

# MANUFACTURING INTEGRATION TECHNOLOGY LTD.

(Company Registration Number 199200075N)  
(Incorporated in the Republic of Singapore)

## INSTRUCTIONS TO SHAREHOLDERS FOR THE EGM

Due to the current COVID-19 situation in Singapore, Shareholders will not be allowed to attend the EGM of the Company to be held on 20 November 2020 at 10.00 a.m. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the EGM by (a) watching the EGM proceedings via live webcast or listening to the EGM proceedings via live audio feed; (b) submitting questions in advance of the EGM; and/or (c) voting by appointing the Chairman of the EGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the EGM. Please see the paragraphs (I) to (IV) below for these alternative arrangements.

### (I) To vote at the virtual EGM

Shareholders (whether individual or corporate) who wish to exercise their votes must submit a Proxy Form to appoint the Chairman of the EGM to vote on their behalf.

Shareholders (whether individual or corporate) appointing the Chairman of the EGM 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.

The completed Proxy Form can be submitted to the Company in hard copy form or by email:

- (a) if in hard copy and sent personally or by post, the Proxy Form must be lodged at the Company's registered office at Block 5004, Ang Mo Kio Ave 5, #05-01, TECHplace II, Singapore 569872; or
- (b) if by email, the Proxy Form must be received by the Company at [meeting@mitech-ltd.com.sg](mailto:meeting@mitech-ltd.com.sg),

in either case, by 10.00 a.m. on 18 November 2020.

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 <https://www.mitech-ltd.com.sg> or SGX-ST website at <https://www.sgx.com/securities/company-announcements>.

### (II) Registration for the live webcast

Shareholders will be able to watch the EGM proceedings through a live webcast via their mobile phones, tablets or computers or listen to the EGM 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 by 10.00 a.m. on 17 November 2020 (the "**Registration Deadline**") by completing and sending the Webcast Registration Form to the Company in the manner set out in paragraph (IV) below.

Following authentication of the shareholders' status as Shareholders of the Company, authenticated Shareholders will receive email instructions on how to access the webcast and audio feed of the EGM proceedings by 19 November 2020; and

- (b) Shareholders who have registered by the Registration Deadline but do not receive an email by 19 November 2020 should contact the Company for assistance at 68678052 extension 3008.

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

### **(III) Submission of Questions**

Shareholders may submit questions relating to the special resolution to be tabled for approval at the EGM by using the Webcast Registration Form. 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 address all relevant and substantial questions relating to the special resolution to be tabled for approval at the EGM. The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received. Answers to substantial questions may also be provided by the Company before the EGM by releasing an announcement on the SGXNET.

Subsequent to the EGM, the Company will publish the minutes of the EGM, including the responses to questions from the Shareholders, on the SGXNET within one month after the date of the EGM.

### **(IV) Submission of Webcast Registration Form**

The completed Webcast Registration Form can be submitted to the Company in hard copy form or by email:

- (a) if in hard copy and sent personally or by post, the Webcast Registration Form must be lodged at the Company’s registered office at Block 5004, Ang Mo Kio Ave 5, #05-01, TECHplace II, Singapore 569872; or
- (b) if by email, the Webcast Registration Form must be received by the Company at [meeting@mitech-ltd.com.sg](mailto:meeting@mitech-ltd.com.sg),

in either case, by the Registration Deadline.

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

The Webcast Registration Form can also be downloaded from the Company’s website at <https://www.mitech-ltd.com.sg> or SGX-ST website at <https://www.sgx.com/securities/company-announcements>.

### **Further Information**

Shareholders who watch or listen to the EGM proceedings are reminded that the EGM is private. Invitation to Shareholders to attend the EGM via live webcast or audio-only feed shall not be forwarded to anyone who is not a Shareholder or who is not authorised to attend the EGM.

**RECORDING OF THE EGM PROCEEDINGS** in whatever form is also **STRICTLY PROHIBITED**.

The Company seeks Shareholders' patience and understanding during the EGM proceedings in the event of any technical disruptions.

The Company would remind Shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its EGM arrangements at short notice. Shareholders are encouraged to check the Company's announcement regularly for any updates on the EGM.

The Company wishes to thank all Shareholders for their patience and co-operation in enabling the Company to hold the EGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.