

## Company Announcement



**Boustead Projects Limited**  
(Co. Reg. No. 199603900E)

82 Ubi Avenue 4  
#07-01 Edward Boustead Centre  
Singapore 408832

### ANNUAL GENERAL MEETING

**Singapore, 3 August 2020**

#### **1) Background**

Boustead Projects Limited ("Boustead Projects") refers to the following:

- a) Its announcements dated 17 April 2020 and 4 May 2020 in relation to, among other things, the automatic extension of time granted by the Singapore Exchange Regulation ("SGX RegCo") for it to hold its annual general meeting ("AGM") for the financial year ended 31 March 2020 ("FY2020");
- b) The notice of AGM dated 3 August 2020 ("Notice of AGM"), which is available on Boustead Projects' website at <https://www.bousteadprojects.com> and on SGXNet at <https://www.sgx.com/securities/company-announcements>;
- c) The COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for companies in Singapore to, among other things, conduct meetings, whether wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- d) The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 ("Order") which sets out the alternative arrangements in respect of, among other things, general meetings of companies; and
- e) The joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and SGX RegCo on 13 April 2020 (and subsequently updated on 27 April 2020 and 22 June 2020) 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**

Boustead Projects is pleased to announce that pursuant to the Order, the AGM will be convened and held by way of electronic means on **Tuesday, 25 August 2020 at 10.30 a.m. (Singapore time)**. Boustead Projects' Chairman, Mr John Lim Kok Min, will conduct the proceedings of the AGM.

**3) Notice of AGM, Addendum, and Proxy Form**

Printed copies of the Notice of AGM, the Addendum to Shareholders dated 3 August 2020 (being an addendum to the Notice of AGM), and the proxy form will be sent to shareholders and also published on Boustead Projects' website at <https://www.bousteadprojects.com> and on SGXNet at <https://www.sgx.com/securities/company-announcements>.

**4) No Personal Attendance at the AGM**

Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**

**5) Alternative Arrangements for Participation in the AGM**

Shareholders may participate in the AGM by:

- a) Observing or listening to the AGM proceedings via a "live" audio-visual webcast and audio-only feed via mobile phones, tablets or computers;
- b) Submitting questions in advance of the AGM; and/or
- c) Appointing the Chairman of the AGM ("Chairman") 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) Investors Who Hold Shares Through Relevant Intermediaries (As Defined in Section 181 of the Companies Act (Chapter 50) of Singapore) ("Investors")**

- a) Investors holding shares through the Central Provident Fund ("CPF") or Supplementary Retirement Scheme ("SRS") ("CPF/SRS investors") who wish to participate in the AGM by:
  - i) Observing or listening to the AGM proceedings via a "live" audio-visual webcast and audio-only feed via mobile phones, tablets or computers; and/or
  - ii) Submitting questions in advance of the AGM,

should follow the steps for pre-registration and pre-submission of questions set out in the **Appendix**.

CPF/SRS investors who wish to request their CPF Agent Banks or SRS Operators to appoint the Chairman as their proxy to attend, speak and vote at the AGM in respect of the shares held by such CPF Agent Banks or SRS Operators on their behalf should approach their CPF Agent Banks or SRS Operators to submit their voting instructions by **5.00 p.m. on 14 August 2020**.

- b) Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM by:
- i) Observing or listening to the AGM proceedings via a “live” audio-visual webcast and audio-only feed via mobile phones, tablets or
  - ii) Submitting questions in advance of the AGM; and/or
  - iii) Requesting their relevant intermediaries to appoint the Chairman as their proxy to attend, speak and vote at the AGM in respect of the shares held by such relevant intermediaries on their behalf,

should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

## 7) **Key Dates/Deadlines**

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

| <b>Key Dates/Deadlines</b>              | <b>Actions</b>  |
|---|---|
| 3 August 2020 (Monday)                  | Shareholders may begin to pre-register at <a href="https://sg.conveneagm.com/bousteadprojects">https://sg.conveneagm.com/bousteadprojects</a> for “live” audio-visual webcast and audio-only feed of the AGM proceedings.   |
| 5.00 p.m. on 14 August 2020 (Friday)    | Deadline for CPF/SRS investors who wish to appoint the Chairman as proxy to approach their CPF Agent Banks or SRS Operators to submit their voting instructions.  |
| 10.30 a.m. on 22 August 2020 (Saturday) | Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for “live” audio-visual webcast and audio-only feed of the AGM proceedings; and</li> <li>• submit questions in advance.</li> </ul>  |
| 10.30 a.m. on 23 August 2020 (Sunday)   | Deadline for shareholders to submit proxy forms appointing the Chairman as proxy in respect of the resolutions to be tabled for approval at the AGM.  |
| 10.30 a.m. on 24 August 2020 (Monday)   | Authenticated shareholders who pre-registered for the “live” audio-visual webcast and audio-only feed of the AGM proceedings will receive an email which will contain instructions on how to access the “live” audio-visual webcast and audio-only feed of the proceedings of the AGM (“Confirmation Email”).<br><br>Shareholders who do not receive the Confirmation Email by 12 noon on 24 August 2020, but have registered by the 22 August 2020 deadline, may contact the Company at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a> . |

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| <p>Date and time of AGM</p> <p>10.30 a.m. on 25 August 2020 (Tuesday)</p> | <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>• Click on the link in the Confirmation Email and follow the instructions to access the “live” audio-only feed of the AGM proceedings.</li> </ul> |
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**8) Annual Report**

The Company’s Annual Report for FY2020 which was issued and released on 3 August 2020 can be accessed at SGXNet and at the Company’s website at <https://www.bousteadprojects.com>.

**9) Record Date and Dividend Payment Date**

The Transfer Books and Register of Members of the Company will be closed from 5.00 p.m. on 2 September 2020 for the purpose of determining shareholders’ entitlements to the final dividend to be paid on 11 September 2020, subject to and contingent upon shareholders’ approval for the proposed dividend being obtained at the AGM of the Company. Duly completed transfers received by the Company’s Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 up to 5.00 p.m. on 2 September 2020 will be registered before entitlements to the dividend are determined.

**10) Important Reminder**

Due to the constantly evolving COVID-19 situation in Singapore, the arrangements for the AGM may be changed at short notice. Shareholders are advised to check Boustead Projects’ corporate website and SGXNet regularly for any updates concerning the AGM.

Boustead Projects would like to thank all shareholders for their patience and co-operation in enabling it to hold the AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

By Order of the Board

Tay Chee Wah  
*Company Secretary*

## APPENDIX

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

Shareholders will be able to observe or listen to the AGM proceedings via the "live" audio-visual webcast and audio-only feed of the AGM proceedings, submit questions in advance of the AGM and vote by appointing the Chairman as proxy to attend, speak and vote on their behalf at the AGM.

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

| <b>No.</b> | <b>Steps</b>            | <b>Details</b>   |
|------------|-------------------------|--|
| 1.         | <b>Pre-registration</b> | <ul style="list-style-type: none"><li data-bbox="555 618 1401 853">• <b>Shareholders, including CPF/SRS investors (as defined below), can pre-register at the pre-registration website at <a href="https://sg.conveneagm.com/bousteadprojects">https://sg.conveneagm.com/bousteadprojects</a> from 3 August 2020 up to 10.30 a.m. on 22 August 2020 for Boustead Projects to authenticate his/her/its status as shareholders.</b></li><li data-bbox="555 882 1401 1117">• Only shareholders whose names appear on Boustead Projects' Register of Members/CDP Depository Register/CPF Board's, CPF Agent Bank's &amp; SRS Operator's shareholder lists as at 10.30 a.m. on 22 August 2020 can be pre-registered via the pre-registration website for the "live" audio-visual webcast and audio-only feed of the AGM proceedings.</li><li data-bbox="555 1146 1401 1429">• Shareholders who hold shares through a Depository Agent (as defined in Section 81SF of the Securities and Futures Act, Chapter 289 of Singapore) will have to make a request to the Depository Agent for the pre-registration for the "live" audio-visual webcast and audio-only feed of the AGM proceedings. The Depository Agent must pre-register and inform the Company's Share Registrar and obtain their approval for the pre-registration.</li><li data-bbox="555 1458 1401 1693">• Upon successful authentication of the registrant's status as a shareholder, authenticated shareholders will receive a confirmation email of successful registration, which will contain instructions on how to access the "live" audio-visual webcast and audio-only feed of the proceedings of the AGM ("<b>Confirmation Email</b>") by <b>10.30 a.m. on 24 August 2020</b>.</li><li data-bbox="555 1722 1401 1883">• Shareholders who do not receive the Confirmation Email by <b>12 noon on 24 August 2020</b>, but have registered by the 22 August 2020 deadline, may contact the Company at <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>.</li><li data-bbox="555 1912 1401 2040">• Investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act) ("Investors") (other than Investors holding shares through the Central Provident Fund</li></ul> |

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|    |   | <p>("CPF") or Supplementary Retirement Scheme ("SRS") ("CPF/SRS investors")) will not be able to pre-register via the pre-registration website for the "live" audio-visual webcast and audio-only feed of the AGM, and should contact their relevant intermediaries through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.</p>   |
| 2. | <p><b>Pre-submission of questions</b></p> | <ul style="list-style-type: none"> <li>• <b>Shareholders and Investors will not be able to ask questions "live" during the webcast of the AGM. All shareholders and CPF/SRS investors may submit questions relating to the business of the AGM by 10.30 a.m. on 22 August 2020:</b> <ul style="list-style-type: none"> <li>(a) via the pre-registration website at <a href="https://sg.convneagm.com/bousteadprojects;">https://sg.convneagm.com/bousteadprojects;</a></li> <li>(b) by email to <a href="mailto:bousteadprojects.agm2020@boustead.sg">bousteadprojects.agm2020@boustead.sg</a>; or</li> <li>(c) by post to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.</li> </ul> </li> </ul> <p>Investors (other than CPF/SRS investors) who wish to submit questions should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements.</p> <p>When submitting questions by post or via email, shareholders and Investors should provide the following details in their submission:</p> <ul style="list-style-type: none"> <li>- the shareholder's or Investor's full name;</li> <li>- the shareholder's or Investor's address;</li> <li>- the number of shares held; and</li> <li>- the manner in which the shares are held (e.g., via CDP, CPF/SRS and/or scrip).</li> </ul> <p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult to submit questions by post, shareholders and Investors are strongly encouraged to submit their questions via the pre-registration website or by email.</p> <ul style="list-style-type: none"> <li>• <b>Deadline to submit questions.</b> All questions must be submitted by <b>10.30 a.m. on 22 August 2020.</b></li> <li>• <b>Addressing questions.</b> Boustead Projects will endeavor to answer all substantial and relevant questions prior to, or at the AGM. Responses to substantial and relevant questions which are addressed prior to the AGM will be posted on Boustead Projects' website at</li> </ul> |

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|    |                                   | <p><a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> and on SGXNet at <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> prior to the AGM.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of AGM.</b> Boustead Projects will publish the minutes of the AGM on Boustead Projects' website at <a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> and on SGXNet at <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</li> </ul>  |
| 3. | <b>Submit proxy forms to vote</b> | <ul style="list-style-type: none"> <li>• <b>Appointment of Chairman as proxy.</b> Due to the current COVID-19 control measures in Singapore, a shareholder may not attend in person, and may only attend the AGM by observing or listening to the proceedings of the AGM by electronic means. A shareholder (whether individual or corporate) must appoint the Chairman of the AGM ("<b>Chairman</b>") as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM if such shareholder wishes to exercise his/her/its voting rights at the AGM.</li> <li>• <b>Proxy form.</b> The instrument for the appointment of Chairman as proxy ("<b>proxy form</b>") may be accessed at the Company's website at <a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> or the SGXNet.</li> <li>• <b>Specific voting instructions to be given.</b> Where a shareholder (whether individual or corporate) appoints the Chairman as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the Chairman as proxy for that resolution will be treated as invalid.</li> <li>• <b>Submission of Proxy Forms.</b> The proxy form appointing the Chairman as proxy must be submitted to the Company in the following manner: <ul style="list-style-type: none"> <li>(a) if submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or</li> <li>(b) if submitted electronically, be submitted via email to <a href="mailto:AGM.TeamE@boardroomlimited.com">AGM.TeamE@boardroomlimited.com</a>,</li> </ul> <p>in either case, by <b>10.30 a.m. on 23 August 2020</b>, being 48 hours before the time appointed for holding the AGM.</p> </li> <li>• A shareholder who wishes to submit the proxy form must complete and sign the proxy form attached with</li> </ul> |

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|  |  | <p>the Annual Report or download it from the Company's website or the SGXNet, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above.</p> <ul style="list-style-type: none"> <li>• The instrument appointing the Chairman as proxy must be signed by the appointer or his attorney duly authorised in writing. Where the instrument appointing the Chairman as proxy is executed by a corporation, it must be executed either under its common seal or under the hand of any officer or attorney duly authorised.</li> <li>• The proxy form is not valid for use by Investors (including CPF/SRS investors), and shall be ineffective for all intents and purposes if used or purported to be used by them.</li> <li>• CPFIS/SRS investors who wish to appoint the Chairman as proxy should approach their CPF Agent Banks or SRS Operators to submit their voting instructions by <b>5.00 p.m. on 14 August 2020</b>.</li> <li>• Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to appoint the Chairman as proxy should contact their relevant intermediaries through which they hold such shares as soon as possible to submit their voting instructions.</li> </ul> <p><b>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.</b></p> |
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## **About Boustead Projects Limited**

Established in 1996, Boustead Projects Limited (SGX:AVM) is a leading real estate solutions provider in Singapore, with core engineering expertise in the design-and-build and development of smart eco-sustainable business park and industrial developments for clients including Fortune 500, S&P 500 and Euronext 100 corporations. To date, we have constructed and developed more than 3,000,000 square metres of real estate regionally in Singapore, China, Malaysia and Vietnam. Our wholly-owned design-and-build subsidiary, Boustead Projects E&C Pte Ltd ("BP E&C") is approved by Singapore's Building & Construction Authority ("BCA") for Grade CW01-A1 and General Builder Class 1 Licence to execute building construction contracts of unlimited value.

Our transformative technologies – full-fledged integrated digital delivery and Industry 4.0 transformation standards – are shaping future-ready, custom-built developments. Our in-depth experience covers the aerospace, business park, food, healthcare and pharmaceutical, high-tech manufacturing, logistics, research & development, technology and waste management industries, among others. We are the market leader in pioneering advanced eco-sustainable industrial developments under the BCA's Green Mark Programme and also the quality leader on the BCA's CONQUAS all-time top 100 industrial projects list. In Singapore, BP E&C is one of only eight bizSAFE Mentors and also a bizSAFE Star, the highest qualification that can be attained in recognition of a company's workplace safety and health ("WSH") management programmes. Our WSH efforts have been further recognised with five prestigious WSH Performance Silver Awards and 13 Safety & Health Award Recognition for Projects (SHARP) to date.

On 30 April 2015, Boustead Projects listed on the SGX Mainboard. We were awarded the Singapore Corporate Governance Award in the Newly Listed Category at the Securities Investors Association (Singapore) Investors' Choice Awards 2017. We are one of only 95 SGX-listed corporations on the SGX Fast Track Programme, a programme that aims to affirm listed issuers that have been publicly recognised for high corporate governance standards and have maintained a good compliance track record, with prioritised clearance for their corporate action submissions. We are also listed on the MSCI World Micro Cap Index and FTSE ST Fledgling Index.

Boustead Projects is a 53%-owned subsidiary of Boustead Singapore Limited (SGX:F9D), a progressive global infrastructure-related engineering and technology group which is separately listed on the SGX Mainboard.

Visit us at [www.bousteadprojects.com](http://www.bousteadprojects.com).

## **Contact Information**

For media and investor enquiries related to Boustead Projects Limited, please contact:

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