KOH BROTHERS ECO ENGINEERING LIMITED
(Unique Entity Number: 197500111H)
(Incorporated in Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 25 JUNE 2020

1. **Background**. Koh Brothers Eco Engineering Limited ("**KBE**" or the "**Company**") refers to:

   (a) its announcement of 3 April 2020 on the extension of time provided by Singapore Exchange Regulation and the Accounting and Corporate Regulatory Authority to the Company to hold its annual general meeting;

   (b) 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;

   (c) 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 was gazetted on 13 April 2020 (and subsequently amended on 24 April 2020 in relation to the applicable period), and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and

   (d) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation which was issued on 13 April 2020 (and subsequently updated on 27 April 2020), and which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020.

2. **Date, time and conduct of AGM**. The Company is pleased to announce that pursuant to the Order, its Annual General Meeting ("**AGM**" or "**Meeting**") will be convened and held by way of electronic means on **Thursday, 25 June 2020 at 10.00 am** (Singapore time).

   Our Non-Executive and Non-Independent Chairman, Mr Koh Keng Siang (Francis), will conduct the proceedings of the AGM and address substantial and relevant questions which shareholders have submitted in advance.

3. **LTS, Notice of AGM and proxy form**. In line with the provisions of the Order, the letter to shareholders in relation to the proposed renewal of the interested person transaction mandate and the proposed renewal of the share buy back mandate dated 5 June 2020 (the "**LTS**"), the Notice of AGM and proxy form will be circulated to shareholders solely by electronic means via publication on our corporate website and will also be made available

on the SGX website[1]. Shareholders will need an internet browser and PDF reader to view these documents. **Printed copies of these documents will <u>not</u> be sent to shareholders.**

4. **No personal attendance at AGM**. Due to the current COVID-19 restriction orders in Singapore, **<u>shareholders will not be able to attend the AGM in person</u>**. Instead, alternative arrangements have been put in place to allow shareholders to participate in the AGM, as set out in Paragraph 5 below.

   THE COMPANY WILL NOT ACCEPT ANY PHYSICAL ATTENDANCE BY SHAREHOLDERS. ANY SHAREHOLDER SEEKING TO ATTEND THE AGM PHYSICALLY IN PERSON SHALL BE TURNED AWAY.

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 relevant questions in advance of the AGM; and/or

   (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

   Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.

6. **Persons who hold shares through relevant intermediaries**. Persons who hold ordinary shares of the Company through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including 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 relevant questions in advance of the AGM; and/or

   (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM,

[1] The LTS, Notice of AGM and proxy form may be accessed on our corporate website at the URL http://www.kohbrotherseco.com/html/ir_annual.php and on the SGX website at the URL https://www.sgx.com/securities/company-announcements.

should contact the 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 in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2019**. The Annual Report for the financial year ended 31 December 2019 has been published on our corporate website, and may be accessed at the URL http://www.kohbrotherseco.com/html/ir_annual.php by clicking on the "Download" hyperlink under "Annual Report for FY2019".

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

Key dates	**Actions**
5 June 2020 (Friday)	Shareholders may begin to pre-register at https://complete-corp.com.sg/koh-brothers-eco-agm/ for live audio-visual webcast/live audio-only stream of the AGM proceedings.
5.00 pm on 15 June 2020 (Monday)	Deadline for CPF or 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.
10.00 am on 22 June 2020 (Monday)	Deadline for shareholders to: • pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms.
12.00 pm on 24 June 2020 (Wednesday)	Authenticated shareholders will receive an email which will contain password details as well as the link to access the live audio-visual webcast, and a toll-free telephone number, meeting ID and password to access the live audio-only stream of the AGM proceedings (the "**Confirmation Email**"). Shareholders must not forward the password details and access link for the live audio-visual webcast, or the toll-free telephone number, meeting ID and password for the live audio-only stream, to other persons who are not shareholders and who are not entitled to attend the AGM proceedings.

	Shareholders who do not receive the Confirmation Email by **12.00 pm on 24 June 2020**, but have registered by the 22 June 2020 deadline should contact the Company via email at kohbrotherseco-agm@complete-corp.com.sg.
Date and time of AGM - 10.00 am on 25 June 2020 (Thursday)	• Click on the link in the Confirmation Email and enter the password to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email and enter the meeting ID and password to access the live audio-only stream of the AGM proceedings.

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. Shareholders should check our corporate website at the URL** http://www.kohbrotherseco.com/html/ir_annual.php **for the latest updates on the status of the AGM.**

KBE would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By Order of the Board

Koh Keng Siang
Non-Executive and Non-Independent Chairman

5 June 2020

This document has been reviewed by the Company's sponsor, Stamford Corporate Services Pte. Ltd. (the "**Sponsor**"). It has not been examined or approved by the Singapore Exchange Securities Trading Limited (the "**SGX-ST**") and the SGX-ST assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document.
The contact person for the Sponsor is Mr Ng Joo Khin (Telephone number: 6389 3000; Email: jookhin.ng@morganlewis.com).

APPENDIX

Steps for pre-registration, pre-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 via their mobile phones, tablets or computers or through a live audio-only stream via telephone, 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.	**Pre-registration**	**Shareholders must pre-register at the pre-registration website at https://complete-corp.com.sg/koh-brothers-eco-agm/ from now till 10.00 am on 22 June 2020 to enable KBE to verify their status as shareholders.** Following the verification, authenticated shareholders will receive an email by **12.00 pm on 24 June 2020**. The email will contain password details as well as the link to access the live audio-visual webcast, and a toll-free telephone number, meeting ID and password to access the live audio-only stream of the AGM proceedings. Shareholders who do not receive an email by **12.00 pm on 24 June 2020**, but have registered by the 22 June 2020 deadline should contact the Company via email at kohbrotherseco-agm@complete-corp.com.sg.
2.	**Submit questions in advance**	**Shareholders 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.** **Submission of questions**. Shareholders can submit 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: (a) **Via pre-registration website**. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL https://complete-

No.	Steps	Details
		corp.com.sg/koh-brothers-eco-agm/. (b) **Via email**. Shareholders may submit their questions via email to kohbrotherseco-agm@complete-corp.com.sg. (c) **By post**. Shareholders may submit their questions by post to the registered office of the Company, at 11 Lorong Pendek, Koh Brothers Building, Singapore 348639. When sending in your questions via email or by post, please also provide us with the following details: • your full name; • your address; and • the manner in which you hold ordinary shares of the Company (e.g., via CDP, CPF or SRS). **Deadline to submit questions**. All questions must be submitted by **10.00 am on 22 June 2020**. **Addressing questions**. We will endeavour to address substantial and relevant questions received from shareholders during the AGM through live audio-visual webcast and live audio-only stream. We will publish our responses to substantial and relevant questions which we are unable to address during the AGM, on our corporate website and on SGXNET prior to the AGM. **Minutes of AGM**. We will publish the minutes of the AGM on our corporate website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.
3.	**Submit proxy forms to vote**	**Appointment of Chairman of the Meeting as proxy**. 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 attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.

No.	Steps	Details
		Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions 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. **Submission of proxy forms**. Proxy forms must be submitted in the following manner: (a) if submitted by post, be lodged with the Company at the registered office of the Company, at 11 Lorong Pendek, Koh Brothers Building, Singapore 348639*;* (b) if submitted electronically, be submitted via email to the Company at kohbrotherseco-agm@complete-corp.com.sg, in either case, by **10.00 am on 22 June 2020**. 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. **In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.** 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 **5.00 pm on 15 June 2020**.