



HAFARY HOLDINGS LIMITED

合發利控股有限公司

Incorporated in the Republic of Singapore
Company Registration No. 200918637C

INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING 2021

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the Annual General Meeting for the financial year ended 31 December 2020 (the "Meeting" or "AGM") of **Hafary Holdings Limited** (the "Company") to be held on **Wednesday, 14 April 2021** at **10.30 a.m.** in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the Meeting by (a) viewing the Meeting proceedings via live audio-visual webcast ("live webcast") or listening to the Meeting proceedings via live audio-only stream ("live audio feed"), (b) submitting questions in advance of the Meeting, and (c) appointing the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting.

Please see paragraphs I to III below for these alternative arrangements.

The documents relating to the business of the Meeting, which comprise of the Company's Annual Report for the financial year ended 31 December 2020, Notice of the Meeting, Appendix to the Notice of AGM in relation to the Proposed Renewal of the General Mandate and the Proxy Form (as defined herein) for the Meeting, have been made available on SGX website at the URL <https://www.sgx.com/securities/company-announcements> and at the Company's website at the URL <https://www.hafary.com.sg>

I. To vote at the virtual Meeting

Shareholders (whether individual or corporate) who wish to exercise their votes must submit their instrument appointing the Chairman of the Meeting ("Proxy Form") to vote on their behalf.

Shareholders (whether individual or corporate) appointing the Chairman of the Meeting as proxy must give specific instructions as to his/her/its manner of voting, or abstention from voting, in the Proxy Form, failing which, the appointment in respect of that resolution will be treated as invalid.

Duly completed and signed instrument appointing the Chairman of the Meeting as proxy must either be submitted to the Company in the following manner:

- (a) if submitted by post, to be deposited at the registered office address of the Company at 105 Eunos Avenue 3, Hafary Centre, Singapore 409836; or
- (b) if submitted electronically, to be submitted via email to enquiry@hafary.com.sg

in either case not less than forty-eight (48) hours before the time appointed for the Meeting i.e. 10.30 a.m. on 12 April 2021.

A member who wishes to submit an instrument of proxy must first complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above. The proxy form is available for download at the URLs provided in above paragraph.

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 to enquiry@hafary.com.sg

Investors who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (including CPF members or SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should approach their respective relevant intermediaries (including their respective CPF agent banks or SRS Approved Banks) to submit their voting instructions as soon as possible but not less than 7 working days before the AGM (**by 5.00 p.m. on 1 April 2021**) in order to allow sufficient time for their respective relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the Meeting to vote on their behalf by 10.30 a.m. on 12 April 2021.

II. Registration for the live webcast or live audio feed

Shareholders will be able to watch the Meeting proceedings through a live webcast via their mobile phones, tablets or computers or listen to the Meeting proceedings through a live audio feed via telephone. In order to do so, shareholders must follow these steps:

Shareholders who wish to watch the live webcast or listen to the live audio feed of the Meeting must pre-register at https://live.motionmediaworks.com/hafary_reg_form (the "**Registration Link**") **by 10.30 a.m. on 11 April 2021** (the "**Registration Deadline**") to enable the Company to verify their status as shareholders.

Investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act (Chapter 50) of Singapore) (other than CPF/SRS Investors) ("**Investors**") will not be able to pre-register at the above website, for the live webcast or live audio feed of the Meeting. An Investor (other than CPF/SRS Investors) who wish to participate in the live webcast or live audio feed of the Meeting should instead approach his/her relevant intermediary as soon as possible but not less than 7 working days before the AGM (**by 5.00 p.m. on 1 April 2021**) in order for the relevant intermediary to make the necessary arrangements to pre-register. The relevant intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address, NRIC/Passport number and number of shares) to the Company via email to enquiry@hafary.com.sg no later than the Registration Deadline.

Following the verification, authenticated shareholders will receive an email by **10.30 a.m. on 13 April 2021**. The email will contain user ID and password, as well as the details to access the live webcast and live audio feed of the Meeting proceedings. As this is a private Meeting, shareholders must not disclose such details to others. Shareholders who have registered by the Registration Deadline but have not received the confirmation email by **10.30 a.m. on 13 April 2021**, should contact the Company by telephone at +65 6383 2314 during Monday to Friday between 9.00 a.m. to 5.00 p.m. (excluding Public Holidays) or by email to enquiry@hafary.com.sg for assistance as soon as possible. **The Company advises all shareholders to register as early as possible.**

III. Submission of Questions

Shareholders may also submit questions related to resolutions to be tabled at the Meeting via the Registration Link or by email to enquiry@hafary.com.sg, or if submitted by post to the registered office address of the Company at 105 Eunos Avenue 3, Hafary Centre, Singapore 409836. All questions for the Meeting must be submitted by **5.00 p.m. on 7 April 2021**. Investors who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore should also approach their respective relevant intermediaries as soon as possible but not less than 7 working days before the AGM (**by 5.00 p.m. on 1 April 2021**) if they wish to submit questions related to the resolutions to be tabled for approval at the AGM.

Please note that shareholders will not be able to ask questions during the live webcast and the live audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early. Shareholders are strongly encourage to submit questions related to resolutions to be tabled at the Meeting via the Registration Link or email to enquiry@hafary.com.sg.

The Board of Directors of the Company will endeavour to address all substantial and relevant questions received from shareholders prior to the Meeting by publishing the responses to those questions on SGX website at the URL <https://www.sgx.com/securities/company-announcements> and the Company's website at the URL <https://www.hafary.com.sg> Where substantial relevant questions submitted by shareholders could not be addressed prior to the Meeting, the Company will address them during the Meeting through the live webcast and live audio feed.

The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received. The Company will publish the minutes of the Meeting via SGXNet on SGX website and the Company's website within one (1) month from the date of the Meeting.

The Company would like to remind shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its Meeting arrangements at short notice. Shareholders are encouraged to check the Company's website or announcements released on SGXNet regularly for the latest updates on the status of the Meeting.

By Order of the Board

Low Kok Ann
Executive Director and CEO
30 March 2021

