



---

## ALTERNATIVE ARRANGEMENTS FOR 51ST ANNUAL GENERAL MEETING

---

### INTRODUCTION

The Board of Directors (the “**Board**”) of Tuan Sing Holdings Limited (the “**Company**”) refers to the Company’s Notice of AGM dated 31 March 2021 (“**Notice of AGM**”) with respect to its Annual General Meeting (“**AGM**”) and the following:

- (a) The COVID-19 (Temporary Measures) Act 2020;
- (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**”); and
- (c) The Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (as updated on 27 April 2020, 22 June 2020 and 1 October 2020) (the “**Joint Statement**”).

### DATE, TIME AND CONDUCT OF AGM

The AGM will be convened and conducted by way of electronic means under safe distancing measures pursuant to the Order and in accordance with the latest guidance under the Joint Statement on Friday, 23 April 2021 at 10.00 a.m.

### NOTICE OF AGM AND PROXY FORM

The Notice of AGM and proxy form have been sent to shareholders by electronic means via publication on the Company’s website and on the SGXNet. For convenience, printed copies of these documents have also been mailed to shareholders.

### NO PERSONAL ATTENDANCE AT THE AGM

Due to the current COVID-19 restriction orders in Singapore and the related safe distancing measures, shareholders will not be permitted to attend the AGM in person.

### ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM

Shareholders may participate in 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, if any, in advance of the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend and vote on their behalf at the AGM.

The steps for pre-registration, submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the Appendix to this announcement.



## PROXY FORMS

Shareholders must submit proxy forms in order to cast their votes. Shareholders must give the Chairman of the Meeting as their proxy specific instructions as to voting, or abstention from voting, in respect of each resolution in the proxy form. There will be no live voting at the AGM.

## PERSONS WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES

Persons who hold shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF and SRS investors (the “Investors”), and who wish to participate in the AGM should contact the relevant intermediary through which they hold such shares **as soon as possible** in order for the necessary arrangements to be made for their participation in the AGM. In particular, Investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks and SRS Operators to submit their votes by **5.00 p.m. on 13 April 2021**.

## 2020 ANNUAL REPORT AND LETTER TO SHAREHOLDERS

The 2020 Annual Report and the Letter to Shareholders dated 31 March 2021 (in relation to the proposed renewal of the share purchase mandate and the interested person transactions mandate) have been published on SGXNet at <https://www.sgx.com/securities/company-announcements> and may be accessed at the Company’s corporate website as follows:

- (a) the 2020 Annual Report may be accessed at the URL <https://www.tuansing.com/investor-centre/publications.html> by clicking on the hyperlink for “FY2020 Annual Report”; and
- (b) the Letter to Shareholders dated 31 March 2021 may be accessed at the URL <https://www.tuansing.com/investor-centre/publications.html> by clicking on the hyperlink for “Letter to Shareholders 2021”.

Shareholders may request for printed copies of these documents by completing and submitting to the Company a copy of the Request Form in the printed copies of the Notice of AGM which had been mailed to shareholders.

## KEY DATES AND TIMELINE TO OBSERVE

The key dates and timeline which shareholders should take note of are set out in the table below:

Key dates	Actions
<b>31 March 2021 (Wednesday)</b>	Pre-registration opens: Shareholders, CPF and SRS investors, may pre-register for the AGM at <a href="https://septusasia.com/tuansingfy2020agm">https://septusasia.com/tuansingfy2020agm</a> .
<b>5.00 p.m. on 13 April 2021 (Tuesday)</b>	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks and SRS Operators to submit their votes.



**TUAN SING HOLDINGS LIMITED**  
(Registration No. 196900130M)

Key dates	Actions
<b>10.00 a.m. on 20 April 2021 (Tuesday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"><li>• pre-register for the AGM;</li><li>• submit questions in advance; and</li><li>• submit instruments appointing the Chairman of the Meeting as proxy.</li></ul>
<b>10.00 a.m. on 22 April 2021 (Thursday)</b>	Authenticated shareholders will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast or live audio-only stream of the AGM proceedings (the “ <b>Confirmation Email</b> ”).  Shareholders who have registered on or before 20 April 2021 and have not received the Confirmation Email by <b>10.00 a.m. on 22 April 2021</b> , should contact the Share Registrar: B.A.C.S. Private Limited via email at <a href="mailto:main@zicoholdings.com">main@zicoholdings.com</a> before <b>3.00 p.m. on 22 April 2021</b> .
<b>Date and time of AGM:  23 April 2021 (Friday) at 10.00 a.m.</b>	<ul style="list-style-type: none"><li>• Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or</li><li>• Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li></ul>

#### **FURTHER INFORMATION**

For more information, shareholders can contact the Company via email at [ir@tuansing.com](mailto:ir@tuansing.com) or the Company’s Share Registrar via email at [main@zicoholdings.com](mailto:main@zicoholdings.com).

#### **REMINDER**

Due to the evolving COVID-19 situation in Singapore, the Company may be required to make changes to the arrangements for the AGM as set out hereof at short notice. Shareholders should thus check the Company’s corporate website and/or the SGX’s website for the latest updates on the status of the AGM.

We would like to thank all shareholders for your patience and co-operation in enabling us to hold the AGM in accordance with safe distancing measures amidst the current pandemic.

BY ORDER OF THE BOARD

William Nursalim alias William Liem  
Executive Director/Chief Executive Officer

31 March 2021



## APPENDIX

### Steps for pre-registration, submission of questions and voting at the AGM

Shareholders 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 phones, tablets or computers, submit questions in advance of the AGM and appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre-registration	<p>Shareholders, including CPF and SRS investors, can pre-register for the AGM at the pre-registration website which is accessible at the URL <a href="https://septusiasia.com/tuansingfy2020agm">https://septusiasia.com/tuansingfy2020agm</a> from 31 March 2021 up to 10.00 a.m. on 20 April 2021 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by <b>10.00 a.m. on 22 April 2021</b>. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast or live audio-only stream of the AGM proceedings.</p> <p>Shareholders who have registered on or before 20 April 2021 and have not received the email by <b>10.00 a.m. on 22 April 2021</b>, should contact the Share Registrar: B.A.C.S. Private Limited via email at <a href="mailto:main@zicoholdings.com">main@zicoholdings.com</a> before <b>3.00 p.m. on 22 April 2021</b>.</p>



No.	Steps	Details
2.	<b>Submit questions in advance of the AGM</b>	<p><b>Submission of substantial and relevant questions in advance.</b> Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled for approval at the 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> Shareholders who pre-register for the AGM may submit their questions via the pre-registration website which is accessible at the URL <a href="https://septusiasia.com/tuansingfy2020agm">https://septusiasia.com/tuansingfy2020agm</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to the Company at <a href="mailto:SHquestions@tuansing.com">SHquestions@tuansing.com</a>.</p> <p>(c) <b>By post.</b> Shareholders may submit their questions by post to the Company's registered address at 9 Oxley Road #03-02 The Oxley, Singapore 238697.</p> <p>When sending in your questions via email or by post, please provide us with the following details:</p> <ul style="list-style-type: none"><li>• your full name;</li><li>• your address; and</li><li>• the manner in which you hold shares in the Company (e.g., via CDP, CPF, SRS and/or scrip).</li></ul> <p>All questions must be submitted by <b>10.00 a.m. on 20 April 2021</b>.</p> <p><b>Addressing questions.</b> We will endeavour to address all substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) received from shareholders at least 72 hours in advance of the AGM by publishing our responses to such questions on our corporate website and on SGXNet prior to the AGM.</p> <p><b>Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</b></p> <p><b>Minutes of AGM.</b> We will publish the minutes of the AGM on our corporate website and on SGXNet within the prescribed timeline. The minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>



No.	Steps	Details
3.	<b>Submit instruments appointing Chairman of the Meeting as proxy to vote</b>	<p>Shareholders will not be able to vote during the live audio-visual webcast or live audio-only stream of the AGM proceedings. Shareholders (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 instrument appointing a proxy.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstention from voting, in respect of a resolution in the instrument appointing a proxy, 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 instruments of proxy.</b> The instrument appointing the Chairman of the Meeting as proxy must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged with the Company's Share Registrar, B.A.C.S. Private Limited at 8 Robinson Road #03-00 ASO Building, Singapore 048544; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at <a href="mailto:main@zicoholdings.com">main@zicoholdings.com</a>,</p> <p>in either case, by <b>10.00 a.m. on 20 April 2021</b>.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy must complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and submitting it via email to the email address provided above.</p> <p><b>Due to the current COVID-19 situation, shareholders are strongly encouraged to submit completed instruments appointing a proxy via email.</b></p> <p>CPF and SRS investors who wish to appoint Chairman of the Meeting as proxy should approach their respective CPF Agent Banks and SRS Operators to submit their votes by <b>5.00 p.m. on 13 April 2021</b>.</p>