
CIRCULAR TO SHAREHOLDERS

CIRCULAR TO SHAREHOLDERS DATED 18 AUGUST 2022

THIS CIRCULAR IS IMPORTANT AND REQUIRES YOUR IMMEDIATE ATTENTION. PLEASE READ IT CAREFULLY.

IF YOU ARE IN ANY DOUBT AS TO THE ACTION YOU SHOULD TAKE, YOU SHOULD CONSULT YOUR STOCKBROKER, BANK MANAGER, SOLICITOR, ACCOUNTANT OR OTHER PROFESSIONAL ADVISER IMMEDIATELY.

If you have sold or transferred all your ordinary shares in the capital of ComfortDelGro Corporation Limited (the "**Company**"), you should immediately forward this booklet, consisting of this Circular, Notice of Extraordinary General Meeting, accompanying proxy form and consent form to the purchaser or the transferee, or to the bank, stockbroker or agent through whom the sale or the transfer was effected for onward transmission to the purchaser or the transferee.

The Singapore Exchange Securities Trading Limited (the "**SGX-ST**") assumes no responsibility for the accuracy of any of the statements made, reports contained, or opinions expressed in this Circular.



COMFORTDELGRO CORPORATION LIMITED

(Company Registration Number: 200300002K)

(Incorporated in the Republic of Singapore)

CIRCULAR TO SHAREHOLDERS IN RELATION TO THE PROPOSED APPOINTMENT OF NEW AUDITORS

IMPORTANT DATES AND TIMES:

Last date and time for lodgement of Proxy Form	:	30 August 2022 at 10.00 a.m.
Date and time of Extraordinary General Meeting	:	2 September 2022 at 10.00 a.m.
Place of Extraordinary General Meeting	:	Auditorium ComfortDelGro Headquarters 205 Braddell Road Singapore 579701

CIRCULAR TO SHAREHOLDERS

TABLE OF CONTENTS

1. DEFINITIONS	3
2. INTRODUCTION	5
3. THE PROPOSED APPOINTMENT OF NEW AUDITORS.....	5
4. DIRECTORS' AND SUBSTANTIAL SHAREHOLDERS' INTERESTS	7
5. AUDIT AND RISK COMMITTEE'S RECOMMENDATION	8
6. DIRECTORS' RECOMMENDATIONS.....	8
7. DIRECTORS' RESPONSIBILITY STATEMENT	8
8. EXTRAORDINARY GENERAL MEETING.....	8
9. ACTION TO BE TAKEN BY SHAREHOLDERS.....	9
10. ACCESS TO DOCUMENTS OR INFORMATION RELATING TO THE EGM.....	11
PROXY FORM	

CIRCULAR TO SHAREHOLDERS

DEFINITIONS

In this Circular, the following definitions apply throughout unless the context otherwise requires or is otherwise stated:

"2022 AGM"	:	The AGM that was held on 29 April 2022
"ACRA"	:	Accounting Corporate and Regulatory Authority of Singapore
"AGM"	:	The annual general meeting of the Company
"Ameriprise Financial Group"	:	Ameriprise Financial, Inc. (together with such direct and indirect subsidiaries and intermediaries that include Pyrford International Limited, BMO Asset Management Limited and Columbia Threadneedle Investments UK International Limited)
"Audit and Risk Committee"	:	The Audit and Risk Committee of the Company for the time being
"Board"	:	The Board of Directors of the Company as at the date of this Circular or from time to time, as the case may be
"CDP"	:	The Central Depository (Pte) Limited
"CPF Board"	:	The Central Provident Fund Board
"CPF Investors"	:	Investors holding shares under the Central Provident Fund Investment Schemes
"Circular"	:	This circular to Shareholders dated 18 August 2022 in respect of the Proposed Appointment of New Auditors
"Companies Act"	:	The Companies Act 1967 of Singapore, as may be amended, supplemented or modified from time to time
"Company"	:	ComfortDelGro Corporation Limited
"Confirmation Email for Virtual Meeting"	:	The confirmation email provided by the Company, confirming the Shareholders' and Proxy(ies)' attendance of the EGM by virtual means
"Confirmation Email for Physical Meeting"	:	The confirmation email provided by the Company, confirming the Shareholders' and Proxy(ies)' attendance of the Physical Meeting
"Constitution"	:	The Constitution of the Company, as amended, modified or supplemented from time to time
"Deloitte"	:	Deloitte & Touche LLP
"Director"	:	A director of the Company as at the date of this Circular or from time to time, as the case may be
"EGM"	:	The extraordinary general meeting of the Company to be convened for the purposes of considering and, if thought fit, passing the ordinary resolution set out in the Notice of EGM
"EGM Venue"	:	Auditorium, ComfortDelGro Headquarters, 205 Braddell Road, Singapore 579701
"Financial Year"	:	The Financial Year shall be the calendar year ending on 31 December of each year.
"Group"	:	The Company and its subsidiaries
"Latest Practicable Date"	:	5 August 2022, being the latest practicable date prior to the printing of this Circular
"Listing Manual"	:	The Listing Manual of the SGX-ST
"Live Webcast"	:	The broadcast of the EGM through live audio-visual and audio-only feeds
"MOH"	:	Ministry of Health
"Mr Toong"	:	Toong Weng Sum Vincent

CIRCULAR TO SHAREHOLDERS

DEFINITIONS

" Notice of EGM "	:	The notice of the EGM
" Order "	:	The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, as may be amended, supplemented or modified from time to time
" Physical Meeting "	:	The EGM which will be convened and held physically pursuant to the COVID-19 (Temporary Measures) (Control Order) Regulations 2020
" Proposed Appointment of New Auditors "	:	The proposed appointment of Ernst & Young LLP as auditors of the Company
" Proxy(ies) "	:	The proxies or proxy (as the case may be) appointed by the Shareholders
" Proxy Form "	:	The proxy form in respect of the EGM which is attached to this Circular
" SRS Investors "	:	The investors holding shares under the Supplementary Retirement Scheme
" SFA "	:	Securities and Futures Act 2001 of Singapore, as may be amended, supplemented or modified from time to time
" SGX-ST "	:	Singapore Exchange Securities Trading Limited
" Shareholder(s) "	:	The registered holders of the Shares, except that where the registered holder is CDP, the term "Shareholders" shall, in relation to such Shares and where the context admits, mean the persons named as Depositors in the Depository Register maintained by CDP whose securities accounts with CDP are credited with those Shares
" Shares "	:	Ordinary shares in the share capital of the Company
" Virtual Meeting "	:	The EGM to be held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020
" % " or " per cent "	:	Per centum or percentage

The terms "**Depositor**", "**Depository Agent**" and "**Depository Register**" shall have the meanings ascribed to them respectively in Section 81SF of the SFA.

The term "**associated company**" and "**subsidiary**" shall have the same meanings ascribed to them in the Listing Manual and the Companies Act, as the case may be.

Any reference in this Circular to any enactment is a reference to that enactment as for the time being amended or re-enacted. Any word defined under the Companies Act, the SFA or the Listing Manual, or any modification thereof and not otherwise defined in this Circular, shall have the same meaning assigned to it under the Companies Act, the SFA or the Listing Manual or any modification thereof, as the case may be.

Words importing the singular shall, where applicable, include the plural and vice versa. Words importing the masculine gender shall, where applicable, include the feminine and neuter genders. References to persons shall include corporations.

Any reference to a time of day or date in this Circular shall be a reference to Singapore time and dates, unless otherwise stated.

The headings in this Circular are inserted for convenience only and shall be ignored in construing this Circular.

Eng and Co. LLC is the legal adviser to the Company as to Singapore law in relation to the Proposed Appointment of New Auditors.

CIRCULAR TO SHAREHOLDERS

COMFORTDELGRO

COMFORTDELGRO CORPORATION LIMITED

(Company Registration Number: 200300002K)

(Incorporated in the Republic of Singapore)

Board of Directors:

Mr. Lim Jit Poh	(Independent Non-Executive Chairman)
Mr. Yang Ban Seng	(Non-Independent Executive Director and Managing Director/Group Chief Executive Officer)
Mr. Russell Stephen Balding AO	(Independent Non-Executive Director)
Ms. Jessica Cheam	(Independent Non-Executive Director)
Mr. Choi Shing Kwok	(Independent Non-Executive Director)
Mr. Mark Christopher Greaves	(Independent Non-Executive Director)
Mr. Lee Jee Cheng Philip	(Independent Non-Executive Director)
Mr. Ooi Beng Chin	(Independent Non-Executive Director)
Ms. Sum Wai Fun Adeline	(Independent Non-Executive Director)
Ms. Tham Ee Mern Lilian	(Independent Non-Executive Director)

Registered Office:

205 Braddell Road
Singapore 579701

18 August 2022

To: **The Shareholders of ComfortDelGro Corporation Limited**

Dear Sir / Madam

THE PROPOSED APPOINTMENT OF NEW AUDITORS

1. INTRODUCTION

1.1 Extraordinary General Meeting ("EGM")

The Board is convening an EGM to seek Shareholders' approval in relation to the Proposed Appointment of New Auditors.

1.2 Circular

The purpose of this Circular is to provide Shareholders with relevant information relating to, and to seek Shareholders' approval for, the Proposed Appointment of New Auditors. Shareholders' approval will be sought at the EGM to be held both physically at the EGM Venue and by electronic means on Friday, 2 September 2022 at 10.00 a.m., notice of which is set out in this Circular.

2. THE PROPOSED APPOINTMENT OF NEW AUDITORS

2.1 Background and rationale for the Proposed Appointment of New Auditors

The Company's previous auditors, Deloitte, were not successfully re-appointed as auditors of the Company as the resolution in relation to the re-appointment of Deloitte was not passed at the 2022 AGM. The Board wishes to state that Deloitte had continued to discharge their duties well and professionally throughout their tenure as auditors of the Group and express their appreciation for the past services rendered by Deloitte.

CIRCULAR TO SHAREHOLDERS

Following the 2022 AGM, the Audit and Risk Committee had requested for and evaluated proposals from various audit firms. Following a rigorous tender process and evaluation of the various audit firms' credentials, experience, expertise in Singapore, China, Malaysia, Australia, the Republic of Ireland and the United Kingdom, audit methodology and quality control and proposed fees, the Audit and Risk Committee has determined that Ernst & Young LLP is best suited to be appointed as the new auditors of the Company. The Audit and Risk Committee has also considered Audit Quality Indicators Disclosure Framework issued by ACRA in assessing the suitability of the proposed appointment and is of the opinion that Ernst & Young LLP will be able to fulfil the audit requirements of the Group without compromising audit quality and independence.

The Board considered the Audit and Risk Committee's report of its evaluation of the shortlisted audit firms and its recommendations and was satisfied that the proposed appointment of Ernst & Young LLP as the new auditors of the Group is in the best interests of the Company.

For the information of Shareholders, the Group has paid an aggregate of S\$0.1m to Ernst & Young LLP for certain non-audit engagements over the past 3 Financial Years.

The appointment of Ernst & Young LLP as auditors of the Company will take effect upon approval of the Proposed Appointment of New Auditors by Shareholders at the EGM and, if appointed, Ernst & Young LLP will hold office until the conclusion of the next AGM.

For the purposes of Rule 715(1) of the Listing Manual, Ernst & Young LLP will be auditing the Company's Singapore-incorporated subsidiaries and significant associated companies, save for its subsidiaries and significant associated companies which are listed on the Mainboard of the SGX-ST.

For the purposes of Rule 715(2) of the Listing Manual, a suitable auditing firm will be auditing the Company's significant foreign incorporated subsidiaries and associated companies. In this regard, the relevant member firms within the international Ernst & Young Global Limited network will be auditing the Company's subsidiaries and associated companies incorporated in Australia, the Republic of Ireland and the United Kingdom. The Company's subsidiaries incorporated in Malaysia and the People's Republic of China which are not considered as significant foreign incorporated subsidiaries will continue to be audited by various local audit firms.

The Company confirms it is anticipated that there will be no change in the scope of work to be undertaken by Ernst & Young LLP as auditors of the Company compared to that of Deloitte.

2.2 Information on Ernst & Young LLP and the audit engagement partner

Ernst & Young LLP is the leading professional services firm in Singapore. In Singapore, they have a history of 133 years, with 224 partners and directors, as well as approximately 3,750 professional staff offering assurance, tax, strategy and transactions, and consulting services to a wide-ranging clientele base consisting of public sector organisations, as well as private sector and multinational companies. Today, Ernst & Young LLP audits more than a quarter of Singapore's public listed companies.

Ernst & Young LLP has assigned Toong Weng Sum Vincent ("**Mr Toong**") as the Company's audit engagement partner, if they are appointed. Mr Toong has more than 30 years of audit experience in Australia and Singapore and has served large public interest and multinationals companies in a diverse range of industries. These include airline, oil & gas, mining, commodity trading and insurance companies. Mr Toong graduated with a Bachelor of Economics (Accountancy) from the University of Sydney, Australia. He is a Fellow of the Institute of Singapore Chartered Accountants and Australian Society of Certified Public Accountants, as well as a Member of the Institute of Chartered Accountants of Australia and New Zealand and the Brunei Darussalam Institute of Certified Public Accountants. Further, Mr Toong has passed the two Practice Monitoring Programme reviews by ACRA and has received no adverse feedback from these exercises.

For the information of Shareholders, Mr. Toong has never served in any executive capacity in the Group nor is he considered to be an affiliate, accordingly there will be no potential conflict of auditors nor shareholder interest.

CIRCULAR TO SHAREHOLDERS

2.3 Compliance with the Listing Manual

Ernst & Young LLP is a professional audit firm registered with ACRA. Ernst & Young LLP has approximately 3,750 professional staff led by 224 partners and directors in Singapore.

In recommending the appointment of Ernst & Young LLP to replace Deloitte, the Directors and the Audit and Risk Committee have taken into consideration various factors, such as, that Ernst & Young LLP has adequate resources, experience, and expertise in Australia, Republic of Ireland and the United Kingdom to handle the audit, Ernst & Young LLP's other audit engagements, the audit engagement partner assigned to the audit has the appropriate level of experience and there will be an adequate number of suitably experienced supervisory and professional staff to be assigned to the audit, having due regard to the size and complexity of the Group. For the foregoing reasons, the Directors and the Audit and Risk Committee are of the opinion that Ernst & Young LLP will be able to meet the audit requirements of the Company and Rules 712 and 715 of the Listing Manual will be complied with.

In accordance with Rule 1203(5) of the Listing Manual, the Company confirms that:

- (a) there were no disagreements with Deloitte on accounting treatments within the last twelve (12) months up to the Latest Practicable Date;
- (b) it is not aware of any circumstances connected with the Proposed Appointment of New Auditors that should be brought to the attention of the Shareholders which has not been disclosed in this Circular;
- (c) the specific reasons for the Proposed Appointment of New Auditors are disclosed in paragraph 2.1 above; and
- (d) the Company confirms that it complies with Rule 712, Rule 715 and Rule 716 of the Listing Manual in relation to the appointment of Ernst & Young LLP.

In accordance with the requirements of Rule 1203(5) of the Listing Manual, Deloitte has confirmed by way of their letter dated 21 July 2022 to the Company that it is not aware of any professional reasons why Ernst & Young LLP should not accept the appointment as the auditors of the Company.

3. DIRECTORS' AND SUBSTANTIAL SHAREHOLDERS' INTERESTS

The interests of the Directors and substantial Shareholders in the issued share capital of the Company as at the Latest Practicable Date, as recorded in the register of Directors' shareholdings and the register of substantial Shareholders kept by the Company, are as follows:

Director	Number of Shares			
	Direct Interest	% ⁽¹⁾	Deemed Interest	% ⁽¹⁾
Mr. Lim Jit Poh	244,425	0.01	–	–
Mr. Yang Ban Seng	512,168	0.02	18,185	0.00
Mr. Russell Stephen Balding AO	–	–	–	–
Ms. Jessica Cheam	–	–	–	–
Mr. Choi Shing Kwok	30,000	0.00	–	–
Mr. Mark Christopher Greaves	40,000	0.00	10,000	0.00
Mr. Lee Jee Cheng Philip	–	–	–	–
Mr. Ooi Beng Chin	–	–	–	–
Ms. Sum Wai Fun Adeline	240,000	0.01	–	–
Ms. Tham Ee Mern Lilian	–	–	–	–
Substantial Shareholder	Direct Interest	% ⁽¹⁾	Deemed Interest	% ⁽¹⁾
Pyrford International Limited ⁽²⁾	108,770,293	5.02	–	–
Ameriprise Financial, Inc. ⁽³⁾	–	–	137,104,893	6.33
Columbia Threadneedle Investments UK International Limited ⁽³⁾	–	–	137,104,893	6.33

CIRCULAR TO SHAREHOLDERS

Notes:

- (1) The percentage of issued share capital is calculated on the basis of 2,166,851,663 Shares, excluding 596,250 Treasury Shares, as at the Latest Practicable Date.
- (2) Pyrford International Limited holds more than 5% of the voting shares in the Company. Pyrford International Limited became a subsidiary of Ameriprise Financial, Inc. on 8th November 2021.
- (3) Ameriprise Financial, Inc. is a United States publicly owned company (together with such direct and indirect subsidiaries and intermediaries that include Pyrford International Limited, BMO Asset Management Limited and Columbia Threadneedle Investments UK International Limited) (collectively referred to as the "Ameriprise Financial Group"). Ameriprise Financial, Inc. is entitled to exercise or control the exercise of not less than 20% of the votes attached to the voting shares held by the Ameriprise Financial Group. Therefore, Ameriprise Financial, Inc. has deemed interests in shares of the issuer held by the Ameriprise Financial Group.

Save as disclosed in this Circular and save for any Shares which they may hold (whether directly or indirectly), none of the Directors and/or the substantial Shareholders has any interest, direct or indirect, in the Proposed Appointment of New Auditors other than through their respective shareholdings in the Company.

4. AUDIT AND RISK COMMITTEE'S RECOMMENDATION

The Audit and Risk Committee recommends the appointment of Ernst & Young LLP as the auditors of the Company in place of Deloitte, after taking into account, among other things, the suitability and independence of Ernst & Young LLP to meet the audit requirements of the Group, the various factors set out in Section 2 of this Circular and compliance with the requirements of the Listing Manual. In assessing the various audit firms, the Audit and Risk Committee adopted the Audit Quality Indicators Disclosure Framework issued by ACRA.

5. DIRECTORS' RECOMMENDATIONS

The Directors having considered, among other things, the rationale and information relating to the Proposed Appointment of New Auditors as set out in this Circular, and the Audit and Risk Committee's recommendation, are of the opinion that the Proposed Appointment of New Auditors is in the best interests of the Company. Accordingly, the Directors recommend that Shareholders vote in favour of the ordinary resolution relating to the Proposed Appointment of New Auditors at the EGM.

6. DIRECTORS' RESPONSIBILITY STATEMENT

The Directors collectively and individually accept full responsibility for the accuracy of the information given in this Circular and confirm after making all reasonable enquiries that, to the best of their knowledge and belief, this Circular constitutes full and true disclosure of all material facts about the Proposed Appointment of New Auditors, the Company and its subsidiaries and the Directors are not aware of any facts the omission of which would make any statement in this Circular misleading. Where information in this Circular has been extracted from published or otherwise publicly available sources or obtained from a named source, the sole responsibility of the Directors has been to ensure that such information has been accurately and correctly extracted from those sources and/or reproduced in this Circular in its proper form and context.

7. EXTRAORDINARY GENERAL MEETING

The EGM will be conducted physically at the EGM Venue and via electronic means on Friday, 2 September 2022 at 10.00 a.m., in accordance with the Order and the Guidance on the Conduct of General Meetings Amid Evolving COVID-19 Situation, updated on 4 February 2022, for the purposes of, *inter alia*, considering and, if thought fit, passing with or without modifications, the ordinary resolution as set out in the Notice of EGM in relation to the Proposed Appointment of New Auditors.

CIRCULAR TO SHAREHOLDERS

8. ACTION TO BE TAKEN BY SHAREHOLDERS

Attendance at the EGM

Due to the COVID-19 situation, the Company will restrict the number of attendees at the Physical Meeting to such number as the Directors may determine in compliance with the prevailing MOH advisory. Shareholders may attend the meeting either in person or virtually, subject to the capacity imposed on the number of attendees at the Physical Meeting.

Virtual Meeting

Shareholders will be able to attend the proceedings of the EGM through Live Webcast. In order to do so, the Shareholders must follow these steps:

- (a) All Shareholders who wish to follow the proceedings of the EGM must pre-register online at the URL: **www.conveneagm.sg/CDG_EGM2022** for verification purposes by 10.00 a.m. on Tuesday, 30 August 2022 being not less than seventy-two (72) hours before the time appointed for the holding of the EGM.
- (b) Shareholders who are appointing Proxy(ies) to attend the Virtual Meeting should inform his/her Proxy(ies) to pre-register at the URL: **www.conveneagm.sg/CDG_EGM2022** not less than seventy-two (72) hours before the time appointed for the holding of the EGM (i.e., by 10.00 a.m. on Tuesday, 30 August 2022), failing which the appointment shall be invalid.
- (c) Following verification, the Company will provide verified Shareholders and Proxy(ies) with a Confirmation Email for Virtual Meeting by Wednesday, 31 August 2022 via the email address provided during the pre-registration or as indicated in the Proxy Form to access the Live Webcast to watch the live feed of the EGM proceedings via the log-in credentials created during the pre-registration or log-in with their SingPass account.
- (d) Shareholders who have registered by 10.00 a.m. on Tuesday, 30 August 2022 but have not received the Confirmation Email for Virtual Meeting by Wednesday, 31 August 2022, please email to **IR@comfortdelgro.com**. If you have any queries on the Live Webcast, please email to **IR@comfortdelgro.com** or **support@conveneagm.com** or call the telephone number +65 6856 7330.

Physical Meeting

- (a) Shareholders who wish to attend the proceedings of the EGM physically must follow these steps:
- (b) Pre-register for verification purposes by 10.00 a.m. on Tuesday, 30 August 2022 at the URL: **www.conveneagm.sg/CDG_EGM2022** and indicate interest to attend the EGM physically at the EGM Venue.
- (c) Shareholders who are appointing Proxy(ies) to attend the Physical Meeting on his/her behalf should inform his/her Proxy(ies) to pre-register and specify his/her/their intention to attend the Physical Meeting at the URL: **www.conveneagm.sg/CDG_EGM2022** not less than seventy-two (72) hours before the time appointed for the holding of the EGM (i.e. by 10.00 a.m. on Tuesday, 30 August 2022), failing which the appointment shall be invalid.
- (a) Verified Shareholders and Proxy(ies) who are successful in the pre-registration to attend the Physical Meeting will receive a Confirmation Email for Physical Meeting via the email address provided during the pre-registration or as indicated in the Proxy Form by Wednesday, 31 August 2022.
- (d) Verified Shareholders who are unsuccessful in the pre-registration to attend the Physical Meeting will receive a Confirmation Email for Virtual Meeting by Wednesday, 31 August 2022 to attend the Virtual Meeting by accessing the Live Webcast to watch the live feed of the EGM proceedings via the log-in credentials created during the pre-registration or via their SingPass accounts.

CIRCULAR TO SHAREHOLDERS

- (e) Shareholders who have registered by 10.00 a.m. on Tuesday, 30 August 2022 but have not received the Confirmation Email for Physical Meeting or Confirmation Email for Virtual Meeting, as the case may be, by Wednesday, 31 August 2022, please email to **IR@comfortdelgro.com**.

Submission of questions

- (a) **Submission of questions in advance of the EGM:** Shareholders can submit questions in advance relating to the businesses of the EGM either via:
- (i) electronic mail, to **IR@comfortdelgro.com**; or
 - (ii) the Company's EGM pre-registration website, **www.conveneagm.sg/CDG_EGM2022**.

All questions by the shareholders must be submitted by 10.00 a.m. on Thursday, 25 August 2022, being seven (7) calendar days from the date of this Notice of the EGM.

The Company will endeavour to address questions which are substantial and relevant at least forty-eight (48) hours prior to the closing date and time for the lodgement of the proxy forms i.e. 10.00 a.m. on Tuesday, 30 August 2022.

- (b) **Submission of questions during the EGM:**

Virtual Meeting

Shareholders and Proxy(ies) who have pre-registered and been verified to attend the EGM proceedings via the Live Webcast will be able to ask questions relating to the agenda of the EGM during the EGM by:

- (i) Submitting text-based questions via the Live Webcast by clicking the "Ask a Question" feature and then clicking "Type Your Question" to input their queries in the questions text box.
- (ii) Clicking the "Ask a Question" feature and then clicking the "Queue for Video Call" via the Live Webcast. The relevant Shareholder or Proxy 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 EGM within a certain prescribed time limit.

Physical Meeting

Verified Shareholders and Proxy(ies) attending the Physical Meeting will be able to ask questions in person at the EGM Venue.

Voting

Live voting will be conducted during the EGM for Shareholders and Proxy(ies) attending the Physical Meeting or Virtual Meeting. It is important for Shareholders and Proxy(ies) to bring their own web-browser enabled devices for voting at the Physical Meeting or have their own web-browser enabled devices ready for voting during the Virtual Meeting. Shareholders and Proxy(ies) will be required to log-in via the email address provided during the pre-registration or as indicated in the Proxy Form. The Proxy Form for the EGM may be accessed at the Company's website at **www.comfortdelgro.com/egm2022proxyform**, or on SGXNET. The electronic proxy form is also available on the Company's EGM pre-registration site, **www.conveneagm.sg/CDG_EGM2022**.

- (a) **Live Voting**

Shareholders and Proxy(ies) may cast their votes in real time for each resolution to be tabled during the EGM via the log-in credentials created during the pre-registration or via their SingPass accounts.

CIRCULAR TO SHAREHOLDERS

Shareholders and Proxy(ies) will have the opportunity to cast their votes via the live voting feature. Shareholders and Proxy(ies) must bring a web-browser enabled device in order to cast their votes.

CPF/SRS Investors who have used their CPF/SRS monies to buy the Company's shares should instead approach their respective relevant intermediary as soon as possible to specify voting instructions.

(b) **Voting via appointing the Chairman of the Meeting as proxy:**

As an alternative to the above, Shareholders may also vote at the EGM by appointing the Chairman of the Meeting as proxy to vote on their behalf. Duly completed Proxy Forms must be: (i) deposited at the Company's registered office at 205 Braddell Road, Singapore 579701; or (ii) sent via electronic mail to **egm2022@comfordelgro.com**; or (iii) lodged at the Company's EGM pre-registration website, **www.conveneagm.sg/CDG_EGM2022**, and submitted by 10.00 a.m. on Tuesday, 30 August 2022, being not less than seventy-two (72) hours before the time appointed for the holding of the EGM.

(c) **CPF/SRS Investors:**

CPF/SRS Investors who have used their CPF/SRS monies to buy the Company's shares should not make use of the Proxy Form and should instead approach their respective intermediary as soon as possible to specify voting instructions. CPF/SRS Investors who wish to vote should approach their respective CPF Agent Bank/SRS Operator at least seven (7) working days before the EGM (i.e., by Wednesday, 24 August 2022), to ensure that their votes are submitted.

Other Information

The completion and return of the Proxy Form by a Shareholder will not prevent him from attending and voting at the EGM if he subsequently wishes to do so. In such an event, the Proxy Form shall be deemed to be revoked.

A Depositor shall not be regarded as a Shareholder entitled to attend the EGM and to speak and vote at the EGM unless he is shown to have Shares entered against his name in the Depository Register, as certified by CDP at least seventy-two (72) hours before the EGM (i.e. 10.00 a.m. on Tuesday, 30 August 2022).

9. ACCESS TO DOCUMENTS OR INFORMATION RELATING TO THE EGM

Copies of the following documents have been uploaded on SGXNET on Thursday, 18 August 2022 and may be accessed on SGXNET and also on the Company's website at **www.comfordelgro.com**.

- (a) [the Constitution of the Company](#);
- (b) [Deloitte's Professional Clearance Letter to Ernst & Young LLP dated 21 July 2022](#); and
- (c) [Ernst & Young LLP letter to the Company dated 21 July 2022 in respect of its consent to act as auditors of the Company](#).

Yours faithfully,
For and on behalf of the Board of
COMFORTDELGRO CORPORATION LIMITED

Lim Jit Poh
Chairman

18 August 2022