

TWENTY-THIRD ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 24, 2021

1. INTRODUCTION

Vicplas International Ltd (“**Company**” or “**Vicplas**”) 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, *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, the Monetary Authority of Singapore and Singapore Exchange Regulation of October 1, 2020, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

2. DATE, TIME AND CONDUCT OF TWENTY-THIRD ANNUAL GENERAL MEETING

Vicplas is pleased to announce that pursuant to the Order, its Twenty-Third Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Wednesday, November 24, 2021 at 3.00 p.m.** (Singapore time).

Vicplas’ Chairman, Mr. Yeo Wico, will conduct the proceedings of the AGM.

3. NOTICE OF AGM AND PROXY FORM

The Notice of AGM and Proxy Form will be sent to shareholders by electronic means via publication on the SGX website, and will also be made available on the Company’s website¹. **Printed copies of these documents will not be despatched to shareholders.**

4. NO PERSONAL ATTENDANCE AT THE AGM

As a precautionary measure due to the COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**

¹ The Notice of AGM and Proxy Form may be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and on the Company’s website at the URL <https://www.vicplas.com/investor-relations>.

5. **ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM**

Shareholders may 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, or “live” at, the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Shareholders may ask questions “live” at the AGM. However, there will not be “live” voting at the AGM.

Shareholders will be able to ask questions relevant to the business of the AGM in real-time via a two-way videoconferencing feature available on the audio-visual webcast platform. This will allow for increased engagement by the Company with shareholders at the AGM, and is in addition to participation by shareholders through submission of their questions in advance of the AGM. However, there will not be real-time remote electronic voting at the AGM out of prudence over possible security and authentication concerns.

Details of the steps for pre-registration, pre-submission or asking of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the **Appendix** to this announcement. In addition, CPF and 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 voting instructions by **5.00 p.m. on November 12, 2021**.

6. **PERSONS HOLDING SHARES THROUGH RELEVANT INTERMEDIARIES**

Persons who hold Vicplas shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50 of Singapore), other than CPF and SRS investors, and who wish to 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 in advance of, or “live” at, the AGM;
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at 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.

7. ANNUAL REPORT 2021 AND CIRCULAR TO SHAREHOLDERS

The Company's Annual Report 2021 and the Circular to Shareholders dated November 2, 2021 (in relation to the proposed renewal of the interested person transactions mandate, the proposed renewal of the share purchase mandate and the proposed adoption of the Vicplas International Share Option Plan 2021) have been published on the Company's website at the URL <https://www.vicplas.com/investor-relations>, and may be accessed as set out below:

- (a) the Annual Report 2021 may be accessed by clicking on the hyperlink for "FY2021 PDF" under "Annual Reports"; and
- (b) the Circular to Shareholders dated November 2, 2021 may be accessed by clicking on the hyperlink for "Circular of AGM PDF" under "Annual General Meeting – November 24, 2021".

The Annual Report 2021 and the Circular to Shareholders dated November 2, 2021 may also be viewed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. RECORD DATE AND PAYMENT DATE OF FINAL DIVIDEND

Subject to the approval of the shareholders of the Company to be obtained for the proposed final (one-tier tax exempt) dividend of S\$0.0045 per share for the financial year ended July 31, 2021 (the "**Final Dividend**"), the Share Transfer Books and Register of Members of the Company will be closed on January 12, 2022 for the purpose of determining shareholders' entitlements to the Final Dividend. The Share Transfer Books and Register of Members will re-open on January 13, 2022.

Duly completed registrable transfers received by the Company's Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road, #03-00 ASO Building, Singapore 048544 up to 5.00 p.m. on January 11, 2022 will be registered to determine shareholders' entitlements to the Final Dividend. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on January 11, 2022 will rank for the Final Dividend.

The Final Dividend, if approved at the AGM to be held on November 24, 2021, will be paid on January 21, 2022.

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/times	Events
November 2, 2021 (Tuesday)	Shareholders may begin to: <ul style="list-style-type: none">- Pre-register at the URL https://conveneagm.sg/vicplasagm for the live audio-visual webcast/live audio-only stream of the AGM proceedings; and- Submit questions in advance.
5.00 p.m. on November 12, 2021 (Friday)	Deadline for 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 voting instructions.

3.00 p.m. on November 21, 2021 (Sunday)	<p>Deadline for shareholders to:</p> <ul style="list-style-type: none"> - Pre-register for the live audio-visual webcast/ live audio-only stream of the AGM proceedings; - Submit questions in advance; and - Submit instruments appointing the Chairman of the Meeting as proxy.
By 12.00 p.m. on November 23, 2021 (Tuesday)	<p>Authenticated shareholders will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and the live audio-only stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Shareholders who do not receive the Confirmation Email by 12.00 p.m. on November 23, 2021, but have registered by the November 21, 2021 deadline, should email the Company’s Share Registrar, B.A.C.S. Private Limited, at main@zicoholdings.com before 5.00 p.m. on November 23, 2021.</p>
3.00 p.m. on November 24, 2021 (Wednesday)	<p>Date and time of AGM:</p> <ul style="list-style-type: none"> - Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or - Call the telephone number in the Confirmation Email and follow the instructions to access the live audio-only stream of the AGM proceedings.
5.00 p.m. on January 11, 2022 (Tuesday)	Record date for determining entitlements to the Final Dividend (subject to shareholders' approval at the AGM).
January 21, 2022 (Friday)	Payment date for the Final Dividend (subject to shareholders' approval at the AGM).

10. FURTHER INFORMATION

For more information, shareholders can contact the Company’s Share Registrar, B.A.C.S. Private Limited, via email at main@zicoholdings.com.

11. IMPORTANT REMINDERS

Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change the arrangements for the AGM at short notice. Shareholders are requested to check the SGX website at the URL <https://www.sgx.com/securities/company-announcements> or the Company's website at the URL <https://www.vicplas.com/investor-relations> regularly for the latest updates on the status of the AGM.

Shareholders who observe and/or listen to the AGM proceedings are reminded that the Company's private invitation to shareholders to attend the AGM via live audio-visual webcast and live audio-only stream must not be forwarded to, or shared with, anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

Recording of the AGM proceedings in whatever form is STRICTLY PROHIBITED.

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

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

BY ORDER OF THE BOARD

Cheng Liang
Group Chief Executive Officer
November 2, 2021

APPENDIX

Steps for pre-registration, pre-submission or asking 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 mobile phones, tablets or computers, submit questions in advance of the AGM, ask questions “live” at the AGM via videoconferencing available on the audio-visual webcast platform 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.	Pre-registration	<p>Shareholders, including CPF and SRS investors, can pre-register at the pre-registration website at the URL https://conveneagm.sg/vicplasagm from now till 3.00 p.m. on November 21, 2021 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 12.00 p.m. on November 23, 2021. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast and the live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive the email by 12.00 p.m. on November 23, 2021, but have registered by the November 21, 2021 deadline, should email the Company’s Share Registrar, B.A.C.S. Private Limited, at main@zicoholdings.com before 5.00 p.m. on November 23, 2021.</p>
2.	Submit questions in advance or ask questions “live” at the AGM	<p><u>Submission of questions in advance</u></p> <p>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) <u>Via the pre-registration website</u>: Shareholders who pre-register for the live audio-visual webcast/live audio-only stream of the AGM proceedings may submit their questions via the pre-registration website at the URL https://conveneagm.sg/vicplasagm; or</p> <p>(b) <u>Via email</u>: Shareholders may submit their questions via email to the Company’s Share Registrar, B.A.C.S. Private Limited, at main@zicoholdings.com; or</p> <p>(c) <u>Via post</u>: Shareholders may submit their questions by post to the Company’s Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road, #03-00 ASO Building, Singapore 048544.</p> <p>Shareholders submitting questions via email or post should also provide their following details for verification purposes, failing which the submission will be treated as invalid:</p> <p>(i) full name of shareholder;</p>

		<p>(ii) identification/registration number; and</p> <p>(iii) the manner in which they hold shares in the Company (e.g. via CDP, CPF, SRS and/or scrip).</p> <p>All questions submitted in advance of the AGM must be submitted by 3.00 p.m. on November 21, 2021.</p> <p><u>Asking questions “live” at the AGM</u></p> <p>Shareholders, including CPF and SRS investors, who pre-register to observe and/or listen to the AGM proceedings and whose status as shareholders have been verified may ask substantial and relevant questions related to the resolutions to be tabled for approval “live” at the AGM, via a two-way videoconferencing feature available on the audio-visual webcast platform during the AGM. They may do so by clicking on the “Ask a Question” feature and then clicking on “Queue for Video Call”. The relevant shareholder will be informed once it is appropriate for him/her to speak and can thereafter raise his/her question via audio-visual means during the AGM within a certain prescribed time limit.</p> <p><u>Addressing questions</u></p> <p>The Company will endeavour to address all substantial and relevant questions received from shareholders in advance of the AGM by publishing the Company’s responses to such questions on SGXNet and on its corporate website prior to the AGM. Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed. The Company will address those substantial and relevant questions which have not already been responded to prior to the AGM, as well as those received “live” at the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p><u>Minutes of AGM</u></p> <p>The Company will publish the minutes of the AGM on SGXNet and on its corporate website, and the minutes will include the responses to substantial and relevant questions received from shareholders which are addressed during the AGM.</p>
3.	Submit instruments appointing a proxy to vote	<p><u>Appointment of Chairman of the Meeting as proxy</u></p> <p>Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the instrument appointing a proxy. Shareholders will not be able to vote “live” at the AGM during the audio-visual webcast or audio-only stream of the AGM proceedings.</p> <p><u>Specific voting instructions to be given</u></p> <p>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><u>Submission of instruments appointing a proxy</u></p> <p>Shareholders who wish to submit an instrument appointing the Chairman of the Meeting as proxy must submit it to the Company in the following manner:</p> <p>(a) <u>Via post</u>: if submitted by post, be lodged at the office of 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) <u>Via email or the pre-registration website</u>: if submitted electronically, be submitted:</p> <p>(i) via email to the Company's Share Registrar at main@zicoholdings.com; or</p> <p>(ii) via the online process through the pre-registration website at the URL https://conveneagm.sg/vicplasagm,</p> <p>in any case, by 3.00 p.m. on November 21, 2021.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy by post or via email 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. A shareholder may also appoint the Chairman of the Meeting as proxy via the online process through the pre-registration website at the URL https://conveneagm.sg/vicplasagm.</p> <p>Due to the COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed instruments appointing a proxy electronically via email or via the online process through the pre-registration website.</p> <p>CPF and 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 voting instructions by 5.00 p.m. on November 12, 2021.</p>
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