

**LIVE WEBCAST OF THE COMPANY'S ANNUAL GENERAL MEETING TO BE HELD  
ON 30 JULY 2021**

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**1. INTRODUCTION**

The Board of Directors ("**Board**") of MTQ Corporation Limited (the "**Company**") and together with its subsidiaries, the "**Group**") 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 (the "**Order**") which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, the holding of general meetings of companies (the "**Alternative Arrangement**");
- (c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 which extended the application of alternative arrangements in respect of, *inter alia*, the holding of general meetings of companies beyond 30 June 2021; and
- (d) the joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 13 April 2020 (subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020), providing additional guidance on the conduct of general meetings during the period when elevated safe distancing measures are in place.

**2. DATE OF ANNUAL GENERAL MEETING ("AGM")**

With reference to the Alternative Arrangement, the Company wishes to inform that it will hold its AGM on **Friday, 30 July 2021 at 10.00 a.m. (Singapore time)** by electronic means through "live" audio-visual webcast or "live" audio-only stream to transact the businesses set out in the Notice of AGM dated **29 June 2021**.

**3. NO DESPATCH OF PRINTED COPIES OF FY2021 ANNUAL REPORT, NOTICE OF AGM, PROXY FORM AND APPENDIX TO THE NOTICE OF AGM IN RELATION TO THE PROPOSED RENEWAL OF THE SHARE BUYBACK MANDATE**

In line with the provisions under the Order, **no** printed copies of the FY2021 Annual Report, Notice of AGM, proxy form and Appendix to the Notice of AGM in relation to the proposed renewal of the share buyback mandate will be despatched to the members of the Company.

These documents have been published on SGXNet at the URL <https://www.sgx.com/securities/company-announcements> and made available on the Company's website at the URL <http://www.mtq.com.sg/investor.html>.

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

**4. NO PERSONAL ATTENDANCE AT THE AGM**

Due to the current COVID-19 restriction orders in Singapore, **members will not be able to attend the AGM in person**. Please see paragraph 6 below for the alternative arrangements.

**5. QUESTIONS**

"Live" Q&A will be made available at the AGM proceedings through a "live" chat function on the "live" audio-visual webcast platform at the AGM. Hence, members (including CPF/SRS investors) will be able to ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM by typing in and submitting their questions through the "live" chat function on the "live" audio-visual webcast platform.

Members will not be able to ask questions "live" at the AGM via the "live" audio-only stream of the AGM proceedings.

Members (including CPF/SRS investors) who wish to ask questions "live" at the AGM must pre-register for the audio-visual webcast at the pre-registration website which is accessible at the URL <http://smartagm.sg/mtqagm2021> so that an email containing unique user credentials and instructions on how to (*inter alia*) ask questions through "live" chat at the AGM can be sent to them following verification.

Alternatively, members can also submit questions (if any) in advance of the AGM during pre-registration which is accessible at the URL <http://smartagm.sg/mtqagm2021> or via email to the Company at [mtqagm@mtq.com.sg](mailto:mtqagm@mtq.com.sg).

The Company will endeavour to address all substantial and relevant questions received from members in advance relating to the agenda of Meeting during the AGM or prior to the AGM by publishing the responses to those questions via SGXNet and on the Company's website at the URL <http://www.mtq.com.sg/investor.html>. The Company will address any substantial and relevant questions which have not been addressed prior to the AGM, as well as those received during the AGM through the "live" chat function, at the AGM. Where substantially

similar questions are received from members, the Company will consolidate such questions and consequently not all questions may be individually addressed.

The Company will, within one month after the date of AGM, publish the minutes of the AGM on SGXNet and the Company's website, and the minutes will include the responses to the questions referred to above.

For more information on the "live" Q&A and submitting of questions in advance, members can refer to the FAQs at the pre-registration website at the URL <http://smartagm.sg/mtgagm2021>.

## 6. ALTERNATIVE ARRANGEMENTS FOR THE PARTICIPATION AT THE AGM

Members may 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 (if any) in advance of, or "live" through a "live" chat function on the "live" audio-visual webcast platform at, the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on the members' behalf at the AGM.

Details of the steps and deadlines for pre-registration, "live" Q&A, submission of questions in advance and voting at the AGM are set out in Paragraph 9 below and the **Appendix** to this announcement.

## 7. PERSON WHO HOLDS SHARES THROUGH RELEVANT INTERMEDIARIES (AS DEFINED IN SECTION 181 OF THE COMPANIES ACT (CHAPTER 50 OF SINGAPORE))

Persons holding shares through Central Provident Fund ("CPF") and 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 "live" audio-visual webcast or "live" audio-only 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 the **Appendix** to this announcement.

**CPF/SRS investors who wish to appoint the Chairman as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 5.00 p.m. on 19 July 2021, being seven (7) working days before the date of the AGM.**

Persons who hold shares of the Company through relevant intermediaries ("**Investors**") (other than CPF/SRS investors) who wish to participate in 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 (if any) in advance of the AGM; and/or (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM, **should contact**

the relevant intermediaries through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

## 8. RECORD AND PAYMENT DATES FOR THE FINAL DIVIDEND

Subject to members' approval at the AGM, the Share Transfer Books and Register of Members of the Company will be closed on **Wednesday, 11 August 2021** for the purpose of determining the entitlements of members for the proposed one-tier tax exempt final dividend of 0.5 Singapore cents per ordinary share ("**Proposed Final Dividend**").

Members whose securities accounts with The Central Depository (Pte) Limited (the "**CDP**") are credited with shares as at 5.00 p.m. on 10 August 2021 will be entitled to the Proposed Final Dividend.

Duly completed registrable transfers in respect of shares not registered in the name of the CDP, together with all relevant documents of title thereto, received by the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01, Singapore Land Tower, Singapore 048623, up to 5.00 p.m. on 10 August 2021 will be registered to determine members' entitlement to the Proposed Final Dividend.

Payment of the Proposed Final Dividend (subject to members' approval at the AGM) will be made on 24 August 2021.

## 9. KEY DATES / DEADLINES

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

KEY DATES	DESCRIPTION
<b>29 June 2021 (Tuesday)</b>	Members and CPF/SRS investors may begin to: <ul style="list-style-type: none"> <li>- Pre-register at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> for "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings; and</li> <li>- Submit questions (if any) in advance at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> or via email to the Company at <a href="mailto:mtqagm@mtq.com.sg">mtqagm@mtq.com.sg</a>.</li> </ul>
<b>5.00 p.m. on 19 July 2021 (Monday)</b>	Deadline for CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks and/or SRS Operators to submit their votes.
<b>10.00 a.m. on 27 July 2021 (Tuesday)</b>	Deadline for members to: <ul style="list-style-type: none"> <li>- Pre-register for "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings; and</li> </ul>

KEY DATES	DESCRIPTION
	- Submit questions in advance (if any) during pre-registration or via email to the Company at <a href="mailto:mtqagm@mtq.com.sg">mtqagm@mtq.com.sg</a> .
<b>10.00 a.m. on 28 July 2021 (Wednesday)</b>	Deadline for proxy form to be received by the Company for AGM.
<b>12.00 p.m. (noon) on 29 July 2021 (Thursday)</b>	Authenticated members will receive an email which will contain user ID and password details, as well as the link to access the “live” audio-visual webcast and/or a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings (the “ <b>Confirmation Email</b> ”).  Members who do not receive the Confirmation Email by <b>12.00 p.m. (noon) on 29 July 2021, Thursday</b> , but have registered by <b>10.00 a.m. on 27 July 2021, Tuesday</b> , should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6230 9768 / +65 6230 9564 or email to <a href="mailto:SRS.TeamD@boardroomlimited.com">SRS.TeamD@boardroomlimited.com</a> .
<b>Date and time of the AGM  10.00 a.m. on 30 July 2021 (Friday)</b>	- Click on the link in the Confirmation Email and enter the user ID and password to access the “live” audio-visual webcast of the AGM proceedings; or  - Call the toll-free telephone number in the Confirmation Email to access the “live” audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 10 August 2021 (Tuesday)</b>	Record date for determining entitlements to the Proposed Final Dividend (subject to members’ approval at the AGM).
<b>24 August 2021 (Tuesday)</b>	Payment date for the Proposed Final Dividend (subject to members’ approval at the AGM).

## 10. FURTHER INFORMATION

Members who observe the AGM proceedings are reminded that the AGM is private. Invitation to member to attend the AGM via “live” audio-visual webcast and “live” audio-only stream shall not be forwarded to anyone who is not a member of the Company or who is not authorised to attend the AGM.

**RECORDING OF THE AGM PROCEEDINGS** in whatever form is also **STRICTLY PROHIBITED**. The Company seeks members’ patience and understanding during the AGM proceedings in the event of any technical disruptions.

## **11. IMPORTANT REMINDER**

Due to the constantly evolving COVID-19 situation in Singapore, the Company may take such further precautionary measures as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by regulatory authorities, in order to curb the spread of COVID-19 and may be required to change the arrangements for the AGM at short notice. Members are reminded to regularly check the above URLs and SGXNet for updates on the Company's AGM.

The Company would like to thank all members for your 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**

Tan Lee Fang  
Company Secretary  
29 June 2021

## APPENDIX

### Steps for Pre-Registration, Submission of Questions in Advance or “Live” and Voting at the AGM

Members will be able to observe the AGM proceedings through a “live” audio-visual webcast via mobile phones, tablets or computers or listen to these proceedings through a “live” audio-only stream via telephone, ask questions, submit questions (if any) in advance of or “live” at the AGM and voting by appointing the Chairman of the Meeting as proxy to attend, speak and vote on his/her/their behalf at the AGM.

To do so, members will need to complete the following steps:

Matters	Details
<b>Pre-Registration</b>	<p><b>Members must pre-register at the pre-registration website at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> from 29 June 2021, Tuesday, till 10.00 a.m. on 27 July 2021, Tuesday (the “Pre-Registration Deadline”) to enable the Company to verify his/her/their status as members. Members are encouraged to pre-register early from 29 June 2021, Tuesday.</b></p> <p>Following the verification, authenticated members will receive an email by <b>12.00 p.m. (noon) on 29 July 2021, Thursday</b> (the “<b>Confirmation Email</b>”).</p> <p>The Confirmation Email will contain user ID and password details as well as the link to access the “live” audio-visual webcast and/or a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings.</p> <p>Members who do not receive the Confirmation Email by <b>12.00 p.m. (noon) on 29 July 2021, Thursday</b>, but have registered by Pre-Registration Deadline, should contact the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at +65 6230 9768 / +65 6230 9564 or email to <a href="mailto:SRS.TeamD@boardroomlimited.com">SRS.TeamD@boardroomlimited.com</a>.</p> <p>Investors who hold shares of the Company through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (other than CPF/SRS investors) will not be able to pre-register at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> for the “live” audio-visual webcast or “live” audio-only stream. If they wish to participate in the “live” audio-visual webcast or “live” audio-only stream, they should approach their respective relevant intermediaries as soon as possible in order for the necessary arrangements to be</p>

Matters	Details
	made for their participation in the “live” audio-visual webcast or “live” audio-only stream.
<p><b>Submit questions (if any) in advance of, or “live” at, the AGM</b></p>	<p><b>Members (including CPF/SRS investors) can submit their questions in advance of, or “live” at, the AGM</b></p> <p>“Live” Q&amp;A will be made available at the AGM proceedings through a “live” chat function on the “live” audio-visual webcast platform at the AGM.</p> <p>Hence, members (including CPF/SRS investors) will be able to ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM by typing in and submitting their questions through the “live” chat function on the “live” audio-visual webcast platform.</p> <p>However, members <b>will not</b> be able to ask questions “live” at the AGM via the “live” <b>audio-only stream</b> of the AGM proceedings.</p> <p>Members (including CPF/SRS investors) who wish to ask questions “live” at the AGM must pre-register for the audio-visual webcast at the pre-registration website which is accessible at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> so that an email containing unique user credentials and instructions on how to (<i>inter alia</i>) ask questions through “live” chat at the AGM can be sent to them following verification.</p> <p>Alternatively, members can also submit questions (if any) in advance of the AGM during pre-registration which is accessible at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a> or via email to <a href="mailto:mtqagm@mtq.com.sg">mtqagm@mtq.com.sg</a>. If the questions are sent via email, please provide us with the following details:</p> <p>(1) The full name of member;  (2) Identification / registration number; and  (3) The manner in which the shares are hold in the Company (e.g. via CDP/CPF/SRS)</p> <p>for verification purposes, failing which the submission will be treated as invalid.</p> <p><b>Deadline for Submission of Questions in advance</b></p> <p>All questions must be submitted by <b>Pre-Registration Deadline</b>.</p>



Matters	Details
	<p><b>Addressing questions</b></p> <p><b>i) “Live” Q&amp;A</b></p> <p>For the substantial and relevant questions raised “live” during the AGM related to the resolutions to be tabled for approval at the AGM, we will endeavour to answer as many substantive and relevant questions as we can during the AGM.</p> <p>Please note that questions which are not substantial and/or which are not relevant to the resolutions tabled at the AGM may not be addressed.</p> <p><b>In addition, where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed. For example, we may receive many questions on dividends, and therefore, we may consolidate these questions and provide one response.</b></p> <p><b>ii) Questions in advance</b></p> <p>The Company will endeavour to address all substantial and relevant questions received in advance from members relating to the agenda of Meeting during the AGM through the “live” audio-visual webcast and “live” audio-only stream or prior to the AGM by publishing the responses to those questions via SGXNet and on the Company’s website at the URL <a href="http://www.mtq.com.sg/investor.html">http://www.mtq.com.sg/investor.html</a>.</p> <p>For the substantial and relevant questions raised “live” during the AGM which we are not able to answer during the AGM, and which have not been addressed in our responses to the pre-submitted questions prior to the AGM, we will endeavour to post our responses to these questions via SGXNet and on the Company’s website as soon as possible after our AGM.</p> <p>For more information on the “live” Q&amp;A and submitting of questions in advance, members can refer to the FAQs at the pre-registration website at the URL <a href="http://smartagm.sg/mtqagm2021">http://smartagm.sg/mtqagm2021</a></p> <p><b>Minutes of AGM</b></p> <p>We will publish the minutes of the AGM on SGXNet and on the Company’s website within one month after the date of AGM.</p>

Matters	Details
<p><b>Submission of Proxy Form</b></p>	<p><b>Appointment of Chairman of the Meeting as Proxy</b></p> <p>A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM, in accordance with the instructions on the instrument appointing the Chairman of the Meeting as proxy (“<b>Proxy Form</b>”).</p> <p><b>Specific Voting Instructions</b></p> <p>Where a member (whether individual or corporate) appointing the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting (i.e. vote for or vote against), 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><b>Submission of Proxy Forms</b></p> <p>The Chairman of the Meeting, as proxy, need not be a member of the Company.</p> <p>The Proxy Form must be submitted to the Company in the following manner:</p> <ul style="list-style-type: none"> <li>(i) if submitted electronically, be submitted via email to the Company at <a href="mailto:mtqagm@mtq.com.sg">mtqagm@mtq.com.sg</a>;</li> <li>(ii) if in hard copy submitted by post, be deposited at the registered address of the Company, 182 Pandan Loop, Singapore 128373.</li> </ul> <p>in either case, the Proxy Form shall be received by the Company not less than forty-eight (48) hours before the time appointed for the Meeting, that is no later than <b>10.00 a.m. on 28 July 2021, Wednesday</b>.</p> <p>A member who wishes to submit a Proxy Form must first <b>download, complete</b> and <b>sign</b> 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).</p> <p><b>In view of the current COVID-19 situation and the related safe distancing measures, members are <u>strongly encouraged</u> to submit the completed Proxy Forms electronically via email.</b></p>

Matters	Details
	<p>CPF/SRS investors who wish to appoint the Chairman as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by <b>5.00 p.m. on 19 July 2021, Monday</b>, being seven (7) working days before the date of the AGM.</p> <p>Investors who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (other than CPF/SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should contact their respective relevant intermediaries through which they hold such shares as soon as possible in order to allow sufficient time for their respective relevant intermediaries to in turn submit a Proxy Form to vote on their behalf by <b>10.00 a.m. on 28 July 2021, Wednesday</b>.</p>