



CIVMEC LIMITED
(Incorporated in Singapore on 3 June 2010)
(Company Registration Number 201011837H)

CONDUCT OF ANNUAL GENERAL MEETING ON 30 OCTOBER 2020 VIA LIVE WEBCAST

The Board of Directors (the “**Board**”) of Civmec Limited (the “**Company**”) refers to the COVID-19 (Temporary Measures) Act 2020. In light of the above developments and the evolving COVID-19 situation, the Company will be convening the Annual General Meeting (the “**AGM**”) by electronic means on 30 October 2020 at 2:30 p.m. (SGT and AWST) with the following additional measures for participation at the AGM:

1. Conduct of AGM

- 1.1 The Company’s AGM for FY2020 will be held via live webcast on 30 October 2020 at 2:30 p.m. (SGT and AWST).
- 1.2 Shareholders will not be able to attend the AGM in person.
- 1.3 Alternative arrangements for participation at the AGM are in place for shareholders to participate at the AGM by:
 - (a) observing and/or listening to the proceedings of the AGM through either live audio-visual webcast or live audio-only stream (“**electronic means**”);
 - (b) submitting questions in advance of the AGM; and/or
 - (c) appointing the Chairman of the AGM as proxy to vote on their behalf at the AGM.

2. Pre-Registration for live webcast or live audio-only stream

- 2.1 Shareholders can register by 2:30 p.m. (SGT and AWST) on 27 October 2020 via the pre-registration form at www.civmec.com.au. Upon verification, the Company will provide authenticated Shareholders by 29 October with:
 - (a) a confirmation email with an access link and the password details to watch the live webcast of the AGM proceedings; and
 - (b) a text message with a telephone number for dial-in for observation of the AGM proceedings.
- 2.2 Shareholders must not forward the abovementioned link or telephone number to other persons who are not shareholders of the Company and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the live webcast.
- 2.3 Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act, Chapter 50 of Singapore, such as SRS investors, should approach their SRS Operators to participate in the AGM via electronic means.
- 2.4 Shareholders who have registered by 2:30 p.m. (SGT and AWST) on 27 October 2020 but have not received an email and text message by 29 October 2020, should contact +61 8 6595 5803 or agm@civmec.com.au

3. Submission of Questions in Advance

- 3.1 Shareholders will not be able to ask questions during the AGM via electronic means, and therefore it is important for Shareholders to submit their questions, if any, in advance of the AGM.
- 3.2 Shareholders may submit any questions related to the resolutions to be tabled for approval at the AGM and the Company will endeavour to address the substantial questions during the AGM proceedings.
- 3.3 Please submit questions in advance related to the Agenda in the Notice of AGM before 27 October 2020 via the pre-registration form at www.civmec.com.au or via email agm@civmec.com.au. The Company will endeavour to address the substantial and relevant questions, prior to, or at the AGM. The responses to such questions from shareholders will be published on SGXNet and the Company's corporate website www.civmec.com.au together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.
- 3.4 Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181(1C) of the Companies Act, Chapter 50 of Singapore, such as SRS investors, should approach their SRS Operators, to submit their questions in relation to any resolution set out in the Notice of AGM prior before 27 October 2020 and have their substantial queries and relevant comments answered.

4. Proxy Voting

- 4.1 Shareholders who wish to exercise their voting rights at the AGM may do so via proxy voting appointing Chairman of the AGM. Shareholders would have to submit the Proxy Form appointing Chairman of the AGM as their Proxy ("**Proxy Form**"). Please note that Shareholders will not be able to vote through the live webcast or live audio-only stream and can only vote with their proxy forms which are required to be submitted as set out below.
- 4.2 Shareholders may submit the Proxy Form by 2:30 p.m. (SGT and AWST) on 27 October 2020 as follows:
 - (a) deposit the hard copy Proxy Form at the registered office of the Company at 80 Robinson Road #02-00, Singapore 068898; or
 - (b) send electronic mail to agm@civmec.com.au enclosing signed PDF copy of the Proxy Form.
- 4.3. SRS investors who wish to appoint the Chairman of the AGM to act as their proxy should approach their SRS Operators to submit their votes to the Company:
 - (a) by email, to the Company at agm@civmec.com.au; or
 - (c) by post, to the registered office of the Company at 80 Robinson Road #02-00, Singapore 068898,

at least seven (7) working days before the AGM (i.e. by 2:30 p.m (SGT and AWST). on 20 October 2020).
- 4.4 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 as early as possible, to enable your vote(s) to be counted, and to follow all Singapore government guidance and requirements.

Shareholders are reminded not to congregate to watch the live webcast and ensure that safe distancing measures are practiced and regulations and all government advisories are adhered to.

As the Covid-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take such precautionary measures as may be appropriate at the AGM, including any precautionary measures as may be required or recommended by government agencies or the SGX Regco from time to time, in order to minimise the risk of community spread of Covid-19. The Company may also be required to change its AGM arrangements at short notice. Shareholders are advised to regularly check our corporate website www.civmec.com.au for updates on the AGM.

The Company seeks the understanding and co-operation of all shareholders to help minimise the risk of community spread of the virus.

This Announcement is approved for release to the ASX and SGX by the Board