

# ISOTEAM LTD.

(Incorporated in the Republic of Singapore)

(Company Registration No. 201230294M)

3 October 2024

Dear Shareholders,

The Extraordinary General Meeting (the “**EGM**”) of ISOTeam Ltd. (the “**Company**”) will be held on Friday, 25 October 2024 at 12.00 p.m. (or as soon as practicable immediately following the conclusion or adjournment of the Annual General Meeting of the Company to be convened on the same day at 10.00 a.m.) at 8 Changi North Street 1, ISOTeam Building, Singapore 498829 for the purpose of adopting the proposed capital reduction (the “**Proposed Capital Reduction**”).

We are pleased to enclose printed copies of the Notice of EGM and the accompanying Proxy Form (collectively, the “**EGM Documents**”) for the upcoming EGM. The EGM Documents and together with this letter, will also be published on the Company’s website at the URL <http://isoteam.listedcompany.com>, and on SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>.

## ELECTRONIC COMMUNICATION OF EGM CIRCULAR

1. As announced on 9 October 2023, we will be implementing the use of electronic communications in accordance with the Companies Act 1967 and the Company’s Constitution for purposes of serving notices and documents such as annual reports, addendums and circulars to shareholders as part of our efforts to promote sustainability by conserving environmental and financial resources.
2. As per the Notice of EGM, the Circular in relation to the proposed adoption of the Proposed Capital Reduction (the “**Circular**”) is made available on the SGXNet and the Company’s website at <http://isoteam.listedcompany.com/>. Printed copies of the Circular will not be sent to members.
3. Any member who wishes to receive a physical copy of the Circular should complete the Request Form and return it by post to the Company at 8 Changi North Street 1, ISOTeam Building, Singapore 498829, or by email to [ir@iso-team.com](mailto:ir@iso-team.com) by 5.00 p.m. on 17 October 2024. The Circular will be mailed to such member within 3 to 5 working days upon receiving such member’s request.
4. We sincerely hope that you will join our efforts to reduce costs and increase operational efficiency by embracing electronic communications. However, in the event that you wish to elect to receive the printed copy of the Circular, please complete, sign and return the Request Form in accordance with paragraph 3 above.
5. Please note that if the Company does not receive the Request Form in the manner and by the time and date as set out above in paragraph 3, shareholders will be deemed to have consented to notices or documents being given, sent or served using electronic communications. The election is a standing election and the shareholder may make a fresh election at any time, but until the shareholder makes a fresh election, the election that is conveyed to the Company last in time prevails over all previous elections as the shareholders’ valid and subsisting election in relation to all documents to be sent.
6. By providing the Company with the information required in the Request Form below, you agree and acknowledge that we and/or our service provider(s) may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request and in order for the Company and/or our service provider(s) to comply with any applicable laws, listing rules, regulations and/or guidelines.

Yours faithfully,

For and on behalf of  
**ISOTEAM LTD.**

Anthony Koh Thong Huat  
Executive Director and Chief Executive Officer

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*This letter has been prepared by the Company and its contents have been reviewed by the Company’s Sponsor, Hong Leong Finance Limited. It has not been examined or approved by the Exchange and the Exchange assumes no responsibility for the contents of this letter, including the correctness of any of the statements or opinions made, or reports contained in this letter.*

*The contact person for the Sponsor is Mr Kaeson Chui, Vice President, at 16 Raffles Quay, #01-05 Hong Leong Building, Singapore 048581, Telephone (65) 6415 9886.*

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# REQUEST FORM

**TO: ISOTEAM LTD.**

8 Changi North Street 1  
ISOTeam Building  
Singapore 498829

Please send me a printed copy of:

Circular in relation to the adoption of the Proposed Capital Reduction

**Incomplete or incorrectly completed forms will not be processed.**

Name(s) of Shareholder(s) : \_\_\_\_\_

NRIC/Passport/UEN Number : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

The shares are held by me/us in or under:-

CDP Securities Account No: \_\_\_\_\_

CPFIS/SRS Account

Physical Scrip

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Affix  
Postage  
Stamp

**ISOTEAM LTD.**  
8 Changi North Street 1  
ISOTeam Building  
Singapore 498829