

CH OFFSHORE LTD.
(Unique Entity No. 197600666D)
(Incorporated in the Republic of Singapore)

ANNUAL GENERAL MEETING TO BE HELD ON 22 APRIL 2022

1. Background

CH OFFSHORE LTD. (the “**Company**”) 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 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;

(b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “**Order**”) which was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, inter alia, general meetings of companies;

(c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 which extended the application of alternative arrangements in respect of, inter alia, general meetings of companies beyond 30 June 2021, as announced by Ministry of Law on 6 April 2021; and

(d) the joint statement by the Accounting Corporate and Regulatory Authority, Singapore Exchange Regulations and the Monetary Authority of Singapore on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provide additional guidance on the conduct of general meetings during the period when elevated safe distancing measures are in place.

2. Date, time and conduct of Annual General Meeting (“AGM”)

The Company is pleased to announce that pursuant to the Order, its AGM will be convened and held by way of electronic means on Friday, 22 April 2022 at 10.00 a.m.

3. Annual Report 2021 and Appendix

The Annual Report 2021 and Appendix dated 6 April 2022 (in relation to the proposed renewal of the share buyback mandate and interested person transactions mandate) have been published on the Company's corporate website as follows:

<https://www.choffshore.com.sg/announcements/2022-2>

<https://www.choffshore.com.sg/annual-report/>

<https://www.choffshore.com.sg/circulars/>

The Request Form for shareholders to request for a printed copy of the Annual Report 2021 and/or the Appendix (the "**Request Form**") will be despatched to shareholders.

Requests for a printed copy of the Annual Report 2021 and/or the Appendix should be made by submitting the Request Form to the Company in the following manner:

(a) if submitted by post, be sent to the office of the Company' at 12A Jalan Samulun Singapore 629131; or

(b) if submitted electronically, be submitted via email to the Company at AGM2022@choffshore.com.sg.

4. Notice of AGM and Proxy Form

The Notice of AGM and Proxy Form will be made available to shareholders by electronic means via publication on the Company's corporate website and the SGX website.

Printed copies of these documents will be sent to shareholders.

5. No personal attendance at AGM

As a precautionary measure due to the current Covid-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**

6. Alternative arrangements for participation at the AGM

(a) Participation in the AGM proceedings via live audio-visual webcast or live audio-only stream

Shareholders may participate at the AGM by:

- (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions in advance of the AGM; and
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

(b) Submission of questions in advance of the AGM

Shareholders may submit questions related to the proposed resolutions to be tabled for approval at the AGM in the following manner:

- (i) via the pre-registration website at URL https://live.motionmediaworks.com/choffshore_reg;
- (ii) by email via AGM2022@choffshore.com.sg; or
- (iii) in hard copy by sending by post to the Company's registered office at 12A Jalan Samulun Singapore 629131.

All questions submitted must be accompanied with the following information:

- (i) the shareholder's full name;
- (ii) the shareholder's identification/UEN/registration number;
- (iii) the manner in which the shareholder holds shares in the Company (e.g. via CDP, CPF, SRS and/or Scrip); and
- (iv) contact number & email address

for verification purposes, failing which, the submission will be treated as invalid.

Shareholders are encouraged to submit their questions electronically via the pre-registration website or via email.

Deadline for submitting questions: All questions must be submitted by 10.00 a.m. on 13 April 2022, being at least 7 calendar days after the publication of the Notice of AGM,

The Company will respond to substantial and relevant questions by 8.30 a.m. on 18 April 2022, and post them on the Company's website at URL <https://www.choffshore.com.sg/announcements/2022-2> as well as on the SGX website at URL <https://www.sgx.com/securities/company-announcements>

(c) Voting by appointing the Chairman of the AGM as Proxy

Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the Proxy Form.

Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the Proxy Form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

The Proxy Form must be submitted in the following manner:

- (a) if submitted by post, be lodged at the office of the Company at 12A Jalan Samulun Singapore 629131; or
- (b) if submitted electronically, be submitted via email to the Company at AGM2022@choffshore.com.sg,

in either case, by 10.00 a.m. on 20 April 2022.

Shareholders are encouraged to submit completed Proxy Forms electronically via email.

CPF or SRS investors who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least 7 working days before the AGM in order to allow sufficient time for their respective CPF Agent Banks or SRS Operators to in turn submit a Proxy Form to appoint the Chairman of the Meeting to vote on their behalf by the cut-off date.

7. Persons who hold shares through relevant intermediaries

Persons who hold shares of the Company through relevant intermediaries (as defined in section 181 of the Companies Act 1967, including CPF and SRS investors, and who wish to participate in the AGM by:

- (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions in advance of the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

8. Key dates/deadlines.

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

Key dates	Actions
6 April 2022 (Wednesday)	Shareholders may begin to pre-register at https://live.motionmediaworks.com/choffshore_reg for live audio-visual webcast/live audio-only stream of the AGM proceedings.
By 5.00 p.m. on 11 April 2022 (Monday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
By 10.00 a.m. on 13 April 2022 (Wednesday)	Deadline for shareholders to submit questions in advance.
By 8.30 a.m. on 18 April 2022 (Monday)	The Company to address all substantial and relevant questions received from shareholders via SGXNet prior to the AGM.
By 10.00 a.m. on 20 April 2022 (Wednesday)	Deadline for shareholders to: (i) pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and (ii) submit Proxy Forms.
By 10.00 a.m. on 21 April 2022 (Thursday)	Authenticated shareholders will receive an email which will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Shareholders (other than those hold shares through intermediary including CPF and SRS investors) who do not receive the Confirmation Email by 10.00 a.m. on 21 April 2022, but have registered by the 20 April 2022 deadline should contact our Share Registrar, In.Corp Corporate Services Pte. Ltd. via email at shareregistry@incorp.asia . Shareholders who hold shares through intermediaries as defined in section 181 of the Companies Act 1967, including CPF and SRS investors, who do not receive the Confirmation Email by 10.00 a.m. on 21 April 2022 but have registered by the 20 April 2022 deadline should contact the relevant intermediary directly.
Date and time of AGM 10.00 a.m. on 22 April 2022 (Friday)	(i) Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or (ii) Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.

9. Further information.

For more information, shareholders can contact the Company via email at AGM2022@choffshore.com.sg

10. Important reminder.

Due to the constantly evolving Covid-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check our corporate website at the URL <https://www.choffshore.com.sg/announcements/2022-2> for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current Covid-19 situation.

By Order of the Board
Lim Mee Fun
Company Secretary
6 April 2022