



SYMA HOLDINGS LIMITED

Company Registration No: 201207614H
(Incorporated in the Republic of Singapore on 28 March 2012)
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INSTRUCTIONS TO MEMBERS PERTAINING TO THE ANNUAL GENERAL MEETING TO BE HELD VIA LIVE WEBCAST ON FRIDAY, 27 NOVEMBER 2020 AT 10.00 A.M.

Dear Shareholders,

These instructions are circulated together with and forms part of Sysma Holdings Limited's (the "Company") Notice of Annual General Meeting ("AGM") dated 5 November 2020 (the "Notice of AGM") issued by the Company in respect of the upcoming AGM scheduled to be held on Friday, 27 November 2020 at 10.00 a.m.

Due to the current COVID-19 restriction orders in Singapore, members will not be able to attend the AGM in person. The following are the alternative arrangements which have been put in place for members to participate in the AGM:

- (a) observing the AGM proceedings via live audio-visual webcast or listening to the AGM proceedings via live audio-only stream;
- (b) submitting questions in advance of the AGM; and
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Members are to note the following instructions with regard to the pre-registration, pre-submission of questions and submission of proxy forms:-

1. Registration to attend Live AGM Webcast

- (a) All members as well as investors who hold shares through relevant intermediaries (including CPF or SRS investors), who wish to follow the proceedings of the AGM through the Live AGM Webcast must pre-register online at Sysma AGM Website, URL: <https://agm.convенеagm.com/sysmaagm2020>, to create an account, not later than **24 November 2020 at 10.00 a.m.** (the "Registration Deadline").
- (b) Following the verification, authenticated members or investors will receive the login details to join the Live AGM Webcast by **25 November 2020 at 5.00 p.m.** The confirmation email will contain the link to access the live audio-visual webcast or the live audio-only stream of the AGM proceedings.
- (c) Members must not forward the login details to join the Live AGM Webcast to another person who is not a member of the Company and/or who is not authorised to attend the Live AGM Webcast.
- (d) Members who register by the Registration Deadline but do not receive an email response by **25 November 2020 at 5.00 p.m.** should contact the Company's Share Registrar, Tricor Barbinder Share Registration Services via email at sg.is.enquiry@sg.tricorglobal.com with the following details to be included, (i) the full name of the member; and (2) his/her/its identification/registration number, **before 26 November 2020 at 1.00 p.m.**

2. Submission of Questions

- (a) Members will not be able to ask questions at the AGM live during the webcast or audio-stream. Therefore, it is important for members to pre-register and submit their questions in advance of the AGM.
- (b) Members may pre-register and submit their questions relating to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:
 - (i) via the Sysma AGM Website;
 - (ii) if submitted electronically, be submitted via email to the Company at agm2020@sysma.com.sg; or
 - (iii) if submitted by post, be lodged at the Company's Registered Office Address, at 2 Balestier Road, #03-669 Balestier Hill Shopping Centre, Singapore 320002.
- (c) All questions must be submitted by **20 November 2020 at 5.00 p.m.**
- (d) The Management and the Board of Directors of the Company will endeavour to address all substantial and relevant questions received from members prior to the AGM by publishing the responses to those questions on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and the Company's website at the URL www.sysma.com.sg. Where substantial and relevant questions submitted by members are unable to be addressed prior to the AGM, the Company will address them at the AGM.
- (e) The responses from the board of directors and management of the Company shall thereafter be published on the SGXNET and the Company's corporate website at the URL www.sysma.com.sg, together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.

3. Proxy Voting

- (a) **Voting at the AGM is by proxy ONLY.** Due to the various control and safe distancing measures put in place in Singapore to prevent the spread of COVID- 19, members will not be able to attend the AGM in person. A member (whether individual or corporate) must submit his/her/its proxy form appointing 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. The accompanying proxy form for the AGM will be sent out physically as well as announced together with the Notice of AGM and may be accessed at the Company's website at the URL www.sysma.com.sg, and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
- (b) Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it 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.
- (c) Central Provident Fund ("CPF") or Supplementary Retirement Scheme ("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 at least seven working days before the AGM, latest by **18 November 2020 at 10.00 a.m.**

(d) The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:

- (i) via the following <https://agm.conveneagm.com/sysmaagm2020> (the “Sysma AGM Website”) in the electronic format accessible on the Sysma AGM Website; or
- (ii) if submitted by post, be lodged at the office of the Company’s Share Registrar, Tricor Barbinder Share Registration Services (a division of Tricor Singapore Pte. Ltd.) at 80 Robinson Road, #11-02, Singapore 068898; or
- (iii) if submitted electronically, be submitted via email to the Company’s Share Registrar at sg.is.proxy@sg.tricorglobal.com,

in either case not less than 48 hours before the time appointed for the AGM, latest by **25 November 2020 at 10.00 a.m.**

4. Key dates/deadlines

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

Key dates	Actions
5 November 2020 at 9.00 a.m.	Members may begin to pre-register for live audio- visual webcast/live audio-only stream of the AGM proceedings.
18 November 2020 at 10.00 a.m.	Deadline for CPF or 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.
20 November 2020 at 5.00 p.m.	Deadline for members to submit questions in advance.
24 November 2020 at 10.00 a.m.	Deadline for members to pre-register for live audio-visual webcast/live audio- only stream of the AGM proceedings.
25 November 2020 at 10.00 a.m.	Deadline for members to submit proxy form.
25 November 2020 at 5.00 p.m.	Authenticated members will receive an email which will contain the link to access the live audio-visual webcast or the live audio-only stream of the AGM proceedings (the “Confirmation Email”). Members who do not receive the Confirmation Email by 26 November 2020 at 1.00 p.m., but have registered by 24 November 2020 deadline should contact our Share Registrar, Tricor Barbinder Share Registration Services at sg.is.enquiry@sg.tricorglobal.com
Date and time of AGM – Friday, 27 November 2020 at 10.00 a.m.	Click on the link in the Confirmation Email and enter the email address and password details to access the live audio-visual webcast or live audio-only stream of the AGM proceedings.

5. Important reminder

Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Members are reminded to regularly check SGXNET for updates on the AGM.

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

BY ORDER OF THE BOARD

SIN SOON TENG
EXECUTIVE CHAIRMAN AND GROUP CHIEF EXECUTIVE OFFICER

4 November 2020

This announcement has been reviewed by the Company's sponsor, PrimePartners Corporate Finance Pte. Ltd. (the "Sponsor"). It has not been examined or approved by the Singapore Exchange Securities Trading Limited (the "Exchange") and the Exchange assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document.

The contact person for the Sponsor is Ms. Gillian Goh, 16 Collyer Quay, #10-00 Income at Raffles, Singapore 049318, sponsorship@ppcf.com.sg.