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**LETTER TO SHAREHOLDERS REGARDING THE ANNUAL GENERAL MEETING  
OF THE COMPANY TO BE HELD AT 8 BOON LAY WAY #10-03, 8@TRADEHUB 21  
SINGAPORE 609964 ON WEDNESDAY, 26 OCTOBER 2022 AT 2.30 P.M.**

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Dear Shareholders

**1. INTRODUCTION**

This letter is circulated together with and forms part of Spindex Industries Limited's ("**Company**") Notice of Annual General Meeting dated 10 October 2022 ("**Notice of AGM**") in respect of the upcoming Annual General Meeting ("**AGM**") of the Company.

**2. BACKGROUND**

The board of directors of the Company refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed companies in Singapore to convene, hold or conduct general meetings;
- (b) 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 sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) the joint statement by Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), read together with the FAQs on "The Holding of General Meetings" dated 23 May 2022 issued by Singapore Exchange Regulation, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

**3. DATE, TIME AND PLACE OF AGM**

The AGM is an important event in the Company's corporate calendar. The Company is pleased to announce that pursuant to the Order, its AGM will be held, in a wholly physical format, at 8 Boon Lay Way #10-03, 8@TradeHub 21 Singapore 609964 on **Wednesday, 26 October 2022 at 2.30 p.m.** **There will be no option for shareholders to participate virtually.**

**4. COVID-19 SAFE MANAGEMENT MEASURES**

Due to the constantly evolving COVID-19 situation in Singapore, the Company may require attendees to wear masks or restrict the number of in-person attendees at the Physical Meeting taking into account any regulations, directives, measures or guidelines that may be issued by any government and regulatory agency in light of the COVID-19 situation from time to time. Members should check the Company's website at the URL <http://www.spindex.com.sg> or the website of the SGX-ST at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates.

## 5. DOCUMENTS FOR THE AGM

Documents relating to the business of the AGM, which comprise the Company's annual report for the financial year ended 30 June 2022, the Notice of AGM and the accompanying Proxy Form (as defined herein) for the AGM, the Appendix to the Annual Report 2022 dated 10 October 2022 in relation to the proposed renewal of the share buyback mandate ("**Appendix**") as well as the responses to questions raised by Shareholders in the manner prescribed below have been or will be published and made available to Shareholders on (i) the SGX's website at the URL <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's corporate website at the URL <http://www.spindex.com.sg>. **Printed copies of these documents will NOT be sent to Shareholders.**

## 6. QUESTION AND ANSWER

Shareholders (including Central Provident Fund ("**CPF**") and Supplementary Retirement Scheme ("**SRS**") investors), can submit substantial and relevant questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM **no later than 2.30 p.m. on 18 October 2022**, and in the following manner:

- (a) **via email** to the Company at [corporate@spindex.com.sg](mailto:corporate@spindex.com.sg); or
- (b) **by post** to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.

Please state your questions and provide your particulars (comprising your full name as per CDP/CPF/SRS Account records, NRIC or Passport Number or Company Registration Number, number of shares held in the Company, contact number and email address). Any question without these identification details will not be entertained.

The Company will endeavour to answer all substantial and relevant questions from Shareholders relating to the agenda of the AGM prior to the AGM via publication on (i) the SGX website at <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's website at the URL <http://www.spindex.com.sg>. The Company will also address any subsequent clarifications sought, or follow-up questions, prior to, or at, the AGM in respect of substantial and relevant matters.

The minutes of AGM, will thereafter be published on (i) the SGX website at <https://www.sgx.com/securities/company-announcements> and (ii) the Company's website at the URL <http://www.spindex.com.sg> within one (1) month after the conclusion of the AGM.

## 7. ARRANGEMENTS FOR PARTICIPATION IN THE AGM

The Company has made the following arrangements for Shareholders to participate at the AGM:

- (a) attending the AGM in person;
- (b) submitting questions to the Chairman of the Meeting in advance of, or at, the AGM; and
- (c) voting at the AGM (i) themselves; or (ii) through their duly appointed proxy(ies).

Persons who hold the shares of the Company through relevant intermediaries (as defined in Section 181 of the Companies Act 1967 of Singapore), including CPF/SRS investors, and who wish to participate at the AGM should contact the relevant intermediary (which would include, in the case of CPF/SRS investors, their respective CPF Agent Banks/SRS Operators) through which they hold such shares of the Company to submit their votes to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., by post at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632 or by email at [corporate@spindex.com.sg](mailto:corporate@spindex.com.sg) at least seven (7) working days before the AGM (i.e. **by 5.00 p.m. on 13 October 2022**).

## 8. SUBMISSION OF PROXY FORMS TO VOTE

Shareholders who wish to appoint a proxy(ies) to vote on their behalf must specifically indicate how they wish to vote for or vote against (or abstain from voting on) in respect of a resolution set out in the Proxy Form, failing which, the appointment of the proxy(ies) for that resolution will be treated as invalid.

The instrument appointing a proxy(ies) (which may be accessed at (i) the SGX's website at the URL <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's corporate website at the URL <http://www.spindex.com.sg>), together with the power of attorney or other authority under which it is signed (if applicable) or a notarial certified copy thereof ("**Proxy Form**"), must:

- (a) if sent by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or
- (b) if submitted electronically by email, be submitted to the Company at [corporate@spindex.com.sg](mailto:corporate@spindex.com.sg),

in either case, **by 2.30 p.m. on 24 October 2022** (being not less than forty-eight (48) hours before the time appointed for holding the AGM or at any adjournment thereof) and in default the Proxy Form for the AGM shall not be treated as valid.

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.

CPF/SRS investors who wish to appoint a proxy(ies) should approach their respective CPF Agent Banks/ SRS Operators to submit their votes to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., by post at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632 or by email at [corporate@spindex.com.sg](mailto:corporate@spindex.com.sg) at least seven (7) working days before the AGM (i.e. **by 5.00 p.m. on 13 October 2022**).

In the case of members of the Company whose shares are entered against their names in the Depository Register, the Company may reject any Proxy Form lodged if the member, being the appointor, is not shown to have shares entered against his/her/its name in the Depository Register as at seventy-two (72) hours before the time appointed for holding the AGM (or at any adjournment thereof), as certified by The Central Depository (Pte) Limited to the Company.

## 9. 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>5.00 p.m. on 13 October 2022</b>	Deadline for CPF and SRS investors who wish to appoint a proxy(ies) to vote on their behalf at the AGM to approach their respective CPF Agent Banks/ SRS Operators to submit their votes.
<b>2.30 p.m. on 18 October 2022</b>	Deadline for Shareholders to submit questions in advance: <ul style="list-style-type: none"><li>• <b>via email</b> to the Company at <a href="mailto:corporate@spindex.com.sg">corporate@spindex.com.sg</a>; or</li><li>• <b>by post</b> to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</li></ul>

Key dates	Actions
<b>2.30 p.m. on 24 October 2022</b>	Deadline for Shareholders to submit Proxy Forms.
(Registration commences at 1.30 p.m.)  <b>Date and time of AGM 2.30 p.m. on 26 October 2022</b>	Shareholders (including CPF and SRS investors) and (where applicable) duly appointed proxies may attend the AGM in person at 8 Boon Lay Way #10-03, 8@TradeHub 21 Singapore 609964.  <b>There will be no option to participate virtually.</b>  Please:  <ul style="list-style-type: none"> <li>● bring along your NRIC/passport so as to enable the Company to verify your identity; and</li> <li>● wear your face masks at the AGM venue at all times</li> </ul> Please arrive early to facilitate the registration process.

#### 10. IMPORTANT REMINDER

Shareholders are reminded to check the Company's website at the URL <http://www.spindex.com.sg> or the SGXNet for the latest updates on the status of the AGM.

Yours faithfully

For and on behalf of the Board of Directors of  
**SPINDEX INDUSTRIES LIMITED**

Tan Choo Pie @ Tan Chang Chai  
Chairman  
10 October 2022