID-19 Order, no printed copies of the Notice of AGM, the Proxy Form, the Annual Report, the Sustainability Report and the Addendum relating to the proposed adoption of the 2021 share buy-back mandate (“**Addendum**”) will be despatched to Shareholders.

The Notice of AGM, the Proxy Form, the Annual Report, the Sustainability Report and the Addendum have been uploaded today on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and are now also available on the Company’s website at the URL www.singaporeshipping.com.sg.



4. NO PERSONAL ATTENDANCE AT THE AGM

Shareholders will **not** be able to attend the AGM physically. There will be no live voting or live Q&A at the AGM.

5. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM

The Company has made the following alternative arrangements for Shareholders to participate at the AGM by:

- (a) observing or listening to the AGM proceedings contemporaneously through a “live” audio-and-visual webcast of the AGM (“**Live Webcast**”) via their smart phones, tablets or laptops/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 AGM as proxy to 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 8 below and the Appendix to this announcement.

6. PERSONS WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES

- (a) 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 the 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 8 below and the Appendix to this announcement. **However, CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 5.00 p.m. on 15 July 2021, being seven (7) working days before the date of the AGM.**
- (b) Investors holding shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 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 the Live Webcast or the Live Audio Stream; (ii) submitting questions in advance of the AGM; and/or (iii) appointing the Chairman as proxy to 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. RECORD AND PAYMENT DATES FOR FINAL DIVIDEND

Subject to the approval of Shareholders of the Company at the forthcoming AGM, a final tax exempt (one-tier) dividend (“**Final Dividend**”) of 0.5 Singapore cent per ordinary share in the capital of the Company for the financial year ended 31 March 2021 will be paid. The Share Transfer Books and Register of Members of the Company will be closed from 5.00 p.m. on 6 August 2021 for the purpose of determining the entitlement of Shareholders to the Final Dividend. Duly completed registrable transfers received by the Company’s Share Registrar, M & C Services Private Limited, at 112 Robinson Road, #05-01, Singapore 068902, up to the close of business at 5.00 p.m. on 6 August 2021 will be registered to determine Shareholders’ entitlements to the Final Dividend. In respect of shares in securities accounts with The Central Depository (Pte) Limited (“**CDP**”), the Final Dividend will be paid by the Company to CDP which will in turn distribute the dividend entitlements to such holders of Shares in



accordance with its practice.

Payment of the Final Dividend, if approved by Shareholders, will be made on 20 August 2021.

8. KEY DATES/DEADLINES

In summary, the key dates/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
Tuesday, 13 July 2021 at 9.00 a.m.	Shareholders and CPF/SRS investors may begin to pre-register at the URL https://complete-corp.com/ssc-agm/ for the Live Webcast/Live Audio Stream of the AGM proceedings.
Thursday, 15 July 2021 before 5.00 p.m.	Deadline for CPF/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.
Sunday, 25 July 2021 at 10.00 a.m. ("Registration Cut-Off Time")	<p>Deadline for Shareholders and CPF/SRS investors to:</p> <ul style="list-style-type: none">• pre-register for the Live Webcast/Live Audio Stream of the AGM proceedings; and• submit questions in advance:<ul style="list-style-type: none">○ via the pre-registration website at the URL https://complete-corp.com/ssc-agm/; or○ by email to ssc-agm@complete-corp.com; or○ by post to the registered office of the Company at 200 Cantonment Road, #09-01 Southpoint, Singapore 089763, attention to Company Secretary. <p>Shareholders to submit proxy forms in the following manner:</p> <ul style="list-style-type: none">• if submitted by post, be lodged at the office of the Company's Polling Agent, Complete Corporate Services Pte Ltd, at 10 Anson Road, #29-07 International Plaza, Singapore 079903; or• if submitted electronically, be submitted via email to the Company's Polling Agent at ssc-agm@complete-corp.com.



Key Dates	Actions
Tuesday, 27 July 2021 at 12.00 p.m.	<p>Authenticated registrants will receive an email which will contain a unique link and password to access the Live Webcast (via smart phones, tablets or laptops/computers) and a toll-free telephone number to access the Live Audio Stream of the AGM proceedings ("Confirmation Email").</p> <p>Registrants who do not receive the Confirmation Email by 12.00 p.m. on 27 July 2021 but have registered by the Registration Cut-Off Time should contact Complete Corporate Services Pte Ltd at +65 6329 2745 on 27 July 2021 during office hours or between 8.00 a.m. and 9.00 a.m. on 28 July 2021 or via email to ssc-agm@complete-corp.com for assistance.</p>
Date and Time of AGM – Wednesday, 28 July 2021 at 10.00 a.m.	<p>Click on the link in the Confirmation Email and enter the password to access the Live Webcast of the AGM proceedings; or call the toll-free telephone number 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>
Friday, 6 August 2021 at 5.00 p.m.	<p>Record date for determining entitlements to the proposed Final Dividend, subject to Shareholders' approval at the AGM.</p>
Friday, 20 August 2021	<p>Payment date for proposed Final Dividend, subject to Shareholders' approval at the AGM.</p>

9. IMPORTANT NOTICE

Due to the constantly evolving COVID-19 situation in Singapore, the Company reserves the right to take such further precautionary measures and/or changes to the Company's AGM alternative arrangements as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by government agencies, in order to curb the spread of COVID-19. Shareholders should continually check for announcements by the Company for updates (if any) on the AGM via the Company's website at the URL www.singaporeshipping.com.sg or SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

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

By Order of the Board

Lee Li Huang
Chief Financial Officer and Company Secretary
13 July 2021



APPENDIX

Step 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 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 the URL https://complete-corp.com/ssc-agm/ from 13 July 2021 at 9.00 a.m. till 25 July 2021 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 12.00 p.m. on 27 July 2021 (the “Confirmation Email”). The Confirmation Email will contain a unique link 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 12.00 p.m. on 27 July 2021, but have registered by the Registration Cut-Off Time should contact Complete Corporate Services Pte Ltd at +65 6329 2745 on 27 July 2021 during office hours or between 8.00 a.m. and 9.00 a.m. on 28 July 2021 or via email to ssc-agm@complete-corp.com for assistance.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at the URL https://complete-corp.com/ssc-agm/ for the “live” broadcast of the AGM. 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 required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address and NRIC/Passport number) via email to the Company’s Polling Agent at ssc-agm@complete-corp.com no later than 10.00 a.m. on 25 July 2021.</p>



No.	Steps	Details
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 the URL https://complete-corp.com/ssc-agm/; or</p> <p>(b) by email to ssc-agm@complete-corp.com; or</p> <p>(c) by post to the registered office of the Company at 200 Cantonment Road, #09-01 Southpoint, Singapore 089763 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 25 July 2021.</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.</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 SGX website and the minutes will include the responses to substantial and relevant questions from Shareholders.</p>



No.	Steps	Details
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> <p>(a) if submitted by post, be lodged at the office of the Company's Polling Agent, Complete Corporate Services Pte Ltd, at 10 Anson Road, #29-07 International Plaza, Singapore 079903; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Polling Agent at ssc-agm@complete-corp.com,</p> <p>in either case, by 10.00 a.m. on 25 July 2021.</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> <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 5.00 p.m. on 15 July 2021. 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.</p>