

# ALTERNATIVE ARRANGEMENTS FOR THE FORTY-SECOND ANNUAL GENERAL MEETING (“MEETING” OR “42<sup>ND</sup> AGM”) OF THE COMPANY TO BE HELD ON 23 NOVEMBER 2020

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1. **Background.** Sunright Limited (the “Company” or “Sunright”) refers to:
  - (a) 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;
  - (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 and 1 October 2020) which provides additional guidance on the conduct of general meetings during the period from 1 October 2020 to 30 June 2021.
2. **Date, time and conduct of Annual General Meeting.** The Company is pleased to announce that pursuant to the Order, its 42<sup>nd</sup> AGM will be convened and held by way of electronic means on **Monday, 23 November 2020 at 9.30 a.m.**
3. **Notice of AGM and proxy form.** The Notice of 42<sup>nd</sup> AGM and proxy form will be sent to members by electronic means via publication on the Company’s website, at the URL [https://www.sunright.com/eng/investor\\_relations.htm](https://www.sunright.com/eng/investor_relations.htm) and will also be made available on the SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>. For your convenience, printed copies of these documents will also be sent by post to members.
4. **No physical attendance at the AGM.** Pursuant to the Order, members will NOT be able to attend the 42<sup>nd</sup> AGM in person.
5. **Alternative arrangements for participation at the AGM.** Members may participate in the 42<sup>nd</sup> AGM by:
  - (a) observing and/or listening to the 42<sup>nd</sup> AGM proceedings, via live audio-visual webcast or live audio-only stream;
  - (b) submitting questions in advance of the 42<sup>nd</sup> AGM; and/or
  - (c) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf, at the 42<sup>nd</sup> AGM.

Details of the steps for pre-registration, pre-submission of questions and voting at the 42<sup>nd</sup> AGM by members, are set out in the **Appendix** to this announcement. A copy of this announcement may be accessed at the Company’s website, at URL [https://www.sunright.com/eng/investor\\_relations.htm](https://www.sunright.com/eng/investor_relations.htm) and will also be made available on the SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>. For your convenience, printed copies of this announcement will also be sent by post to members.
6. **Persons who hold shares through relevant intermediaries.** Persons who hold Sunright’s shares through relevant intermediaries (as defined in section 181 of the Singapore Companies Act, Chapter 50), including CPF and SRS investors, and who wish to participate in the 42<sup>nd</sup> AGM by:
  - (a) observing and/or listening to the 42<sup>nd</sup> AGM proceedings, via live audio-visual webcast or live audio-only stream;
  - (b) submitting questions in advance of the 42<sup>nd</sup> AGM; and/or

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- (c) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf, at the 42<sup>nd</sup> AGM;

through which they hold such shares, should contact their (i) relevant intermediary as soon as possible; or (ii) CPF Agent Banks or SRS Operators by 5.00 p.m. on 11 November 2020, in order for the necessary arrangements to be made for their participation in the 42<sup>nd</sup> AGM.

7. **Annual Report 2020.** The Company’s Annual Report 2020 has been published and may be accessed on the Company’s website, at the URL [https://www.sunright.com/eng/investor\\_relations.htm](https://www.sunright.com/eng/investor_relations.htm) and on SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>.

For members who still wish to receive a printed copy of the Annual Report 2020, he/she/it may submit his/her/its request(s) by downloading the Request Form from the Company’s website, at the URL [https://www.sunright.com/eng/investor\\_relations.htm](https://www.sunright.com/eng/investor_relations.htm).

8. **Key dates/deadlines.** In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key dates	Actions
From 9.30 a.m. on 27 October 2020 (Tuesday)	Members may begin to pre-register at the URL <a href="https://complete-corp.com.sg/sunright-limited-agm/">https://complete-corp.com.sg/sunright-limited-agm/</a> for live audio-visual webcast or live audio-only stream of the AGM proceedings.
5.00 p.m. on 11 November 2020 (Wednesday)	Deadline for: <ul style="list-style-type: none"> <li>• CPF and 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.</li> </ul>
9.30 a.m. on 16 November 2020 (Monday)	Deadline for: <ul style="list-style-type: none"> <li>• Members to submit questions in advance.</li> </ul>
9.30 a.m. on 20 November 2020 (Friday)	Deadlines for members to: <ul style="list-style-type: none"> <li>• Pre-register for live audio-visual webcast or live audio-only stream of the AGM proceedings; and</li> <li>• Submit proxy forms.</li> </ul>
By 9.30 a.m. on 22 November 2020 (Sunday)	Authenticated members will receive an email which will contain the login instructions as well as the link to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the “ <b>Confirmation Email</b> ”).  Members who do not receive the Confirmation Email by <b>9.30 a.m. on 22 November 2020</b> , but have pre-registered by the 20 November 2020 deadline, should contact Complete Corporate Services Pte Ltd via email at <a href="mailto:sunright-agm@complete-corp.com.sg">sunright-agm@complete-corp.com.sg</a> .
Date and time of AGM – 9.30 a.m. on 23 November 2020 (Monday)	Click on the link in the Confirmation Email and follow the instructions to:- <ul style="list-style-type: none"> <li>• access the live audio-visual webcast of the AGM proceedings; or</li> <li>• call the toll-free telephone number to access the live audio-only stream of the AGM proceedings.</li> </ul>

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9. **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. Members should check the Company’s website, at the URL [https://www.sunright.com/eng/investor\\_relations.htm](https://www.sunright.com/eng/investor_relations.htm) or the SGXNet, at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

The Company would like to thank all members for their patience and co-operation in enabling us to hold the 42<sup>nd</sup> AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

By Order of the Board

**Adeline Lim Kim Swan**  
Company Secretary  
27 October 2020

# APPENDIX

## Steps for pre-registration, pre-submission of questions and voting at the 42<sup>nd</sup> AGM

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Members will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, 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	<b>Pre-registration</b>	<p><b>Members, including relevant intermediaries (including CPF and SRS investors), can pre-register at the pre-registration website, at the URL <a href="https://complete-corp.com.sg/sunright-limited-agm/">https://complete-corp.com.sg/sunright-limited-agm/</a> from 9.30 a.m. on 27 October 2020 up to 9.30 a.m. on 20 November 2020 to enable Sunright to verify their status as members.</b></p> <p>Following the verification, authenticated members will receive an email which will contain the login instructions as well as the link to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Members who do not receive a Confirmation Email by <b>9.30 a.m. on 22 November 2020</b>, but have pre-registered by the 20 November 2020 deadline, should contact Complete Corporate Services Pte Ltd via email at <a href="mailto:sunright-agm@complete-corp.com.sg">sunright-agm@complete-corp.com.sg</a>.</p>
2	<b>Submit questions in advance</b>	<p><b>Members 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> Members, including relevant intermediaries (including CPF and SRS investors), can submit questions related to the resolutions to be tabled for approval at the 42<sup>nd</sup> AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>Via pre-registration website.</b> Members who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website, at the URL <a href="https://complete-corp.com.sg/sunright-limited-agm/">https://complete-corp.com.sg/sunright-limited-agm/</a>;</p> <p>(b) <b>Via email.</b> Members may submit their questions via email to <a href="mailto:sunright-agm@complete-corp.com.sg">sunright-agm@complete-corp.com.sg</a>; or</p> <p>(c) <b>By post.</b> Members may submit their questions by post to Sunright Limited, c/o Complete Corporate Services Pte Ltd, 10 Anson Road, #29-07 International Plaza, Singapore 079903.</p> <p>When sending in your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"><li>• Your full name;</li><li>• Your full NRIC/Passport/UEN no.;</li><li>• Your address; and</li><li>• The manner in which you hold shares in Sunright (e.g. via CDP, CPF and/or SRS).</li></ul>

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## Steps for pre-registration, pre-submission of questions and voting at the 42<sup>nd</sup> AGM

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No.	Steps	Details
2	<b>Submit questions in advance</b> (continued)	<p><b>Deadline to submit questions.</b> All questions must be submitted by <b>9.30 a.m. on 16 November 2020</b> in order to give the Company sufficient time to process and address the substantial and relevant ones.</p> <p><b>Addressing questions.</b> The Company will address all substantial and relevant questions received from members by publishing our responses to such questions on the Company's website, at the URL <a href="https://www.sunright.com/eng/investor_relations.htm">https://www.sunright.com/eng/investor_relations.htm</a> and on SGXNet, at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> prior to the AGM. If we are unable to do so, we will address those substantial and relevant questions, which have not already been addressed prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream.</p>
3	<b>Submit proxy form to vote</b>	<p><b>Appointment of Chairman of the AGM as proxy.</b> Members (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 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> Members (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to vote "for", "against" or to "abstain 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 completed, signed and submitted in the following manner:</p> <p>(a) by posting to Sunright Limited, c/o Complete Corporate Services Pte Ltd, 10 Anson Road, #29-07 International Plaza, Singapore 079903; or</p> <p>(b) by sending a scanned PDF copy via email to <a href="mailto:sunright-agm@complete-corp.com.sg">sunright-agm@complete-corp.com.sg</a>;</p> <p>in either case, by <b>9.30 a.m. on 20 November 2020</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 11 November 2020</b>.</p>

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