

NOTICE OF ANNUAL GENERAL MEETING

The Notice of the Annual General Meeting (the "Notice") of IPC Corporation Ltd has been made available on SGXNet. There will be no printed copy of this Notice and the Annual Report to be despatched to Members.

NOTICE IS HEREBY GIVEN that the Annual General Meeting of IPC Corporation Ltd ("the Company") will be held by way of electronic means on Thursday, 29 April 2021 at 2.00 p.m. for the following purposes:

AS ORDINARY BUSINESS

- To receive and adopt the Directors' Statement and the Audited Financial Statements of the Company for the year ended 31 December 2020 together with the Auditors' Report thereon. (Resolution 1)
- To note the retirement of Mr Teo Kiang Kok as Director pursuant to Article 90 of the Company's Constitution. (Resolution 2)
- To re-elect Mr Tan Cher Liang, the Director of the Company retiring pursuant to Article 89 of the Company's Constitution. (Resolution 2)
- To re-elect Ms Lauw Hui Kian, the Director of the Company retiring pursuant to Article 90 of the Company's Constitution. (Resolution 3)
- To approve the Messrs Directors' fees of S\$124,000.00 for the year ended 31 December 2020 (previous year: S\$155,000.00). (Resolution 4)
- To appoint Messrs Ernst & Young LLP as the Auditors of the Company in place of the retiring Auditors, Messrs PricewaterhouseCoopers LLP, to hold the office until the conclusion of the next annual general meeting and to authorise the Directors of the Company to fix their remuneration. (Resolution 5)
- To transact any other ordinary business which may properly be transacted at an Annual General Meeting.

AS SPECIAL BUSINESS

- To consider and if thought fit, to pass the following resolution as Ordinary Resolutions, with or without any modifications:
 - Authority to allot and issue new shares**

That pursuant to Section 161 of the Companies Act, Chapter 50 of Singapore (the "Companies Act") and Rule 806 of the Listing Manual of the Singapore Exchange Securities Trading Limited ("SGX-ST"), the Directors of the Company be authorised and empowered to:

 - allot and issue shares in the Company ("Shares") whether by way of rights, bonus or otherwise; and/or
 - make or grant offers, agreements or obligations (collectively, "Instruments") that might or would require Shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) options, warrants, debentures or other instruments convertible into Shares, at any time and upon such terms and conditions and for such purposes and to such persons as the Directors of the Company in their absolute discretion deem fit; and(notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue Shares in pursuance of any Instruments made or granted by the Directors of the Company while this Resolution was in force,

provided that:

- the aggregate number of Shares (including Shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution) to be issued pursuant to this Resolution shall not exceed one hundred per centum (100%) of the total number of issued Shares (excluding treasury shares and subsidiary holdings) in the capital of the Company (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of Shares to be issued other than on a pro-rata basis to shareholders of the Company shall not exceed twenty per centum (20%) of the total number of issued Shares (excluding treasury shares and subsidiary holdings) in the capital of the Company (as calculated in accordance with sub-paragraph (2) below);
- (subject to such calculation as may be prescribed by the SGX-ST) for the purpose of determining the aggregate number of Shares that may be issued under sub-paragraph (1) above, the total number of issued Shares (excluding treasury shares and subsidiary holdings) shall be based on the total number of issued Shares (excluding treasury shares and subsidiary holdings) in the capital of the Company at the time of the passing of this Resolution, after adjusting for:
 - new Shares arising from the conversion or exercise of any convertible securities;
 - new Shares arising from exercising share options or vesting of share awards; and
 - any subsequent bonus issue, consolidation or subdivision of Shares;
- in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Listing Manual of the SGX-ST for the time being in force (unless such compliance has been waived by the SGX-ST), all applicable legal requirements under the Companies Act, and otherwise the Constitution of the Company; and
- unless revoked or varied by the Company in a general meeting, such authority shall continue in force until the conclusion of the next annual general meeting of the Company or the date by which the next annual general meeting of the Company is required by law to be held, whichever is earlier.

[See Explanatory Note (v)] (Resolution 6)

Renewal of Share Buy-Back Mandate

- That:
 - for the purposes of Sections 76C and 76E of the Companies Act, Cap 50, the exercise by the directors of the Company of all the powers of the Company to purchase or otherwise acquire ordinary shares ("Shares") in the issued share capital of the Company not exceeding in aggregate the Prescribed Limit (as hereinafter defined), at such price or prices as may be determined by the directors of the Company from time to time up to the Maximum Price (as hereafter defined), whether by way of:
 - market purchases (each a "Market Purchase") on the Singapore Exchange Securities Trading Limited ("SGX-ST") transacted through one or more duly licensed stockbrokers appointed by the Company for the purpose; and/or
 - off-market purchases (each an "Off-Market Purchase") effected otherwise than on the SGX-ST in accordance with any equal access schemes as may be determined or formulated by the directors of the Company as they consider fit, such scheme satisfying all the conditions prescribed by the Companies Act, and otherwise in accordance with any other laws, regulations and rules of the SGX-ST as may for the time being be applicable, be and is hereby authorised and approved generally and unconditionally (the "Share Buy-Back Mandate");
 - the authority conferred on the Directors of the Company pursuant to the Share Buy-Back Mandate may be exercised by the directors of the Company at any time and from time to time during the period commencing from the passing of this Resolution and expiring on the earliest of:
 - the date on which the Annual General Meeting of the Company is held or is required by law to be held;
 - the date on which the purchase or acquisition of Shares have been carried out to the full extent of the Share Buy-Back Mandate; or
 - the date on which the authority conferred by this Share Buy-Back Mandate is varied or revoked by an ordinary resolution of shareholders of the Company in general meeting;
 - in this Resolution:-

"Prescribed Limit" means the number of Shares representing 10% of the total number of issued Shares (excluding treasury shares and subsidiary holdings) of the Company as at the date of passing of this Resolution, unless the Company has reduced its share capital in accordance with the applicable provisions of the Companies Act, at any time during the Relevant Period (as hereafter defined), in which event the total number of issued Shares of the Company shall be taken to be the total number of issued Shares as altered (excluding any treasury shares and subsidiary holdings);

"Relevant Period" means the period commencing from the date of the passing of this Resolution and the expiration of the date on which the next Annual General Meeting of the Company is held or is required by law to be held, whichever is the earlier; and

"Maximum Price" in relation to a Share to be purchased, means an amount (excluding brokerage, commission, stamp duties, applicable goods and services tax and other related expenses) not exceeding:
 - in the case of a Market Purchase: 105% of the Average Closing Price; and
 - in the case of an Off-Market Purchase, 120% of the Average Closing Price, where:"Average Closing Price" is the average of the closing market prices of a Share over the last five Market Days, on which transactions in the Shares were recorded, immediately preceding the day of the Market Purchase by the Company or, as the case may be, the day of the making of the offer pursuant to the Off-Market Purchase, and deemed to be adjusted for any corporate action that occurs during such five-day market period and the day on which the Market Purchase is made or, as the case may be, the day of the making of the offer pursuant to the Off-Market Purchase;

"day of the making of the offer" means the day on which the Company announces its intention to make an offer for the purchase or acquisition of Shares from shareholders of the Company stating the purchase price (which shall not be more than the Maximum Price calculated on the foregoing basis) for each Share and the relevant terms of the equal access scheme for effecting the Off-Market Purchase; and

"Market day" means a day on which the SGX-ST is open for trading in securities; and

the Directors of the Company be and are hereby authorised to complete and do all such acts and things (including executing such documents as may be required) as they may consider expedient or necessary to give effect to the transactions contemplated by this Resolution.

[See Explanatory Note (vi)] (Resolution 7)

Approval for the continued appointment of Mr Lee Joo Hai, as an Independent Director, for purposes of Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST

That the continued appointment of Mr Lee Joo Hai, as an Independent Director by all members for the purposes of Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST be and is hereby approved. (Resolution 8)

Approval for the continued appointment of Mr Lee Joo Hai, as an Independent Director, for purposes of Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST

That contingent upon passing of Ordinary Resolution 8 above, the continued appointment of Mr Lee Joo Hai, as an Independent Director by all members (excluding the Directors and Chief Executive Officer of the Company, and associates of such Directors and Chief Executive Officer) for the purposes of Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST be and is hereby approved. (Resolution 9)

By Order of the Board
Ngiam Mia Hai Bernard
Secretary
Singapore, 14 April 2021

Explanatory Notes:

- Mr Teo Kiang Kok will, upon retirement as a Director of the Company, cease to be the Lead Independent Director, Chairman of the Nominating Committee, Member of the Audit Committee and Remuneration Committee of the Company.
- Mr Tan Cher Liang will, upon re-election as a Director of the Company, remain as an Independent Director of the Company. Detailed information on Mr Tan Cher Liang required pursuant to Rule 720(6) of the Listing Manual of the SGX-ST can be found in the Annual Report.
- Ms Lauw Hui Kian will, upon re-election as a Director of the Company, remain as the Executive Director of the Company. Detailed information on Ms Lauw Hui Kian required pursuant to Rule 720(6) of the Listing Manual of the SGX-ST can be found in the Annual Report.
- The Ordinary Resolution 5 proposed in item 6 above is to approve the appointment of Messrs Ernst & Young LLP as Auditors of the Company in place of the retiring Auditors, Messrs PricewaterhouseCoopers LLP, and to authorise the Directors to fix their remuneration.

The Company's existing auditors, Messrs PricewaterhouseCoopers LLP, have been auditors of the Company since 2007. Messrs PricewaterhouseCoopers LLP had on 10 March 2021 given notice to the Directors of their intention not to seek re-appointment as auditors of the Company and will retire as the auditors of the Company at the conclusion of the AGM. The Board wishes to express their appreciation for the services rendered by Messrs PricewaterhouseCoopers LLP.

The Board and the Audit Committee are of the view that the proposed change of auditors will enable the Group to benefit from fresh perspectives and views of another professional firm and enhance the value of independent audit.

The Board has determined, in consultation with the Audit Committee, that the proposal from Messrs Ernst & Young LLP best meets the needs and requirements of the Group. As such, the Board proposes the appointment of Messrs Ernst & Young LLP as the new auditors of the Company. Pursuant to Rule 712(3) of the Listing Manual, the proposed change of Auditors must be specifically approved by the Shareholders in general meeting. Accordingly, the appointment of Messrs Ernst & Young LLP would take effect upon the approval of the same by Shareholders at the AGM.

Messrs Ernst & Young LLP, registered with the Accounting and Corporate Authority of Singapore, is one of the largest professional service firms in Singapore, and is among the Big Four accounting firms in Singapore. Messrs Ernst & Young LLP has more than 130 years of experience with providing audit, tax and professional services to the Singapore and global markets and employs more than 284,000 people globally. Messrs Ernst & Young LLP has relevant industry experience with audit clients in the industry which the Company is in. More information about Messrs Ernst & Young LLP, its values and its services can be found Messrs Ernst & Young LLP's website at <https://www.ey.com>.

Mr Ng Boon Heng, a partner with Messrs Ernst & Young LLP, will be assigned to the audit of the Company as the lead engagement partner. Mr Ng Boon Heng has extensive experience over a span of more than 24 years in a wide range of industries.

The proposed change of auditors have been reviewed and recommended by the Audit Committee, after taking into consideration of suitability of Messrs Ernst & Young LLP as the Company's external auditors and ensuring compliance with the Listing Manual.

The Board, having taken into account the Audit Committee's recommendation, and various factors, including, inter alia, the following:

- the fee structure, the adequacy of the resources and experience of Messrs Ernst & Young LLP;
- the audit engagement partner assigned to the audit;
- Messrs Ernst & Young LLP's other audit engagements;
- the size and complexity of the Group's operation; and
- the number and experience of supervisory and professional staff assigned to the audit of the Company and the Group.

are of the opinion that Messrs Ernst & Young LLP will be able to meet the audit requirements of the Group and comply with Rule 712 of the Listing Manual.

In this connection, Messrs Ernst & Young LLP has on 26 March 2021 given their formal consent to act as Auditors to the Board of Directors.

In accordance with Rule 716 of the Listing Manual, the Board confirms that subject to the Shareholders' approval of the proposed change of Auditors, Messrs Ernst & Young LLP will be appointed as the auditors of the Company, its subsidiaries and associated company.

In accordance with the requirements of Rule 1203(5) of the Listing Manual, the Company confirm the following:

- Messrs PricewaterhouseCoopers LLP confirmed that they are not aware of any professional reasons why Messrs Ernst & Young LLP should not accept appointment as auditors of the Company;
- there were no disagreements with Messrs PricewaterhouseCoopers LLP on accounting treatments with the last 12 (twelve) months up to the date of this Notice;
- the Company is not aware of any circumstances connected with the proposed change of Auditors, which has not been disclosed, that should be brought to the attention of Shareholders of the Group;
- there is no specific reasons for the proposed change of Auditors except as disclosed; and
- it is in compliance with Rules 712 and Rule 716 of the Listing Manual in relation to the appointment of Messrs Ernst & Young LLP as auditors of the Company.

Copies of the following documents may be inspected by shareholders at the registered office of the Company at 23 Tai Seng Drive, #06-00 Deutsche Telekom Centre, Singapore 535224 during normal business hours from the date of this Notice up to and including the date of the AGM:

- letter of Nomination dated 25 March 2021 to Messrs Ernst & Young LLP; and
- the letter of consent to act as Auditors dated 26 March 2021 from Messrs Ernst & Young LLP.

(v) The Ordinary Resolution 6 proposed in item 8 above, if passed, will empower the Directors of the Company, effective until the conclusion of the next Annual General Meeting of the Company, or the date by which the next Annual General Meeting of the Company is required by law to be held or such authority is varied or revoked by the Company in a general meeting, whichever is the earlier, to issue shares, make or grant Instruments convertible into shares and to issue shares pursuant to such Instruments, up to a number not exceeding, in total, 100% of the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company ("Enhanced Share Issue Limit"), of which up to 20% may be issued other than on a pro-rata basis to shareholders.

For determining the aggregate number of shares that may be issued, the total number of issued shares (excluding treasury shares and subsidiary holdings) will be calculated based on the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company at the time this Ordinary Resolution is passed after adjusting for new shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which were issued and are outstanding or subsisting at the time when this Ordinary Resolution is passed and any subsequent bonus issue, consolidation or subdivision of shares.

The authority for the Enhanced Share Issue Limit mandate is pursuant to the SGX-ST news release of 8 April 2020 titled "SGX RegCo announces measures to support issuers amid challenging COVID-19 business climate". The Enhanced Share Issue Limit mandate may be renewed at the Annual General Meeting of the Company next year and is only valid until 31 December 2021, by which date the shares issued pursuant to such mandate must be listed and no further shares shall be issued under such mandate. On 16 March 2021, SGX RegCo in consultation with the Monetary Authority of Singapore (MAS) had extended the availability of the Enhanced Share Issue Limit for the Mainboard issuers. Hence, the Mainboard issuers will have up to 31 December 2021 to seek or renew a general mandate for the Enhanced Share Issue Limited, which will expire at the conclusion of the next annual general meeting or on the date by which the next annual general meeting is required by law or the SGX-ST Mainboard Listing Manual to be held, whichever is the earliest.

The Board of Directors is of the view that the Enhanced Share Issue Limit mandate is in the interest of the Company and its shareholders in the event that the COVID-19 situation evolves before the next Annual General Meeting of the Company to such an extent that a 50% limit for pro rata issue of shares may not be sufficient to meet the Company's needs. If such circumstances were to occur and there was no Enhanced Share Issue Limit mandate in place, fund raising efforts would be unnecessarily hampered and compromised by the time needed to obtain shareholders' approval to issue shares above the 50% threshold. The Enhanced Share Issue Limit mandate will provide the Company with an option to strengthen its balance sheet, if required and the flexibility to raise funds expeditiously, if required.

(vi) The Ordinary Resolution 7 proposed in item 9 above, if passed, will empower the Directors of the Company, during the period commencing from the date on which the Ordinary Resolution 7 is passed and expiring on the earliest of the date on which the next Annual General Meeting is held or is required by law to be held, the date on which the purchase of shares has been carried out to the full extent of the mandate or the date the said mandate is revoked or varied by the Company in a general meeting, to repurchase ordinary shares of the Company by way of market purchases or off-market purchases of up to 10% of the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company at the Maximum Price as defined in Ordinary Resolution 7.

The rationale for, the authority and limitation on, the sources of funds to be used for the purchase or acquisition of the Company's securities and the financial effects of the purchase or acquisition of shares by the Company pursuant to the Share Buy-Back Mandate is set out in greater detail in the Circular accompanying this notice.

(vii) The Ordinary Resolutions 8 and 9 in item 10 and 11 above respectively are proposed in compliance with Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST which will take effect from 1 January 2022. Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST provides that a Director will not be independent if he/she has been a Director for an aggregate period of more than nine years and his/her continued appointment as an independent Director has not been sought and approved in separate resolutions by (a) all shareholders; and (b) shareholders excluding the Directors and the chief executive officer of the Company, and their respective associates (the "Two-Tier Voting").

Mr Lee Joo Hai is an Independent Director who has served on the board for a cumulative period of more than nine years.

The Board seeks to strike an appropriate balance between tenure of service and continuity of experience and refreshment of the Board. The Board, saved for the affected director who had abstained from the deliberation, have recommended the continued appointment of Mr Lee Joo Hai as Independent Director, via a Two-Tier Voting process for a three-year term.

The Nomination Committee and the Board have determined that Mr Lee Joo Hai remain objective and independent-minded in the Board deliberations. His vast experience enables him to provide the Board and the various Board Committees on which he is serving, with pertinent experience and competence to facilitate sound decision-making and that his length of service does not in any way interfere with his exercise of independent judgement nor hinder his ability to act in the best interests of the Company. Additionally, he has met the definition of Independent Director of the SGX-ST Listing Rules and the 2018 Code. The Board trust that he is able to continue to discharge his duties independently with integrity and competency.

Upon passing the Ordinary Resolutions 8 and 9, the continued appointment of Mr Lee Joo Hai as an Independent Director of the Company shall continue in force until the earlier of: (i) the retirement or resignation of the Independent Director as a Director; or (ii) the conclusion of the third AGM of the Company following the passing of these Ordinary Resolutions.

Should the Ordinary Resolutions 8 and 9 for the continued appointment of the Independent Director not passed at the forthcoming AGM, Mr Lee Joo Hai will no longer be independent and shall continue as non-independent director of the Company.

Rule 210(5)(c) of the SGX-ST Listing Rules states that the Independent Directors must comprise of at least one-third of the Board. In the event that the Ordinary Resolutions for the continued appointment of the Independent Director are not passed at the forthcoming AGM which renders the Company unable to meet these requirements, the Company shall endeavour to fill the vacancy in the Board to comply with the Rules 210(5)(c) and 704(8) of the SGX-ST Listing Rules.

Notes:

- A Member entitled to attend and vote at the Annual General Meeting (the "Meeting") must appoint the Chairman of the Meeting to attend and vote in his/her stead. The Chairman of the Meeting, as proxy, need not be a member of the Company.
- Due to the Government prevailing regulations to prevent the spread of COVID-19, Members shall attend the Meeting via electronic means only.
- The instrument appointing the Chairman of the Meeting as proxy must be deposited at the Registered Office of the Company at 23 Tai Seng Drive, #06-00 Deutsche Telekom Centre, Singapore 535224 or sent by email to agm2020@ipc.com.sg not less than forty-eight (48) hours before the time appointed for holding the Meeting.

Participation in the Annual General Meeting ("AGM") via "live" webcast

- As the AGM will be held by way of electronic means, Members will NOT be able to attend the AGM in person. Any member seeking to attend the AGM physically in person will be declined. All Members or their corporate representatives (in the case of Members which are legal entities) will be able to participate in the AGM proceedings by accessing a "live" webcast. To do so, Members are required to pre-register their participation in the AGM ("Pre-registration") at this link: www.ipc.com.sg/AGM2020 ("AGM Registration and Q&A Link") by 2.00 p.m. on 27 April 2021 ("Registration Deadline") for verification of their status as Members (or the corporate representatives of such Members). All questions must be submitted by 2.00 p.m. on 22 April 2021.
- Upon successful verification, each such Member or its corporate representative will receive an email by 2.00 p.m. on 28 April 2021. The email will contain instructions to access the "live" webcast of the AGM proceedings. Members or their corporate representatives must not forward the email to other persons who are not Members and who are not entitled to participate in the AGM proceedings. Members or their corporate representatives who have pre-registered by the Registration Deadline in accordance with paragraph 1 above but did not receive an email by 5.00 p.m. on 28 April 2021 may contact the Company for assistance at agm2020@ipc.com.sg.
- Members/Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register for the "live" webcast of the AGM. Such members/investors who wish to participate in the "live" webcast of the AGM should instead approach his/her relevant intermediary as soon as possible in order to make the necessary arrangements.

Voting by proxy

- Members may only exercise their voting rights at the AGM via proxy voting (see paragraphs 5 to 8 below).
- Members who wish to vote on any or all of the resolutions at the AGM must appoint the Chairman of the Meeting as their proxy to do so on their behalf, indicating how the Member wished to vote for or vote against or abstain from voting on each resolution.
- The duly executed proxy form must be deposited at the Registered Office of the Company at 23 Tai Seng Drive, #06-00 Deutsche Telekom Centre, Singapore 535224 or sent by email to agm2020@ipc.com.sg not less than forty-eight (48) hours before the time appointed for the holding of the AGM.
- CPF or SRS investors who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM (i.e. by 2.00 p.m. on 20 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 the cut-off date.
- Please note that Members will not be able to vote through the "live" webcast and can only vote with their proxy forms which are required to be submitted in accordance with the foregoing paragraphs.

Access to documents or information relating to the AGM

All documents and information relating to the business of the AGM (including the Circular, Annual Report and the Proxy Form) may be assessed on the Company's website at www.ipc.com.sg and are also available on the SGXNET at the URL <https://www.sgx.com/securities/company-announcements>. There will be no printed copies be despatched to Members.

Submission of questions prior to the AGM

- Members may submit questions related to the resolutions to be tabled at the AGM during Pre-registration via the AGM Registration and Q&A Link by 2.00 p.m. on 22 April 2021 so that they may be addressed before or during the AGM proceedings.
- The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received in advance of the AGM either before or during the AGM.
- Please note that Members will NOT be able to ask questions at the AGM "live" during the webcast, and therefore it is important for Members to pre-register their participation in order to be able to submit their questions in advance of the AGM.
- The Company will publish the minutes of the AGM on SGXNet and the Company's website within one (1) month after the date of AGM.

Important reminder

- In light of the current COVID-19 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.

Personal data privacy:

- (a) submitting an instrument appointing the Chairman of the Meeting as proxy to vote at the AGM and/or any adjournment thereof, or (b) completing the Pre-registration in accordance with this Notice, or (c) submitting any question prior to the AGM in accordance with this Notice, a Member of the Company consents to the collection, use and disclosure of the Member's personal data by the Company (or its agents or service providers) for the following purposes:
 - the processing and administering by the Company (or its agents or service providers) of proxy forms appointing the Chairman of the Meeting as a proxy for the AGM (including any adjournment thereof);
 - the processing of the Pre-registration with purposes of granting access to Members (or their corporate representatives in the case of Members which are legal entities) to the live webcast of the AGM proceedings and providing them with any technical assistance where necessary;
 - addressing relevant and substantial questions from Members received before the AGM and if necessary, following up with the relevant Members in relation to such questions;
 - the preparation and compilation of the attendance lists, proxy lists, minutes and other documents relating to the AGM (including any adjournment thereof); and
 - enabling the Company (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines.