



# INSTRUCTIONS TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 29 APRIL 2021

- A. NO DESPATCH OF PRINTED COPIES OF NOTICE OF ANNUAL GENERAL MEETING, PROXY FORM AND ANNUAL REPORT
- B. NO ATTENDANCE AT ANNUAL GENERAL MEETING
- C. ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING

## 1. INTRODUCTION

The board of directors (the "**Board**") of Dyna-Mac Holdings Ltd. (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; and
- (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 Minister of Law on 13 April 2020, as amended on 14 April 2020, 24 April 2020 and 29 September 2020 and 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; and
- (c) 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 and was updated on 27 April 2020, 22 June 2020 and 1 October 2020 to guide, amongst others, listed companies in Singapore on the conduct of general meetings arising from COVID-19 situation; and
- (d) the press release published by the Ministry of Law on 7 September 2020 to extend the COVID-19 Order to 30 June 2021.

## 2. DATE OF ANNUAL GENERAL MEETING

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting ("**AGM**") dated 7 April 2021 ("**Notice of AGM**"). The AGM will be held by way of electronic means on **29 April 2021 at 3.30 p.m.**

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

The Notice of AGM and proxy form will be sent to Shareholders by electronic means via publication on the Company's website and on the SGX website. A copy of the Notice of AGM and the proxy form have also been uploaded on SGXNet and are now also available at the URL <https://investor.dyna-mac.com/annual-general-meeting.html>.



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A copy of the Annual Report 2020 has been uploaded on SGXNet and may be accessed at the Company's website at the URL <https://investor.dyna-mac.com/ar.html> under "**Annual Report 2020**".

Printed copies of the annual report for the financial year ended 31 December 2020 ("**Annual Report 2020**") will not be sent to shareholders but will be made available to Shareholders upon request. Please refer to paragraph 6 below on how to make a request.

A Shareholder will need an internet browser and PDF reader to view these documents on SGXNet and the Company's website. Please click onto the link provided to download these documents.

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 ATTENDANCE AT AGM

Due to the COVID-19 pandemic 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 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 (c) appointing the Chairman of the Meeting as proxy to attend 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 Chief Executive Officer, Lim Ah Cheng will conduct the proceedings of 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 watch the "live" webcast or listen to the "live" audio feed must pre-register by 3.30 p.m. on 26 April 2021, at the URL <https://investor.dyna-mac.com/annual-general-meeting.html>.
- Following the authentication of the Shareholders' status as shareholders, authenticated Shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 12.00 p.m. on 28 April 2021. Shareholders who have received the email instructions must not forward the email instructions 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.



## INSTRUCTIONS TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 29 APRIL 2021

- Shareholders who do not receive an email by 12.00 p.m. on 28 April 2021, but who have registered by the 3.30 p.m. on 26 April 2021 deadline, should contact the Company at the following email address [dyna-mac-agm@complete-corp.com.sg](mailto:dyna-mac-agm@complete-corp.com.sg).

(b) *Submission of questions in advance*

Shareholders may also submit questions related to the resolutions to be tabled for approval at the AGM:

- All questions must be submitted by 3.30 p.m. on 26 April 2021:
  - via the pre-registration website at the URL <https://investor.dyna-mac.com/annual-general-meeting.html>.
  - by email to [dyna-mac-agm@complete-corp.com.sg](mailto:dyna-mac-agm@complete-corp.com.sg).
- Shareholders will need to identify themselves when posing questions by email 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 No./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.

The Company will address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Shareholders either before or during the AGM.

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 the questions referred to above.

Please note that Shareholders will not be able to ask questions at the AGM "live" during the webcast and the audio feed, and therefore it is important for the Shareholders to submit their questions in advance of the AGM.

(c) *Proxy voting*

Shareholders will not be able to vote online on the resolutions to be tabled for approval at the AGM. Instead, if Shareholders (whether individual or corporate) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the AGM to vote on their behalf.



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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 will be treated as invalid.

The proxy form can be submitted to the Company in hard copy form or by email:

- if in hard copy and sent by post, the proxy form must be deposited with the Polling Agent of the Company at 10 Anson Road, #29-07 International Plaza, Singapore 079903; or
- if by email, the proxy form must be received by the Company at [dyna-mac-agm@complete-corp.com.sg](mailto:dyna-mac-agm@complete-corp.com.sg).

In either case, 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.

Persons who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (including CPD 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 the AGM in the manner provided in paragraph 5 b) above; and/or (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM, should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and 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. CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 19 April 2021 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. REQUEST FOR HARD COPIES

A shareholder may request for a printed copy of the Annual Report 2020 by submitting the request to the Company's Share Registrar, M&C Services Private Limited by post to 112 Robinson Road, #05-01, Singapore 068902 or via email to [gpe@mncsingapore.com](mailto:gpe@mncsingapore.com). To be valid, the request must:

- (a) be addressed to Dyna-Mac Holdings Ltd. c/o M&C Services Private Limited
- (b) state the following:
  - (i) the document(s) requested;
  - (ii) the full name of the shareholder;
  - (iii) the mailing address;
  - (iv) the manner in which the shareholder holds shares in the Company (e.g. via CDP/CPF/SRS and/or scrip); and
  - (v) the shareholder's CDP Securities Account No. (if shares in the Company are held through CDP).
- (c) be received by the Company's Share Registrar no later than 14 April 2021



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## 7. FURTHER INFORMATION

Key Dates	Actions
From 7 April 2021 (Wednesday)	Shareholders may begin to: <ul style="list-style-type: none"> <li>(i) pre-register and submit their questions (if any) at the URL <a href="https://investor.dyna-mac.com/annual-general-meeting.html">https://investor.dyna-mac.com/annual-general-meeting.html</a> for the live audio-visual webcast or live audio-only stream of the AGM proceedings; and</li> <li>(ii) submit their proxy form either electronically to <a href="mailto:dyna-mac-agm@complete-corp.com.sg">dyna-mac-agm@complete-corp.com.sg</a> or by mail to 10 Anson Road, #29-07 International Plaza, Singapore 079903.</li> </ul>
3.30 p.m. on 19 April 2021 (Monday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their vote.
3.30 p.m. on 26 April 2021 (Monday)	Deadline for shareholders to: <ul style="list-style-type: none"> <li>(i) pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings; and</li> <li>(ii) submit questions in advance.</li> </ul>
3.30 p.m. on 26 April 2021 (Monday)	Deadline for shareholders to submit proxy forms.
12.00 p.m. on 28 April 2021 (Wednesday)	Authenticated shareholders will receive a confirmation email containing a unique link to access the live audio-visual.  Shareholders who do not receive the confirmation email by 12.00 p.m. on 28 April 2021 should contact the Company via email <a href="mailto:dyna-mac-agm@complete-corp.com.sg">dyna-mac-agm@complete-corp.com.sg</a> .
Date and time of AGM – 29 April 2021 at 3.30 p.m. (Thursday)	<ul style="list-style-type: none"> <li>(i) Click on the unique link in the confirmation email to access the live audio-visual stream; or</li> <li>(ii) Call the telephone number and enter the password in the confirmation email to access the live audio-only stream at the AGM proceedings.</li> </ul>

**Important reminder:** The Company would like to 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.