



## China SunSine Chemical Holdings Ltd.

112 Robinson Road #11-01 Singapore 068902  
Tel: (65) 6220-9070 Web: www.ChinaSunSine.com

Company Registration No.: 200609470N

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### ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2022

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Dear Shareholders,

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, the Annual General Meeting (“**AGM**” or the “**Meeting**”) of China SunSine Chemical Holdings Ltd. (the “**Company**”) to be held on Friday, 29 April 2022 at 10.00 a.m., will be held by electronic means.

The Notice of AGM and Proxy Form for the AGM, the Annual Report and Sustainability Report for the financial year ended 31 December 2021, and the Letter to Shareholders in relation to the proposed renewal of the share purchase mandate dated 13 April 2022 (“**Letter to Shareholders**”) (collectively, the “**AGM Documents**”), together with this letter, will be published on the Company’s website at the URL <http://www.chinasunsine.com/>, and on SGX’s website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of AGM Documents will NOT be sent to shareholders.

We would like to bring the following matters to your attention:

#### Instructions to Shareholders for AGM

#### **Proxy Forms**

In view of the COVID-19 related safe distancing measures, and as a safety precaution to prevent the transmission of the COVID-19 virus, Shareholders will not be able to attend the AGM in person. A Shareholder (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend and vote on his/her/its behalf at the AGM if such Shareholder wishes to exercise his/her/its voting rights at the AGM.

The Proxy Forms for the AGM may be accessed at the Company’s website at the URL <http://www.chinasunsine.com/>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Where a Shareholder (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid. 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 p.m. on 19 April 2022.

The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:



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- a) if submitted by post, be lodged with the Company at 112 Robinson Road, #11-01, Singapore 068902; or
- b) if submitted electronically, be submitted via email to the Company's Share Registrar at [sg.is.proxy@sg.tricorglobal.com](mailto:sg.is.proxy@sg.tricorglobal.com),

in either case not less than forty-eight (48) hours before the time appointed for the AGM.

Shareholders are strongly encouraged to submit completed Proxy Forms electronically via email, where possible.

### **Online pre-registration and submission of relevant questions for AGM**

Shareholders will need to complete the following steps to be able to observe the proceedings of the AGM through a live webcast by audio or audio-visual means via their mobile phones, tablets or computers:

- a) Pre-register at the following website (<https://globalmeeting.bigbangdesign.co/chinasunsine2022/>) by **21 April 2022 (5.00 p.m.)** to enable the Company to verify their status as shareholders.

Following the verification, authenticated Shareholders will receive an email by 22 April 2022. The email will contain the details to access the webcast of the AGM proceedings. Shareholders who have pre-registered by 21 April 2022 but do not receive an email by 22 April 2022 should contact our Share Registrar, Tricor Barbinder Share Registration Services, at [sg.is.proxy@sg.tricorglobal.com](mailto:sg.is.proxy@sg.tricorglobal.com) or alternatively, at **+65 62363550/3555 between 9.00 a.m. and 5.00 p.m.**

- b) Submit all questions related to the AGM by **21 April 2022 (5.00 p.m.)**

Shareholders who have pre-registered may also submit questions related to the AGM using the pre-registration link at <https://globalmeeting.bigbangdesign.co/chinasunsine2022/>.

When sending in your questions via email, please also provide us with the following details:

- your full name;
- your address;
- number of shares held; and
- the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).

The Company will publish responses to all substantial and relevant questions received from shareholders on or before 25 April 2022 via announcement on SGXNET and its corporate website.

### Softcopies of Annual Report, Sustainability Report and Letter to Shareholders

The Company's Annual Report, Sustainability Report and Letter to Shareholders ("**Meeting Documents**") will be available for download from the Company's corporate website at the URL <http://www.chinasunsine.com/> and from the SGX website at the URL <https://www.sgx.com/securities/company-announcements> from the date of this letter.

If you still wish to receive printed copies of any of the AGM Documents, please complete the Request Form below and return it to the Company at 112 Robinson Road, #11-01, Singapore 068902, no later than 21 April 2022.



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By completing, signing and returning the below Request Form to us, you agree and acknowledge that we and/or our service provider may collect, use and disclose your personal data 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.

Yours faithfully  
For and on behalf of  
**CHINA SUNSINE CHEMICAL HOLDINGS LTD.**

Xu Chengqiu  
Executive Chairman  
13 April 2022

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## Request Form

To: China SunSine Chemical Holdings Ltd.

Please send me a printed copy of the following:

- i) Annual Report for the financial year ended 31 December 2021;
- ii) Sustainability Report for the financial year ended 31 December 2021; and
- iii) Letter to Shareholders in relation to the proposed renewal of the Share Purchase Mandate dated 13 April 2022.

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 Scrips

Signature(s): \_\_\_\_\_

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