

**CH OFFSHORE LTD.**  
**(UEN No. 197600666D)**  
**(Incorporated in the Republic of Singapore)**

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**ANNUAL GENERAL MEETING TO BE HELD ON 18 JUNE 2020**

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**1. Background.**

CH OFFSHORE LTD (the “**Company**”) refers to:

- (a) its announcements of 6 April 2020 on the deferral of the AGM to a future date to be determined, due to the on-going COVID-19 situation and the grant of extension of 60 days by SGX RegCo and ACRA to hold the Company’s Annual General Meeting (“**AGM**”);
- (b) 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
- (c) 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 which sets out the alternative arrangements in respect of, inter alia, general meetings of companies.

**2. Date, time and conduct of Annual General Meeting.**

The Company is pleased to announce that pursuant to the Order, its AGM will be convened and held by way of electronic means on Thursday, 18 June 2020 at 4.00 p.m.

Representative(s) from the Board of Directors will conduct the proceedings of the AGM and address substantial and relevant questions which shareholders have submitted in advance.

**3. Notice of AGM and proxy form.**

The Notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on our corporate website and will also be made available on the SGX website.

Printed copies of these documents will not be sent to shareholders. Proxy forms previously submitted pursuant to the AGM Notice published in the Company’s Annual Report for FY2019 (“**AR 2019**”) will not be valid for the AGM. Shareholders are requested to submit a fresh proxy form in the manner set out in this announcement.

#### **4. No personal attendance at AGM.**

Due to the current COVID-19 restriction orders in Singapore, **shareholders will not be able to attend the AGM in person.**

#### **5. Alternative arrangements for participation at the AGM.**

Shareholders 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 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.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.

#### **6. Persons who hold shares through relevant intermediaries.**

Persons who hold shares of the Company through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF and SRS investors, and 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 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 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 for the necessary arrangements to be made for their participation in the AGM.

#### **7. AR 2019 and Letter to Shareholders.**

The AR 2019 and Letter to Shareholders dated 6 April 2020 (in relation to the proposed renewal of the share purchase mandate and interested person transactions mandate) have been published on our corporate website, and may be accessed at URL at <http://choffshore.listedcompany.com/newsroom.html>.

## 8. Key dates/deadlines.

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

Key dates	Actions
<b>27 May 2020 (Wednesday)</b>	Shareholders may begin to pre-register at <a href="https://live.motionmediaworks.com/choffshore_reg_form">https://live.motionmediaworks.com/choffshore_reg_form</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 8 June 2020 (Monday)</b>	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.
<b>4.00 p.m. on 15 June 2020 (Monday)</b>	Deadline for shareholders to:  (i) pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and (ii) submit questions in advance
<b>4.00 p.m. on 16 June 2020 (Tuesday)</b>	Deadline for shareholders to submit proxy forms.
<b>4.00 p.m. on 17 June 2020 (Wednesday)</b>	<p>Authenticated shareholders 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 a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the “<b>Confirmation Email</b>”).</p> <p>Shareholders (other than those hold shares through intermediary including CPF and SRS investors) who do not receive the Confirmation Email by 4.00 p.m. on 17 June 2020, but have registered by the 15 June 2020 deadline should contact our Share Registrar, RHT Corporate Advisory Pte. Ltd. via email at <a href="mailto:rhtcaoscar@rhtcorporate.com">rhtcaoscar@rhtcorporate.com</a>.</p> <p>Shareholders who hold shares through intermediaries as defined in section 181 of the Companies Act, Chapter 50, including CPF and SRS investors who do not receive the Confirmation Email by 4.00 p.m. on 17 June 2020 but have registered by the 15 June 2020 deadline should contact the relevant intermediary directly.</p>
<b>Date and time of AGM 4.00 p.m. on 18 June 2020 (Thursday)</b>	(i) 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 (ii) Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.

## 9. Further information.

For more information, shareholders can or contact Investor Relations via email at [AGM2020@choffshore.com.sg](mailto:AGM2020@choffshore.com.sg)

## 10. 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. Shareholders should check our corporate website at the URL <http://choffshore.listedcompany.com/newsroom.html> for the latest updates on the status of the AGM.**

The Company would like to thank all shareholders 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  
Lim Mee Fun  
Company Secretary  
27 May 2020

## APPENDIX

### Steps for pre-registration, pre-submission of questions and voting at the AGM:

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast via their mobile phones, tablets or computers or through a live audio-only stream via telephone, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

No.	Steps	Details
1.	Pre-registration	<p>Shareholders must pre-register at the pre-registration website at <a href="https://live.motionmediaworks.com/choffshore_reg_form">https://live.motionmediaworks.com/choffshore_reg_form</a> from now till 4.00 p.m. on 15 June 2020 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 4.00 p.m. on 17 June 2020. The email will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings.</p> <p>Shareholders (other than those hold shares through intermediary including CPF and SRS investors) who do not receive the Confirmation Email by 4.00 p.m. on 17 June 2020, but have registered by the 15 June 2020 deadline should contact our Share Registrar, RHT Corporate Advisory Pte. Ltd. via email at <a href="mailto:rhtcaoscar@rhtcorporate.com">rhtcaoscar@rhtcorporate.com</a>.</p>

No.	Steps	Details
1.	<b>Pre-registration</b>	Shareholders who hold shares through intermediaries as defined in section 181 of the Companies Act, Chapter 50, including CPF and SRS investors who do not receive the Confirmation Email by 4.00 p.m. on 17 June 2020 but have registered by the 15 June 2020 deadline should contact the relevant intermediary directly.
2.	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</b></p> <p><b>Submission of questions.</b> Shareholders can submit questions related 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:</p> <p>(a) <b>Via the pre-registration website.</b> Shareholders may submit their questions via the pre-registration website at the URL <a href="https://live.motionmediaworks.com/choffshore_reg_form">https://live.motionmediaworks.com/choffshore_reg_form</a>;</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to the Company at <a href="mailto:AGM2020@choffshore.com.sg">AGM2020@choffshore.com.sg</a>; or</p> <p>(c) <b>By post.</b> Shareholders may also submit their questions by post to the Company at 12A Jalan Samulun Singapore 629131.</p> <p>When sending in your questions by email or post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>• your full name;</li> <li>• your NRIC/Passport/UEN number;</li> <li>• your contact number &amp; email address; and</li> <li>• the manner in which you hold shares in CH Offshore Ltd. (e.g., via CDP, CPF or SRS).</li> </ul> <p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed question forms by post, shareholders are strongly encouraged to submit their questions electronically via the pre-registration website or via email.</p> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>4.00 p.m. on 15 June 2020.</b></p> <p><b>Addressing questions.</b> We will endeavour to address substantial and relevant questions received from shareholders either by publishing our responses before the AGM on our corporate website and SGXNET or during the AGM through live audio-visual webcast and live audio-only stream.</p> <p><b>Minutes of AGM.</b> We will publish the minutes of the AGM on our corporate website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed in our responses before or during the AGM.</p>

No.	Steps	Details
3.	<b>Submit proxy forms to vote</b>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they 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.</p> <p><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged at the office of the Company at 12A Jalan Samulun Singapore 629131; or</p> <p>(b) if submitted electronically, be submitted via email to the Company at AGM2020@choffshore.com.sg</p> <p>in either case, by <b>4.00 p.m. on 16 June 2020.</b></p> <p>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.</p> <p><b>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPF or 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 by <b>5.00 p.m. on 8 June 2020.</b></p>