

# SINGAPORE KITCHEN EQUIPMENT LIMITED

(Company Registration No.: 201312671M)  
(Incorporated in Singapore with limited liability)

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## Instructions to Shareholders for Annual General Meeting 2020

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Due to the current COVID-19 restriction orders in Singapore, shareholders will not be allowed to attend the Annual General Meeting of Singapore Kitchen Equipment Limited (the “**Company**”) for its financial year ended 31 December 2019 (the “**AGM**” or the “**Meeting**”). Instead, alternative arrangements have been put in place to allow shareholders to participate at the AGM by (a) observe 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/or (c) voting by appointing the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM.

Please see paragraphs I to III below for these alternative arrangements.

### I. To vote at the virtual AGM

Shareholders (whether individual or corporate) who wish to exercise their votes must submit their instrument (“Proxy Form”) appointing the Chairman of the Meeting to vote on their behalf at the AGM.

Shareholders (whether individual or corporate) appointing the Chairman of the Meeting as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

Duly completed and signed Proxy Forms appointing the Chairman of the Meeting as proxy must either be submitted to the Company in the following manner:

- (a) if submitted by post, to be deposited at the registered office of the Company at 115A Commonwealth Drive, #01-27/28 Tanglin Halt Industrial Estate, Singapore 149596; or
- (b) email to [skeProxyReg@singaporekitchenequipmentltd.com](mailto:skeProxyReg@singaporekitchenequipmentltd.com).

in either case, not less than forty-eight (48) hours before the time appointed for the AGM i.e. **4.00 p.m. on 23 June 2020**.

Investors who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (including Supplementary Retirement Scheme (“SRS”) investors and holders under depository agents) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should approach their respective relevant intermediaries (including their respective SRS Operators or depository agents) to submit their in the Proxy Forms by 4.00 p.m. on 15 June 2020, at least seven (7) working days before the Meeting.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed Proxy Forms personally or by post, **members are strongly encouraged to submit the completed Proxy Forms electronically via email.**

The Proxy Form can also be downloaded from the Company’s website at the URL [www.singaporekitchenequipmentltd.com](http://www.singaporekitchenequipmentltd.com) and will also be made available on the SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>.

### II. Registration for the live webcast or live audio feed

Shareholders will be able to watch the AGM proceedings through a live webcast via their mobile phones, tablets or computers or listen to the AGM proceedings through a live audio feed via telephone. In order to do so, shareholders must follow these steps:

- (a) Shareholders who wish to watch the live webcast or listen to the live audio feed must pre-register at URL [https://live.motionmediaworks.com/ske\\_reg\\_form](https://live.motionmediaworks.com/ske_reg_form) (“**Registration Link**”) by **4.00 p.m. on 22 June 2020** (the “**Registration Deadline**”).

If you are holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore), including SRS investors, and wish to participate in the 2020 AGM electronically, you should also contact the relevant intermediaries (in the case of SRS investors, your respective SRS Operators) through which you are holding such shares. If you are holding through depository agent(s) only and wish to participate in the 2020 AGM electronically, you should submit your interest to your respective depository agent(s).

Following successful verification of the identity of the shareholders, authenticated shareholders will receive an email by 12.00 p.m. on 23 June 2020 containing a link to access the live webcast or live audio feed of the AGM proceedings.

Shareholders must not forward the abovementioned link to other persons who are not shareholders of the Company and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the live webcast and/or live audio feed. Recording of the live webcast and/or live audio feed of the proceedings in whatever form is also strictly prohibited.

- (b) Shareholders who have registered by the Registration Deadline but do not receive an email by 24 June 2020 should contact the Company as soon as possible for assistance at +65 6472 7337 or email to [skeProxyReg@singaporekitchenequipmentltd.com](mailto:skeProxyReg@singaporekitchenequipmentltd.com) no later than 10.00 a.m. on 25 June 2020.

The Company advises all shareholders to register as early as possible.

### **III. Submission of questions in advance**

Shareholders who pre-register to observe the live webcast or listen to the live audio feed may also submit questions related to the resolutions to be tabled for approval at the AGM by registering at the Registration Link. All questions must be submitted by the Registration Deadline.

Please note that shareholders will not be able to ask questions “live” during the webcast and the audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

The Company will endeavour to address all substantial questions relating to the resolutions to be tabled for approval at the AGM. Responses from the Company to substantial questions may also be provided by the Company before the AGM, by releasing an announcement via SGXNET.

The Company will publish the minutes of the AGM including the responses to questions from the shareholders within one (1) month after the date of AGM on SGXNET.

In view of the constantly evolving COVID-19 situation, shareholders should note that the manner of conduct of the AGM may be subject to further changes at short notice. The Company may take any precautionary measures which may be required or recommended by the government agencies to minimise the risk of spread of Covid-19 for conducts of meetings. Shareholders are advised to check SGXNET and the Company’s website regularly for updates.

The Company would like to thank all shareholders for their understanding and co-operation in enabling the Company to hold the AGM by electronic means with the optimum safe distancing measures amidst the current COVID-19 pandemic.