



8 Temasek Boulevard #31-02
Suntec Tower Three, Singapore 038988
Tel: (65) 6334 8979 Fax: (65) 6333 5283
Incorporated in the Republic of Singapore
Co. Reg. No.: 199303293Z

CONDUCT OF 26TH ANNUAL GENERAL MEETING TO BE HELD ON 4 JUNE 2020 IN THE LIGHT OF COVID-19 PANDEMIC AND AMENDMENT TO NOTICE OF ANNUAL GENERAL MEETING

BACKGROUND

China Aviation Oil (Singapore) Corporation Ltd (“**CAO**” or the “**Company**”) refers to the:

- (1) Notice of Annual General Meeting of the Company dated 14 April 2020 (the “**Notice of AGM**”) convening the 26th Annual General Meeting of the Company (the “**AGM**”) to be held 4 June 2020.
- (2) The proxy form for the AGM which was issued together with the Notice of AGM on 14 April 2020 (the “**Proxy Form**”).

Subsequent to the finalisation of the Notice of AGM and the Proxy Form, the COVID-19 (Temporary Measures) Act 2020 was passed by Parliament on 7 April 2020 pursuant to which the Minister of Law may by order prescribe alternative arrangements for listed companies in Singapore to, *inter alia*, enable general meetings to be conducted by way of electronic means, and pursuant to which, 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**”) was gazetted on 13 April 2020 which sets out the prescribed alternative arrangements (the “**Alternative Arrangements**”). The Order (as amended on 24 April 2020) provides that the Alternative Arrangements apply to meetings held during the period commencing from 27 March 2020 to 30 September 2020 (the “**Amendment Order**”). The Company also refers to the “Additional Guidance on the Conduct of General Meetings During Elevated Safe Distancing Period” (the “**Guidance**”) jointly issued by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation (as updated on 27 April 2020) which provides a checklist on the prescribed Alternative Arrangements.

As at the date of this announcement, the Singapore Government's “circuit-breaker” period has been extended from 4 May 2020 to 1 June 2020, and could potentially be further extended depending on the COVID-19 situation in the following few weeks. Even if the “circuit-breaker” period ends on 1 June 2020, there may be other safe distancing restrictions which may be imposed on public gatherings of individuals, which may impact the conduct of the AGM.

CONDUCT OF AGM ON 4 JUNE 2020 BY WAY OF ELECTRONIC MEANS

In view of the foregoing, for the safety and well-being of the shareholders of the Company, the staff and other attendees of the AGM, and to provide certainty for the AGM can proceed, the Company has decided to rely on the Alternative Arrangements for the conduct of the AGM by way of electronic means on 4 June 2020.

AMENDMENTS TO NOTICE OF AGM DATED 14 APRIL 2020

Notice is hereby given that the Notice of AGM is amended as set out below (the “**Amendments**”):

- (1) The first paragraph of the Notice of AGM (appearing before the header "Ordinary Business") is deleted in its entirety and replaced with the following:

“NOTICE IS HEREBY GIVEN that the 26th Annual General Meeting of the Company will be held **by way of electronic means** on Thursday, 4 June 2020 at 3:00 p.m. to transact the business set out below.”

- (2) Notes 1 to 3 of the Notice of AGM are deleted in their entirety and replaced with the following as a new section in their place:

IMPORTANT INFORMATION – ARRANGEMENTS FOR THE AGM

Shareholders of the Company (the “**Shareholders**”) should take note of the following arrangements for the AGM:

1. **Attendance in Person:** The AGM will be conducted only by electronic means and Shareholders will not be able to physically attend the AGM. The proceedings of the AGM will be broadcast through a “live” webcast comprising both an audio-visual webcast and an audio-only stream (“**Live Webcast**”). Please pre-register for the Live Webcast if you wish to attend the AGM.
2. **Live Webcast:** All Shareholders as well as investors who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore) (“**Investors**”), including Central Provident Fund (“**CPF**”) and Supplementary Retirement Scheme (“**SRS**”) (“**CPF&SRS Investors**”), who wish to follow the proceedings of the AGM through the Live Webcast must pre-register online at [CAO Virtual AGM](#) by **1 June 2020, 3:00 p.m. (Singapore time)** for verification purposes. Following successful verification, details on how to join the Live Webcast will be sent to you by **3 June 2020, 12:00 p.m. (Singapore time)** at the electronic mail address specified in your pre-registration details.

3. **Submission of Questions:** Shareholders and Investors will **not** be able to ask questions “live” via the Live Webcast. All Shareholders and Investors can submit questions relating to the business of the AGM up till **28 May 2020, 5:00 p.m. (Singapore time)** either (i) via electronic mail to agm2020_questions@caosco.com, or (ii) via post to Boardroom Corporate & Advisory Services Pte Ltd, the Company’s Share Registrar’s office at 50 Raffles Place, #32-01, Singapore Land Tower, Singapore 048623. The Company will endeavour to respond to substantial and relevant questions either prior to the AGM (via an announcement on SGXNet and the Company’s corporate website) or at the AGM.
4. **Voting Solely via Appointing Chairman as Proxy (Submit a Proxy Form):** In accordance with the Alternative Arrangements and the Guidance, **a Shareholder who wishes to vote at the AGM can only do so by appointing the Chairman of the AGM to act as his/her proxy to vote on his/her behalf.** In the Proxy Form, a member should specifically direct the proxy on how he/she is to vote for or vote against (or abstain from voting on) the resolutions to be tabled at the AGM. If no specific direction as to voting is given, the Chairman of the AGM will vote or abstain from voting at his/her discretion. All valid votes cast via proxy on each resolution will be counted.
5. **New Proxy Form:** For alignment with the Alternative Arrangements, the Proxy Form which was issued on 14 April 2020 is to be disregarded in its entirety. **Please use the new Proxy Form which is uploaded together with this announcement instead.** If you have previously submitted a proxy form, please re-submit a fresh one using the new Proxy Form. The new Proxy Form can be accessed at our corporate website at www.caosco.com under “Investor Relations” and on the SGX website at <https://www.sgx.com/securities/company-announcements>. Printed copies of the new Proxy Form will not be sent to Shareholders. In view of the COVID-19 situation, **we encourage Shareholders to submit the completed and signed Proxy Form and any questions via electronic mail.**

The duly completed and signed Proxy Form must be deposited either (a) by post to the office of the Share Registrar of the Company at 50 Raffles Place, #31-02 Singapore Land Tower, Singapore 048623, or (b) by electronic mail to agm2020_proxyforms@caosco.com (e.g. enclosing a clear scanned completed and signed Proxy Form), and must be received by the Company not less than 72 hours before the time appointed for holding the AGM. In the case of members of the Company whose shares are entered against their names in the Depository Register, the Company may reject any instrument appointing a proxy lodged if such members are not shown to have shares in the Company entered against their names in the Depository Register as at 72 hours before the time appointed for holding the AGM as certified by The Central Depository (Pte) Limited to the Company.

6. **Investors holding Shares through Relevant Intermediaries (including CPF&SRS investors):** Investors (including CPF&SRS investors) should **not** use the Proxy Form and should instead contact their relevant intermediaries as soon as possible to specify voting instructions. CPF&SRS investors should approach their respective CPF Agent Banks or SRS Operators at least **seven working days** before the AGM (i.e. **by Friday, 22 May 2020, 5 p.m. (Singapore time)**) to ensure that their votes are submitted.

Investors (including CPF&SRS investors) who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the Live Webcast; or (b) submitting questions in advance of the AGM; should contact the relevant intermediary (which would include, in the case of CPF&SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold Shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM. After the Investor's relevant intermediary has informed the Company, the Investor will then be able to pre-register as set out in Note (2) above.”

- (3) To cater for the webcast, the section titled “Personal Data Privacy” be deleted in its entirety and replaced by the following:

“By submitting an instrument appointing a proxy or proxies and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), recordings and transmitting images and/or voice recordings when broadcasting the AGM proceedings through webcast, and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “**Purposes**”); (ii) warrants that where the member discloses the personal data of the member’s proxy or proxies and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy or proxies and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy or proxies and/or representative(s) for the Purposes; and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.”

Shareholders should note that save for the Amendments, all other details set out in the Notice of AGM remain unchanged.

KEY DATES/DEADLINES

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

Key dates	Actions
5:00 p.m. on 22 May 2020 (Friday)	Deadline for CPF&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 votes.
5:00 p.m. on 28 May 2020 (Thursday)	Deadline for Shareholders and Investors to submit questions in advance
3:00 p.m. on 1 June 2020 (Monday)	<p>Deadline for Shareholders and Investors to pre-register online at CAO Virtual AGM for live audio-visual webcast/live audio-only stream of the AGM proceedings.</p> <p>Deadline for Shareholders to submit Proxy Forms (using the new Proxy Form format). (Note: Investors (including CPF&SRS investors) should not submit Proxy Forms.)</p>
By 12:00 p.m. on 3 June 2020 (Wednesday)	<p>Authenticated Shareholders/Investors will receive an electronic mail which will contain (a) user ID and password details, as well as the link to access the live audio-visual webcast and (b) a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Shareholders/Investors who do not receive the Confirmation Email by 12:00 p.m. on 3 June 2020, but have registered by 1 June 2020 deadline should contact our Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd at +65 65365355.</p>
Date and time of AGM 3:00 p.m. on 4 June 2020 (Thursday)	<ul style="list-style-type: none"> To access the live audio-visual webcast of the AGM proceedings: click on the link in the Confirmation Email and enter your unique user ID and password; or To access the live audio-only stream of the AGM proceedings, call the toll-free telephone number in the Confirmation Email.

2019 ANNUAL REPORT AND LETTER TO SHAREHOLDERS

The Annual Report for the financial year ended 31 December 2019 (“**Annual Report 2019**”) and our Letter to Shareholders dated 14 April 2020 in relation to: (i) the Proposed Renewal of the General Mandate for Interested Person Transactions; and (ii) the Proposed Renewal of the Share Purchase Mandate (the “**Letter to Shareholders dated 14 April 2020**”) are available for download from the CAO’s corporate website at www.caosco.com under “Investor Relations”.

- (a) To access the Annual Report 2019, go to “Annual Reports page” and click on “Annual Report 2019”.
- (b) To access the Letter to Shareholders dated 14 April 2020, go to “Letter to Shareholders” and click on “Letter to Shareholders dated 14 April 2020”.

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 are advised to check the SGX website at <https://www.sgx.com/securities/company-announcements> and the CAO’s corporate website at www.caosco.com under “Investor Relations” regularly for further updates.

CAO would like to thank all Shareholders for their patience and co-operation in enabling us to hold the AGM by way of electronic means amidst the COVID-19 pandemic.

By order of the Board

Doreen Nah
Company Secretary

13 May 2020