# **KOUFU GROUP LIMITED**

(Company Registration No: 201732833D) (Incorporated in the Republic of Singapore)

# **PROXY FORM**

(Please see notes overleaf before completing this Form)

Chairman of the Meeting will vote or abstain from voting at his discretion.

#### IMPORTANT:

- 1. The Meeting of the Company will be held by electronic means pursuant to 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; and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, inter alia, general meetings of companies.
- 2. Due to the current Covid-19 restriction orders in Singapore, a member will not be able to attend the Meeting in person. A member will also not be able to vote online on the resolutions to be tabled for approval at the Meeting. A member (whether individual or corporate) who wishes to exercise his/her/its vote must appoint the Chairman as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting if such member wishes to exercise his/her/its voting rights at the Meeting. In appointing the Chairman of the Meeting as proxy, a member must give specific instructions as to voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.
- 3. An investor who holds shares under the Central Provident Fund Investment Scheme ("CPF Investor") and/or the Supplementary Retirement Scheme ("SRS Investor") (as may be applicable) and wishes to appoint the Chairman of the Meeting as proxy should inform their respective CPF Agent Banks and/or SRS Operators to submit their votes at least 7 working days before the Meeting.
- This Proxy Form is not valid for use by CPF and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them.

| I/We,                           | (Name)                                 | (NRIC/ Passport Number/ Company Regn. No.)                |
|---------------------------------|--|---|
| of                              |  | (Address)   |
| being a member/members of       | KOUFU GROUP LIMITED (the "Compa        | ny"), hereby appoint the Chairman of the Annual General   |
| Meeting ("Meeting") as my/ou    | ır* proxy to vote for me/us* on my/our | * behalf at the Meeting of the Company to be held by way  |
| of electronic means on 5 Jun    | e 2020 at 10.00 a.m. and at any adjour | nment thereof. I/We* direct the Chairman of the Meeting   |
| to vote for, against or to abst | ain from voting the Resolutions propo  | sed at the Meeting as indicated hereunder. If no specific |
| direction as to voting is given | or in the event of any other matter ar | ising at the Meeting and at any adjournment thereof, the  |

(If you wish to exercise all your votes "For", "Against" or to "Abstain" from voting, please indicate with a tick ( $\checkmark$ ) within the box provided. Alternatively, please indicate the number of votes as appropriate. If you mark the abstain box for a particular resolution, you are directing your proxy not to vote on that resolution on a poll and your votes will not be counted in computing the required majority on a poll. In the absence of specific directions, the appointment of the Chairman of the Meeting as your proxy will be treated as invalid.)

| No.               | Resolutions relating to:   | For | Against | Abstain |
|-------------------|--|-----|---------|---------|
| Ordinary Business |  |     |         |         |
| 1                 | Audited Financial Statements for the Financial Year Ended 31 December 2019 |     |         |         |
| 2                 | Payment of proposed final one-tier tax exempt dividend                     |     |         |         |
| 3                 | Re-election of Madam Ng Hoon Tien as a Director                            |     |         |         |
| 4                 | Re-election of Mr Hoon Tai Meng as a Director                              |     |         |         |
| 5                 | Payment of Directors' fees for the financial year ending 31 December 2020  |     |         |         |
| 6                 | Re-appointment of KPMG LLP as the Auditors                                 |     |         |         |
| Speci             | al Business  |     |         | ,       |
| 7                 | Authority to allot and issue new shares                                    |     |         |         |
| 8                 | Authority to allot and issue new shares under Koufu Performance Share Plan |     |         |         |

| Dated this | day of | 2020 |
|------------|--------|------|

| Total number of Shares in: | No. of Shares |
|----------------------------|---------------|
| (a) CDP Register           |               |
| (b) Register of Members    |               |

Signature(s) of Shareholder(s) and/or Common Seal of Corporate Shareholder

#### **NOTES:-**

The Proxy Form will be sent to members solely by electronic means via publication on the Company's website at the URL <a href="https://www.koufu.com.sg">https://www.koufu.com.sg</a> and will also be made available on the SGXNet at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>. Printed copies of the proxy form will <a href="https://www.sgx.com/securities/company-announcements">nouncements</a>. Printed copies of the proxy form will <a href="https://www.sgx.com/securities/company-announcements">nouncements</a>.

- 1. Please insert the total number of Shares held by you. If you have Shares entered against your name in the Depository Register (as defined in Section 81SF of the Securities and Futures Act, Chapter 289 of Singapore), you should insert that number of Shares. If you have Shares registered in your name in the Register of Members of the Company, you should insert that number of Shares. If you have Shares entered against your name in the Depository Register and Shares registered in your name in the Register of Members, you should insert the aggregate number of Shares entered against your name in the Depository Register and registered in your name in the Register of Members. If no number is inserted, the instrument appointing the Chairman of the Meeting as a proxy shall be deemed to relate to all the Shares held by you.
- 2. A member of the Company (including a Relevant Intermediary\*) entitled to vote at the Meeting must appoint the Chairman of the Meeting to act as proxy and direct the vote at the Meeting.
  - \*"Relevant intermediary" has the same meaning ascribed to it in Section 181 of the Companies Act, Chapter 50 of Singapore.
- 3. The instrument appointing the Chairman of the Meeting as proxy must (i) if sent personally or by post, be deposited at the office of the Company's Share Registrar, RHT Corporate Advisory Pte. Ltd., at 30 Cecil Street, #19-08 Prudential Tower, Singapore 049712; or (ii) if submitted electronically via email, be received by RHT Corporate Advisory Pte. Ltd. at <a href="https://rhtcaoscar@rhtcorporate.com">rhtcaoscar@rhtcorporate.com</a>, and in either case, not less than 72 hours before the time appointed for the Meeting, and in default the instrument of proxy shall not be treated as valid.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically via email.

- 4. The instrument appointing the Chairman of the Meeting as the proxy must be under the hand of the appointor or of his attorney duly authorised in writing. Where the instrument appointing the Chairman of the Meeting as proxy is executed by a corporation, it must be executed either under its common seal or under the hand of an attorney or duly authorised officer. Where the instrument appointing the Chairman of the Meeting as proxy is executed by an attorney on behalf of the appointor, the letter or power of attorney or a duly certified copy thereof must be lodged with the instrument, failing which the instrument may be treated as invalid.
- 5. An investor who holds shares under the Central Provident Fund Investment Scheme ("CPF Investor") and/or the Supplementary Retirement Scheme ("SRS Investor") (as may be applicable) and wishes to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks and/or SRS Operators to submit their votes at least seven (7) working days before the Meeting.

### GENERAL:

The Company shall be entitled to reject an instrument of proxy which is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified on the instrument of proxy. In addition, in the case of shares entered in the Depository Register, the Company may reject an instrument of proxy if the member, being the appointor, is not shown to have shares entered against his name in the Depository Register as at 72 hours before the time appointed for holding the Meeting, as certified by The Central Depository (Pte) Limited to the Company.

### PERSONAL DATA PRIVACY:

By submitting this proxy form, the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 13 May 2020.