

HS OPTIMUS HOLDINGS LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration No. 199504141D)

**LETTER TO SHAREHOLDERS REGARDING THE ANNUAL GENERAL MEETING OF HS
OPTIMUS HOLDING LIMITED ("COMPANY") TO BE HELD BY ELECTRONIC MEANS ON 28 JULY
2022**

Dear Shareholders

1. INTRODUCTION

The Company refers to the Notice of Annual General Meeting ("**AGM**") dated 13 July 2022 (the "**Notice of AGM**") in respect of the upcoming AGM of the Company scheduled to be held by way of electronic means on Thursday, 28 July 2022 at 10.00 a.m..

In light of the ongoing COVID-19 situation, the Company refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 ("**COVID-19 Act**") which enables the Minister of Law by order to prescribe alternative arrangements for meetings to be convened, held or conducted, 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 ("**COVID-19 Order**") which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) the joint statement by the Accounting and Corporate Regulatory Authority of Singapore, the Monetary Authority of Singapore and the Singapore Exchange Regulation which was issued on 13 April 2020 (and updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), providing guidance on the conduct of general meetings amid the evolving COVID-19 situation.

In light of the above, the Company wishes to inform Shareholders that the Company will be conducting the AGM wholly by way of electronic means pursuant to the COVID-19 Order.

2. DOCUMENTS FOR THE AGM

The Company's annual report for the financial year ended 31 March 2022 and the appendix to the Notice of AGM dated 13 July 2022 in relation to the proposed renewal of the general mandate to authorise the Company to purchase or acquire shares of the Company, the Notice of AGM and the accompanying Proxy Form (as defined herein) for the AGM in the manner prescribed below have been published on (i) the SGX's website at the URL <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's corporate website at the URL www.hso.com.sg/investor-relations/agm-2022. **In line with the relevant provisions under the COVID-19 Order, printed copies of these documents will NOT be sent to Shareholders.**

Responses to any substantial and relevant queries raised by Shareholders related to the resolutions tabled for approval at the AGM will be published in a similar manner as stated above.

3. NO PHYSICAL ATTENDANCE AT THE AGM

Pursuant to the COVID-19 Order, the AGM will be held via electronic means only to keep physical interactions and COVID-19 transmission risks to a minimum. **Therefore, Shareholders will NOT be able to attend the AGM in person** and will only be able to participate in the AGM via the Live Webcast, further details on which are set out below. A Shareholder will also not be able to vote online on the resolutions to be tabled for approval at the AGM. Please refer to paragraphs 4 to 6 below on the alternative arrangements for participation and voting at the AGM. **Any Shareholder seeking to attend the AGM physically in person will be turned away.**

4. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM

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

- (a) observing or listening to the proceedings of the AGM contemporaneously via a "live" audio-visual webcast of the AGM ("**Live Webcast**"), pursuant to which access to a "live" audio and video feed or a "live" audio only feed will be provided;
- (b) submitting questions in advance of the AGM; and
- (c) voting on their behalf, by appointing the Chairman of the AGM as proxy at the AGM.

Persons who hold the shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act 1967 of Singapore), including Central Provident Fund ("**CPF**") investors, Supplementary Retirement Scheme ("**SRS**") investors, and who wish to participate at the AGM by:-

- (i) observing or listening to the proceedings of the AGM contemporaneously via Live Webcast, pursuant to which access to a "live" audio and video feed or a "live" audio only feed will be provided;
- (ii) submitting questions in advance of the AGM; and
- (iii) voting on their behalf, by appointing the Chairman of the AGM as proxy at the AGM,

should contact the relevant intermediary (which would include, in the case of CPF or SRS investors, their respective CPF Agent Banks or SRS Operators) through which they hold such shares of the Company as soon as possible in order for the necessary arrangements to be made for their participation at the AGM.

5. REGISTRATION PROCESS FOR LIVE WEBCAST

Shareholders who wish to participate at the AGM by observing or listening to the proceedings of the AGM through the LIVE WEBCAST (via their smart phones, tablets or laptops/computers) must register **no later than 10 a.m. on 25 July 2022** (being not less than seventy-two (72) hours before the time appointed for holding the AGM) (the "**Registration Deadline**") to enable the Company to verify the Shareholders' status.

Shareholders are required to pre-register their participation at the AGM by emailing their full name (as per CDP/Scrip/CPF/SRS Records), email address (for receipt of login credentials) and NRIC/Passport Numbers to RSVP@boardroomlimited.com for verification of their status as Shareholders (or the corporate representatives of such shareholders). Upon successful pre-registration, each such Shareholder or its corporate representative will receive an email by 10.00 a.m. on 27 July 2022. The email will contain a link to access the webcast of the AGM proceedings, together with the relevant log in details and instructions.

Shareholders who register by the Registration Deadline but do not receive an email response by 10.00 a.m. on 27 July 2022 should contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6536 5355 (Mondays to Fridays, excluding Public Holidays, from 9.00 a.m. to 5.30 p.m.) or by email at RSVP@boardroomlimited.com.

Members holding shares through relevant intermediaries (other than CPF or SRS investors) will not be able to pre-register for the "live" webcast or "live" audio feed of the AGM. Such Members who wish to participate in the "live" webcast or "live" audio feed of the AGM should instead approach his/her relevant intermediary as soon as possible in order to make the necessary arrangements.

6. SUBMISSION OF PROXY FORMS TO VOTE

Voting at the AGM is by proxy ONLY. 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 following paragraphs.

Shareholders (whether individual or corporate and including a relevant intermediary) who wish to vote on any or all of the resolutions at the AGM must appoint the Chairman of the AGM as their proxy to vote on their behalf by completing the Proxy Form (as defined below) for the AGM. Shareholders must specifically indicate how they wish to vote for or vote against (or abstain from voting on) in respect of a resolution set out in the Proxy Form, failing which the appointment of the Chairman of the AGM as proxy for that resolution will be treated as invalid.

The Chairman of the AGM, as proxy, need not be a member of the Company.

The instrument appointing the Chairman of the AGM as proxy, together with the power of attorney or other authority under which it is signed (if applicable), or a notarial certified copy ("**Proxy Form**") thereof, must:

- a) if submitted by post, be deposited at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, Keppel Bay Tower, #14-07, Singapore 098632; or
- b) if submitted electronically, be submitted via email to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at RSVP@boardroomlimited.com.

in either case, **by 10 a.m. on 26 July 2022** (being not less than forty-eight (48) hours before the time appointed for holding the AGM) and in default the Proxy Form for the AGM shall not be treated as valid.

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 before scanning and sending it by email to the email address provided above.

To minimize physical interactions and COVID-19 transmission risks even as safe distancing regulations are gradually and cautiously relaxed, Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email.

CPR or SRS investors who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM (i.e. by 10 a.m. on 18 July 2022) in order to allow sufficient time for their respective relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf by the cut-off date.

7. SUBMISSION OF QUESTIONS

Shareholders will NOT be able to ask questions during the AGM via LIVE WEBCAST, and therefore it is important for Shareholders to submit their questions in advance of the AGM.

Shareholders may submit any questions they may have in advance in relation to any resolution set out in the Notice of AGM **by 10 a.m. on 21 July 2022** for these questions to be addressed at least 48 hours prior to the deadline for the submission of Proxy Forms:

- (a) by email to Company's Share Registrar at RSVP@boardroomlimited.com;
- (b) by email to agm2022@hso.com.sg; or
- (c) if submitted by post, be deposited at the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, Keppel Bay Tower, #14-07, Singapore 098632.

Please state your questions and provide your particulars (comprising your full name as per CDP/SRS Account records, NRIC or Passport Number or Company Registration Number, number of shares held in the Company, contact number and email address). Any question without these identification details will not be entertained.

Shareholders are strongly encouraged to submit their questions electronically via email. The Company will endeavor to address all substantial and relevant questions from Shareholders relating to the agenda of the AGM ("**Response**") prior to the AGM via (i) uploading the Response on SGXNET; and (ii) publishing the Response on the Company's corporate website at the URL www.hso.com.sg/investor-relations/agm-2022/. The Company will also address any subsequent clarifications sought, or follow-up questions, prior to, or at, the AGM in respect of substantial and relevant matters.

The minutes of the AGM, will thereafter be published on (i) SGXNET; and (ii) the Company's corporate website at the URL www.hso.com.sg/investor-relations/agm-2022/ within one (1) month after the conclusion of the AGM.

8. OTHERS

In view of the evolving COVID-19 situation, we wish to seek Shareholders' understanding that further precautionary measures and/or changes to the Company's AGM arrangement may be made in the ensuing days up to the date of the Company's AGM, according to the guidelines issued by government agencies, in order to curb the spread of COVID-19. Shareholders are encouraged to check regularly the Company's website at the URL www.hso.com.sg/investor-relations/agm-2022/ or announcements released on SGXNET for updates on the AGM for the latest updates with respect to the Company's AGM.

Yours faithfully
For and on behalf of the Board of Directors of
HS OPTIMUS HOLDINGS LIMITED

Gloria Wong
Executive Director
13 July 2022

This letter has been prepared by the Company and its contents have been reviewed by the Company's sponsor, R&T Corporate Services Pte. Ltd. (the "Sponsor"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("SGX-ST").

This letter has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this letter, including the correctness of any of the statements or opinions made or reports contained in this letter.

The contact person for the Sponsor is Mr Howard Cheam Heng Haw (Telephone: +65 6232 0685) at R&T Corporate Services Pte. Ltd. at 9 Straits View #06-07, Marina One West Tower, Singapore 018937.