

IMPORTANT NOTICE TO SHAREHOLDERS

(1) PRINTED ANNUAL REPORT

(2) NO PHYSICAL ATTENDANCE AT ANNUAL GENERAL MEETING

(3) ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING

1. Introduction

The Board of Directors (the “**Board**” or “**Directors**”) of Tat Seng Packaging Group Ltd (the “**Company**” and together with its subsidiaries, collectively the “**Group**”) refer 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, inter alia, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (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 the 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) which provides additional guidance on the conduct of general meetings via electronic means.

2. Date of Annual General Meeting

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting (“**AGM**”) dated 12 April 2022 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 27 April 2022 at 2.00 p.m. (Singapore time).

3. Despatch of Printed Annual Report

Printed Annual Report together with the Notice of AGM and Proxy Form will be sent to members. This Notice will be published on the Company’s website at <http://www.tspg.sg/investor-relations/company-announcements> and made available on the SGX website at <http://www.sgx.com/securities/company-announcements>.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

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4. No Physical Attendance at AGM

Due to the current COVID-19 situation and the Company's efforts to minimise physical interactions and the transmission risk to a minimum, the AGM of the Company will be held by way of electronic means, shareholders will not be able to attend the AGM in person. Alternative arrangements have been put in place to allow Shareholders to 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/or
- (c) appointing the Chairman of the AGM as proxy to attend, speak and vote at the AGM.

Please see paragraph 5 below for these alternative arrangements.

5. Alternative Arrangements

The following are the details regarding alternative arrangements which have been put in place for the AGM:

(a) Registration for Live Webcast

Shareholders who wish to participate in the AGM via live webcast ("**Webcast**") must pre-register online to the URL at <https://online.meetings.vision/tatseng-agm-registration>, not later than 2.00 p.m. on 24 April 2022 to enable the Company to verify their status as shareholders. Shareholders shall provide the following details during pre-registration:

- (i) Full name
- (ii) NRIC/Passport number
- (iii) Email address
- (iv) Provide a valid mobile or landline number that will be used to dial in for the audio-only stream
- (v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act 1967, including CPF and SRS investors who wish to participate in the AGM by observing or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream, should approach their relevant intermediaries (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.

Following the verification, authenticated shareholders will receive an email by 2.00 p.m. on 26 April 2022 with their login credentials as well as the link to access the live audio-visual webcast and toll-free telephone number to access the live audio-only stream (the "**Confirmation Email**").

Shareholders who do not receive the Confirmation Email by 2.00 p.m. on 26 April 2022, but have registered online by 2.00 p.m. on 24 April 2022 deadline should contact our Share Registrar, M & C Services Private Limited at +65 6228 0506 before 6.00 p.m. on 26 April 2022 or between 9.00 a.m. and 12.00 p.m. on 27 April 2022.

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(b) **Shareholders' Questions**

Shareholders will not be able to ask questions during the Webcast or audio-stream. Therefore, it is important for Shareholders to submit their questions in relation to any of the resolutions tabled for approval at the AGM in advance.

Shareholders may send their questions by 5.00 p.m. on 19 April 2022 via email to our Investor Relations Team at ir@ts.sg and provide us with the following details:

- (i) Full name
- (ii) NRIC/Passport number
- (iii) Contact number
- (iv) Email address
- (v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, Corporate Shareholder, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act 1967, including CPF and SRS investors who wish to submit their questions, should approach their 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.

The Company will address the substantial and relevant questions from Shareholders by 21 April 2022 and upload the Company's responses on the SGXNet at <http://www.sgx.com/securities/company-announcements> and the Company's website at <http://www.tspg.sg/investor-relations/company-announcements>.

The minutes of the AGM, shall thereafter be published on the SGXNet and the Company's website, within one month from the conclusion of the AGM.

(c) **Proxy Voting**

Shareholders who wish to vote on any or all of the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the AGM, in accordance with the instructions on the Proxy Form.

Shareholders must submit the completed and signed Proxy Form by 2.00 p.m. on 24 April 2022 in the following manner:

- (i) By Post – To be deposited at the office of the Company's Share Registrar at M & C Services Private Limited, at 112 Robinson Road, #05-01 Singapore 068902; or
- (ii) By Email – gpe@mncsingapore.com

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.

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act 1967, including CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy, should approach their 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, by 5.00 p.m. on 15 April 2022.

Any incomplete Proxy Form will be rejected by the Company.

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6. Record Date and Payment Date for the Dividend

The Register of Members and Transfer Books of the Company will be closed on 14 May 2022 for the purposes of determining the Shareholders' entitlements to the proposed Final Ordinary Dividend.

Duly completed registrable transfers of shares received by the Company's Share Registrar, M & C Services Private Limited, of 112 Robinson Road, #05-01 Singapore 068902 up to 5.00 p.m. on 13 May 2022 will be registered to determine members' entitlements to the said Dividend. Subject to the aforesaid, members whose Securities Account with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on 13 May 2022 will be entitled to the proposed Dividend.

The proposed payment of the Dividend, if approved by the Shareholders at the AGM, will be paid on 27 May 2022.

Important reminder:

The Company would like to remind Shareholders that, with the current COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to check on the Company's website at <http://www.tspg.sg/investor-relations/company-announcements> and SGXNet at www.sgx.com/securities/company-announcements for the latest updates on the AGM.

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

By Order of the Board

Siau Kuei Lian
Company Secretary
Singapore

12 April 2022