

**INSTRUCTIONS TO SHAREHOLDERS FOR THE ANNUAL GENERAL MEETING OF THE
COMPANY (“AGM”) TO BE HELD BY WAY OF ELECTRONIC MEANS
ON 28 APRIL 2022 AT 10.00 A.M.**

1. INTRODUCTION

The board of directors (the “**Board**”) of Wong Fong Industries Limited (the “**Company**” and together with its subsidiaries, the “**Group**”) refers to:

- (a) 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, amongst others, listed companies in Singapore to conduct general meetings, either wholly or partly, by electronic means;
- (b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, as amended from time to time (the “**Alternative Arrangements Order**”) which sets out the alternative arrangements in respect of, amongst others, general meetings of listed companies in Singapore;
- (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides guidance on the conduct of general meetings and allows entities to hold general meetings *via* electronic means amid the COVID-19 situation and will continue to be in force until revoked or amended by the Ministry of Law; and
- (d) the regulator's column by the Singapore Exchange Regulation on 16 December 2021 which provides guidance for the conduct of general meetings and takes effect for any notice of general meeting served after 1 January 2022.

2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

In view of the safe distancing regulations to hold physical meetings and to minimise physical interactions and COVID-19 transmission risk, the Board wishes to announce that the forthcoming AGM will be convened and held by way of electronic means on 28 April 2022 at 10.00 a.m. to transact the businesses as set out in the notice of AGM dated 12 April 2022 (the “**Notice**”).

3. DOCUMENTS

In line with the relevant provisions under the Alternative Arrangements Order, printed copies of the Company's annual report for the financial year ended 31 December 2021, the Notice and the proxy form (collectively, the “**Documents**”) will not be despatched to shareholders of the Company (“**Shareholders**”).

The Documents will be published on the Company's website at the URL <http://www.wongfongindustries.com> and on the website of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) at the URL <https://www.sgx.com/securities/company-announcements>.

4. NO ATTENDANCE AT THE AGM IN PERSON

Due to the COVID-19 restriction orders in Singapore, Shareholders will not be able to attend the AGM in person. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the AGM by (a) watching the AGM proceedings *via* “live” audio-visual webcast or listening to the AGM proceedings *via* “live” audio-only stream, (b) submitting questions in advance of the AGM, addressing of substantial and relevant questions prior to or at the AGM, and (c) voting by appointing the Chairman of the AGM as proxy at the AGM. Please see paragraph 5 of this announcement below for these alternative arrangements.

5. ALTERNATIVE ARRANGEMENTS

The following are the alternative arrangements which have been put in place for the AGM:

(a) “Live” audio-visual webcast and “live” audio-only stream

The Company’s Independent Chairman, Mr Pao Kiew Tee, and the Company’s Co-Founder and Group Chief Executive Officer, Mr Liew Ah Kuie, will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to watch the proceedings of the AGM through a “live” audio-visual webcast *via* their mobile phones, tablets or computers or listen to these proceedings through a “live” audio-only stream *via* telephone. In order to do so, Shareholders must follow these steps:

- i. Shareholders who wish to watch or listen to the “live” audio-visual webcast or “live” audio-only stream must pre-register by clicking on the following link and submitting the online registration form at the URL <https://complete-corp.com/wongfong-agm-egm> (“**Pre-registration Website**”), no later than 10.00 a.m. on 25 April 2022.

After authentication, Shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 12.00 p.m. on 27 April 2022.

- ii. Shareholders who do not receive an email by 12.00 p.m. on 27 April 2022, but who have registered by the deadline of 10.00 a.m. on 25 April 2022, should contact Complete Corporate Services Pte Ltd by email at wongfong-agm-egm@complete-corp.com.

Shareholders **MUST NOT** forward the unique link to other persons who are not Shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the “live” audio-visual webcast and “live” audio-only stream.

(b) Submission of questions

Shareholders may also submit questions relating to the resolutions to be tabled for approval at the AGM.

All questions, together with the Shareholders’ full names, identification numbers, contact numbers and email addresses and manner in which they hold shares in the Company (“**Shares**”), must be submitted no later than 10.00 a.m. on 20 April 2022 (“**Submission Deadline**”) *via* the Pre-registration Website at the URL <https://complete-corp.com/wongfong-agm-egm> or by post to the registered office of the Company at 79 Joo Koon Circle, Singapore 629107.

Please note that the Company will address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM or inform Shareholders that no questions were received by way of an announcement released *via* SGXNET and the Company’s website at <http://www.wongfongindustries.com> by 22 April 2022.

The Company will endeavour to address (i) subsequent clarifications sought; (ii) follow-up questions; or (iii) subsequent substantial and relevant questions which are received after the Submission Deadline prior to or at the AGM.

The Company will, within one (1) month after the date of the AGM, publish the minutes of the AGM on SGXNET and the Company's website, and the minutes will include the responses to the questions which are addressed during the AGM, if any.

Please note that Shareholders will not be able to ask questions at the AGM "live" during the webcast and the audio feed, and therefore it is important for Shareholders to submit their questions by the Submission Deadline.

(c) Voting by proxy

Shareholders will not be able to vote online at the AGM. Instead, if Shareholders (whether individuals or corporates) wish to exercise his/her/its voting rights at the AGM, he/she/it must submit a proxy form to appoint the Chairman of the AGM to vote on his/her/its behalf.

Shareholders (whether individuals or corporates) appointing the Chairman of the AGM as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

The proxy form must be submitted to the Company no later than 10.00 a.m. on 25 April 2022 through any one of the following means:

- i. by post, mailed to the registered office of the Company at 79 Joo Koon Circle, Singapore 629107; or
- ii. by sending a scanned PDF copy via email to wongfong-agm-egm@complete-corp.com.

In view of the current COVID-19 situation, members are strongly encouraged to submit completed and signed proxy forms electronically *via* email.

Persons who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 (Singapore) (including SRS investors) and who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings *via* the "live" audio-visual webcast or the "live" audio-only stream in the manner provided in paragraph 5(a) above; (b) submitting questions in advance of the AGM in the manner provided in paragraph 5(b) above; and/or (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM, should approach their respective relevant intermediaries (which would include, in the case of SRS investors, their respective SRS operators) through which they hold such Shares as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM.

Persons who hold their Shares through relevant intermediaries (including SRS investors) who wish to appoint the Chairman of the AGM as proxy should approach their respective relevant intermediaries to submit their votes by 10.00 a.m. on 19 April 2022, being seven (7) working days before the date of the AGM, in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf not less than 72 hours before the time fixed for holding the AGM.

¹ A relevant intermediary is:

- a. a banking corporation licensed under the Banking Act 1970 or its wholly-owned subsidiary which provides nominee services and holds shares in that capacity; or
- b. a capital markets services licence holder which provides custodial services for securities and holds shares in that capacity; and
- c. Central Provident Fund ("CPF") Board established by the Central Provident Fund Act 1953, in respect of shares purchased on behalf of CPF investors.

As the COVID-19 situation is constantly evolving, Shareholders should note that the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to check on the announcements made by the Company on SGXNET for the latest updates on the status of the AGM.

By Order of the Board

Liew Ah Kuie
Co-Founder and Group Chief Executive Officer
12 April 2022

*This announcement has been prepared by the Company and has been reviewed by the Company's sponsor, United Overseas Bank Limited (the "**Sponsor**"), for compliance with Rules 226(2)(b) and 753(2) of the SGX-ST Listing Manual Section B: Rules of Catalist.*

This announcement has not been examined or approved by the SGX-ST. The SGX-ST assumes no responsibility for the contents of this announcement, including the correctness of any of the statements or opinions made or reports contained in this announcement.

The contact person for the Sponsor is Mr Lim Hoon Khiat, Director, Equity Capital Markets, who can be contacted at 80 Raffles Place, #03-03 UOB Plaza 1, Singapore 048624, telephone: +65 6533 9898.