

Issuer & Securities

Issuer/ Manager

TAT SENG PACKAGING GROUP LTD

Security

TAT SENG PACKAGING GROUP LTD - SG1K31894969 - T12

Announcement Details

Announcement Title

Annual General Meeting

Date & Time of Broadcast

22-May-2020 17:56:53

Status

New

Announcement Reference

SG200522MEETFGGJ

ANNUAL GENERAL MEETING::VOLUNTARY

Designation

Company Secretary

Financial Year End

31/12/2019

Event Narrative

Narrative Type	Narrative Text
Additional Text	<p>Please refer to the following attached documents:-</p> <ul style="list-style-type: none"> (1) Notice of Annual General Meeting ("AGM") dated 26 May 2020; (2) Proxy Form; and (3) Important notice to shareholders on Alternative Arrangements to conduct the AGM to be held on 18 June 2020.

Event Dates

Meeting Date and Time

18/06/2020 10:00:00

Response Deadline Date

15/06/2020 10:00:00

Event Venue(s)

Place

Venue(s)	Venue details
Meeting Venue	The AGM will be held by way of electronic means, via live audio-visual or live audio-only stream. Shareholders will not be able to attend the AGM in person.

Attachments

[Notice%20of%20Annual%20General%20Meeting.pdf](#)[Proxy%20Form.pdf](#)[Important%20notice%20to%20shareholders%20regarding%20the%20Annual%20General%20Meeting.pdf](#)

Total size =530K MB

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of **TAT SENG PACKAGING GROUP LTD** (the “**Company**”) will be held by way of electronic means on Thursday, 18 June 2020 at 10.00 a.m. for the following businesses:-

AS ORDINARY BUSINESS

1. To receive and adopt the Directors’ Statement and the Audited Financial Statements of the Company and the Group for the financial year ended 31 December 2019 together with the Auditors’ Report thereon. **(Resolution 1)**

2. To declare a final dividend (tax exempt one-tier) of S\$0.01 per ordinary share (“**Final Ordinary Dividend**”) for the financial year ended 31 December 2019. **(Resolution 2)**

3. To re-elect the following Directors of the Company who are retiring pursuant to Regulation 91 of the Constitution of the Company:-

(i) Dr Allan Yap **(Resolution 3)**

(ii) Mr Loh See Moon **(Resolution 4)**

(iii) Madam Cheong Poh Hua **(Resolution 5)**

[See Explanatory Note (i)]

4. To approve the payment of additional Directors’ fees of S\$4,000 for the financial year ended 31 December 2019. **(Resolution 6)**

[See Explanatory Note (ii)]

5. To approve the payment of Directors’ fees of S\$214,500 for the financial year ending 31 December 2020 to be paid quarterly in arrears (FY2019: S\$219,670). **(Resolution 7)**

[See Explanatory Note (iii)]

6. To re-appoint Messrs KPMG LLP, Certified Public Accountants, as the Auditors of the Company and to authorise the Directors of the Company to fix their remuneration. **(Resolution 8)**

7. 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 with or without amendments as Ordinary Resolution:-

8. Authority to issue shares

That pursuant to Section 161 of the Companies Act, Cap. 50 (the “**Companies Act**”) and Rule 806 of the Listing Manual of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”), authority be and is hereby given to the Directors of the Company to:-

(a) (i) issue shares in the capital of the Company (“**Shares**”) whether by way of rights, bonus or otherwise; and/or

(ii) make or grant offers, agreements or options (collectively, “**Instruments**”) that might or would require shares to be issued, including but not limited to the creation and issue (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 may in their absolute discretion deem fit; and

(b) (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,

(the “**Share Issue Mandate**”)

provided that:-

(1) the aggregate number of shares (including shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution) and Instruments to be issued pursuant to this Resolution shall not exceed 50% 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 and Instruments to be issued other than on a *pro-rata* basis to existing shareholders of the Company shall not exceed 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);

(2) (subject to such calculation as may be prescribed by the SGX-ST) for the purpose of determining the aggregate number of shares and Instruments that may be issued under sub-paragraph (1) above, the total number of issued shares and Instruments 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:-

- (a) new shares arising from the conversion or exercise of the Instruments or any convertible securities;
- (b) new shares arising from exercising share options or vesting of share awards, provided the options or awards were granted in compliance with Part VIII of Chapter 8 of the Listing Manual of the SGX-ST; and
- (c) any subsequent bonus issue, consolidation or subdivision of shares.

Adjustments in accordance with 8(2)(a) or 8(2)(b) above are only to be made in respect of new shares arising from convertible securities, share options or share awards which were issued and outstanding or subsisting at the time of passing of the Share Issue Mandate.

(3) in exercising the Share Issue Mandate 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) and the Constitution of the Company; and

(4) unless revoked or varied by the Company in general meeting, the Share Issue Mandate shall continue in force (i) 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 or (ii) in the case of shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution, until the issuance of such shares in accordance with the terms of the Instruments, whichever is earlier.

(Resolution 9)

[See Explanatory Note (iv)]

By Order of the Board

Chew Kok Liang / Siau Kuei Lian
Joint Company Secretaries
Singapore

26 May 2020

Explanatory Notes:-

- (i) Dr Allan Yap will, upon re-election as a Director of the Company, remain as Executive Chairman. Mr Loh See Moon will, upon re-election as a Director of the Company, remain as Managing Director and Chief Executive Officer and member of Risk Management Committee. Madam Cheong Poh Hua will, upon re-election as a Director of the Company, remain as Executive Director and member of Risk Management Committee. Please refer to Table A of the Corporate Governance Report on page 38 to page 43 in the Annual Report for the detailed information required pursuant to 720(6) of the Listing Manual of the SGX-ST.
- (ii) Resolution 6, in item 4 above is to meet the shortfall of Directors' fees for the financial year ended 31 December 2019 for the additional attendances to the Board and its Committees' Meeting.
- (iii) Resolution 7, in item 5 above is to allow the Company to pay Directors' fees to all Non-Executive and Independent Directors in arrears on a quarterly basis for the financial year ending 31 December 2020. In the event that the amount of the Directors' fees proposed is insufficient, approval will be sought at the next year's Annual General Meeting for payments to meet the shortfall.
- (iv) Resolution 9, in item 8 above, if passed, will empower the Directors of the Company from the date of this AGM until the date of the next AGM of the Company, or the date by which the next AGM 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, 50% of the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company, of which up to 20% may be issued other than on a pro-rata basis to existing shareholders of the Company.

For determining the aggregate number of shares that may be issued, the percentage of issued shares in the capital of the Company 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 the Instruments or any convertible securities, the exercise of share options or the vesting of share awards outstanding or subsisting at the time when this Ordinary Resolution is passed and any subsequent consolidation or subdivision of shares.

Notes:-

1. A Member of the Company (including a Relevant Intermediary*) entitled to vote at the Annual General Meeting (the “**Meeting**”) must appoint Chairman of the Meeting to act as a proxy and direct the vote at the Meeting.
2. The duly executed instrument appointing Chairman of the Meeting as a proxy (“**Proxy Form**”) must be deposited at the office of the Company’s Share Registrar, **M & C Services Private Limited, at 112 Robinson Road #05-01 Singapore 068902**, or email to **gpe@mncsingapore.com** by 10.00 a.m. on 15 June 2020.
3. The Proxy Form must be under the hand of the appointor or of his attorney duly authorised in writing. Where the Proxy Form is executed by a corporation, it must be executed either under its common seal or under the hand of an officer or attorney duly authorised. Where the Proxy Form is executed by an attorney on behalf of the appointor, the letter or power of attorney or a duly certified copy thereof must be lodged with the instrument.
4. An investor who holds shares under the Central Provident Fund Investment Scheme (“**CPF Investor**”) and/or the Supplementary Retirement Scheme (“**SRS Investor**”) (as may be applicable) and wishes to appoint the Chairman of the Meeting as their proxy should approach their respective CPF/SRS Approved Nominees (CPF Agent Banks or SRS Operators) to submit their votes by 5.00 p.m. on 8 June 2020.

* A Relevant Intermediary is:-

- (a) a banking corporation licensed under the Banking Act (Cap. 19) or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds shares in that capacity; or
- (b) a person holding a capital markets services licence to provide custodial services for securities under the Securities and Futures Act (Cap. 289) and who holds shares in that capacity; or
- (c) the Central Provident Fund Board established by the Central Provident Fund Act (Cap. 36), in respect of shares purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

Personal data privacy:-

By submitting an instrument appointing the Chairman of the Meeting as proxy to attend and vote at the Meeting and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member’s personal data by the Company (or its agents or service providers) for the purpose of the processing, administration and analysis by the Company (or its agents or service providers) of proxies and representatives appointed for the Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Meeting (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “**Purposes**”), (ii) warrants that where the member discloses the personal data of the member’s proxy(ies) and/or representative(s) to the Company (or its agents or service providers), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents or service providers) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member’s breach of warranty.

NOTICE OF RECORD AND DIVIDEND PAYMENT DATE FOR FINAL ORDINARY DIVIDEND

NOTICE IS HEREBY GIVEN that subject to the approval of the shareholders of Tat Seng Packaging Group Ltd (the “**Company**”) for the Final Ordinary Dividend being obtained at the Annual General Meeting (“**AGM**”), the Register of Members and Transfer Books of the Company will be closed on 25 June 2020 for the purposes of determining the shareholders’ entitlements to the proposed Final Ordinary Dividend.

Duly completed registrable transfers of shares received by the Company’s Share Registrar, M & C Services Private Limited, of 112 Robinson Road #05-01 Singapore 068902 up to 5.00 p.m. on 24 June 2020 will be registered to determine members’ entitlements to the said Final Ordinary Dividend. Subject to the aforesaid, members whose Securities Account with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on 24 June 2020 will be entitled to the proposed Final Ordinary Dividend.

The proposed payment of the Final Ordinary Dividend, if approved by the shareholders at the AGM will be paid on 9 July 2020.

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IMPORTANT AGM NOTICE ON COVID-19

The AGM will be held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Printed copies of this Notice will not be sent to members. Instead, this Notice will be sent to members by electronic means via publication on the Company’s website at <http://www.tspg.sg/investor-relations/company-announcements>. This Notice will also be made available on the SGX website at <http://www.sgx.com/securities/company-announcements>.

Alternative arrangements relating to attendance at the AGM via electronic means (including arrangements by which the Meeting can be electronically accessed via live audio-visual or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the AGM, addressing of substantial and relevant questions prior to, or at the AGM and voting by appointing the Chairman of the Meeting as proxy at the AGM, are set out in the accompanying Company’s announcement published on 22 May 2020.

Due to the current COVID-19 situation and the related elevated safe distancing measures in Singapore, a member will not be able to attend the AGM in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend and vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.

The accompanying Proxy Form for the AGM may be accessed at the Company’s website at <http://www.tspg.sg/investor-relations/company-announcements> and will also be made available on the SGX website at <http://www.sgx.com/securities/company-announcements>.

TAT SENG PACKAGING GROUP LTD

(Company Registration No. 197702806M)
(Incorporated in the Republic of Singapore)

PROXY FORM

IMPORTANT:-

1. An investor who holds shares under the Central Provident Fund Investment Scheme ("CPF Investor") and/or the Supplementary Retirement Scheme ("SRS Investors") (as may be applicable) may inform their CPF and/or SRS Approved Nominees to appoint the Chairman of the Meeting to act as their proxy.
2. This Proxy Form is not valid for use by CPF and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them.

I/We*, _____ NRIC/Passport/Co Reg No.*
of _____ (Address)

being a member/members of TAT SENG PACKAGING GROUP LTD (the "Company"), hereby appoint:-

Chairman of the Meeting	Proportion of Shareholdings	
	No. of Shares	%

as my/our* proxy/proxies* to attend and to vote for me/us* on my/our* behalf at the Annual General Meeting (the "Meeting") of the Company to be held by way of electronic means on Thursday, 18 June 2020 at 10.00 a.m. and at any adjournment thereof.

I/We* direct the Chairman of the Meeting to vote for, against or to abstain from voting the Resolutions proposed at the Meeting as indicated hereunder. If no specific direction as to voting is given or in the event of any other matter arising at the Meeting and at any adjournment thereof, the Chairman of the Meeting will vote or abstain from voting at his/her discretion.

No.	Resolutions relating to:-	No. of votes 'For'**	No. of votes 'Against'**	No. of votes 'Abstain'**
Ordinary Business				
1	Adoption of Directors' Statement and Audited Financial Statements for the financial year ended 31 December 2019			
2	Declaration of Final Ordinary Dividend for the financial year ended 31 December 2019			
3	Re-election of Dr Allan Yap as a Director			
4	Re-election of Mr Loh See Moon as a Director			
5	Re-election of Madam Cheong Poh Hua as a Director			
6	Approval of additional Directors' fees amounting to S\$4,000 for the financial year ended 31 December 2019			
7	Approval of Directors' fees amounting to S\$214,500 for the financial year ending 31 December 2020 to be paid quarterly in arrears			
8	Re-appointment of Messrs KPMG LLP as Auditors and to authorise the Directors of the Company to fix their remuneration			
Special Business				
9	Authority to allot and issue shares and convertible securities			

* Delete where inapplicable

**If you wish to exercise all your votes 'For', 'Against' or to 'Abstain' from voting, please tick (✓) within the box provided. Alternatively, please indicate the number of votes as appropriate. If you mark the abstain box for a particular resolution, you are directing the Chairman of the Meeting not to vote on that resolution on a poll and your votes will not be counted in computing the required majority on a poll.

Dated this _____ day of _____ 2020

Signature of Shareholder(s)
and, Common Seal of Corporate Shareholder

Total number of Shares held

IMPORTANT: PLEASE READ NOTES ON THE REVERSE BEFORE COMPLETING THIS FORM

Notes:-

Due to the fast-evolving COVID-19 situation in Singapore, the Company may be required to change its Meeting arrangements at short notice. Shareholders are advised to check on the SGXNet at <http://www.sgx.com/securities/company-announcements> and the Company's website at <http://www.tspg.sg/investor-relations/company-announcements> for any latest updates on changes, if any. The Company is taking the relevant steps in accordance with the guidelines and measures announced by the government agencies to minimise the risk of spread of COVID-19.

1. Please insert the total number of Shares held by you. If you have Shares entered against your name in the Depository Register (as defined in Section 81SF of the Securities and Futures Act, Chapter 289 of Singapore), you should insert that number of Shares. If you have Shares registered in your name in the Register of Members, you should insert that number of Shares. If you have Shares entered against your name in the Depository Register and Shares registered in your name in the Register of Members, you should insert the aggregate number of Shares entered against your name in the Depository Register and registered in your name in the Register of Members. If no number is inserted, the instrument shall be deemed to relate to all the Shares held by you.
2. A member of the Company (including a Relevant Intermediary*) entitled to vote at the Meeting must appoint Chairman of the Meeting to act as proxy and direct the vote at the Meeting.
3. The instrument appointing the Chairman of the Meeting as the proxy must be deposited at the office of the Company's Share Registrar, **M & C Services Private Limited, at 112 Robinson Road #05-01 Singapore 068902** or email to gpe@mncsingapore.com by 10.00 a.m. on 15 June 2020.
4. The instrument appointing the Chairman of the Meeting as the proxy must be under the hand of the appointor or of his attorney duly authorised in writing. Where the proxy form is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised. Where the proxy form is executed by an attorney on behalf of the appointor, the letter or power of attorney or a duly certified copy thereof must be lodged with the instrument.
5. An investor who holds shares under the Central Provident Fund Investment Scheme ("**CPF Investor**") and/or the Supplementary Retirement Scheme ("**SRS Investors**") (as may be applicable) and wishes to appoint the Chairman of the Meeting as their proxy should approach their respective CPF and/or SRS Approved Nominees (CPF Agent Banks or SRS Operators) to submit their votes by 5.00 p.m. on 8 June 2020.

* A Relevant Intermediary is:-

- (a) a banking corporation licensed under the Banking Act (Cap. 19) or a wholly-owned subsidiary of such a banking corporation, whose business includes the provision of nominee services and who holds shares in that capacity; or
- (b) a person holding a capital markets services licence to provide custodial services for securities under the Securities and Futures Act (Cap. 289) and who holds shares in that capacity; or
- (c) the Central Provident Fund Board established by the Central Provident Fund Act (Cap. 36), in respect of shares purchased under the subsidiary legislation made under that Act providing for the making of investments from the contributions and interest standing to the credit of members of the Central Provident Fund, if the Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.

Personal Data Privacy:-

By submitting an instrument appointing the Chairman of the Meeting as the proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 26 May 2020.

General:-

The Company shall be entitled to reject the instrument appointing the Chairman of the Meeting as the proxy if it is incomplete, improperly completed or illegible, or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing the Chairman of the Meeting as the proxy. In addition, in the case of Shares entered in the Depository Register, the Company may reject any instrument appointing the Chairman of the Meeting as the proxy lodged if the member, being the appointor, is not shown to have Shares entered against his name in the Depository Register as at 72 hours before the time appointed for holding the Meeting, as certified by The Central Depository (Pte) Limited to the Company.

**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE
COMPANY'S ANNUAL GENERAL MEETING ON 18 JUNE 2020**

- (1) NO DESPATCH OF PRINTED COPIES OF NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM**
- (2) NO PHYSICAL ATTENDANCE AT ANNUAL GENERAL MEETING**
- (3) ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING**

1. Introduction

The Board of Directors (the “**Board**” or “**Directors**”) of Tat Seng Packaging Group Ltd (the “**Company**” and together with its subsidiaries, collectively the “**Group**”) refer to:-

- (a) the COVID-19 (Temporary Measures) Act 2020 (the “**Act**”) 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 is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) The Joint Statement by the Singapore Exchange Securities Trading Limited, the Accounting and Corporate Regulatory Authority and the Monetary Authority of Singapore which was issued on 13 April 2020, providing a checklist (which provides further guidance on the Act and the Order) to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.

2. Date of Annual General Meeting

The Directors wish to inform Shareholders that the Company has today issued the Notice of Annual General Meeting (“**AGM**”) dated 26 May 2020 (“**Notice of AGM**”). The AGM will be held by way of electronic means on Thursday, **18 June 2020 at 10.00 a.m.**

3. No Despatch of Printed Copies of Notice of AGM and Proxy Form

In line with the provisions under the Relevant Order, no printed copies of the Notice of AGM and the Proxy Form in respect of the AGM will be despatched to Shareholders.

An accompanying Proxy Form for the AGM may be accessed at the Company’s website at <http://www.tspg.sg/investor-relations/company-announcements> and will also be made available on the SGX website at <http://www.sgx.com/securities/company-announcements>.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

4. **No Physical Attendance at AGM**

Due to the COVID-19 outbreak in Singapore, Shareholders will not be allowed to attend the AGM physically. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:-

- (a) observing the AGM proceedings via live webcast;
- (b) submitting questions in advance of the AGM; and/or
- (c) voting by proxy at the AGM.

Please see paragraph 5 below for these alternative arrangements.

5. **Alternative Arrangements**

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

(a) Registration for Live Webcast

Shareholders who wish to participate in the AGM via live webcast (“**Webcast**”) must pre-register online to the URL at <https://www.meetings.vision/tatseng-agm-registration>, not later than **10.00 a.m. on 15 June 2020** to enable the Company to verify their status as shareholders.

Shareholders shall provide the following details during pre-registration:

- i) Full name
- ii) NRIC/Passport number
- iii) Email address
- iv) Provide a valid mobile or landline number that will be used to dial in for the audio-only stream
- v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, Corporate Shareholder, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to participate in the AGM by observing or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream, should approach their relevant intermediaries (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.

Following the verification, authenticated shareholders will receive an email by **10.00 a.m. on 17 June 2020** with their login credentials as well as the link to access the live audio-visual webcast and toll-free telephone number to access the live audio-only stream (the “**Confirmation Email**”).

Shareholders who do not receive the Confirmation Email by **10.00 a.m. on 17 June 2020**, but have registered online by 10.00 a.m. on 15 June 2020 deadline should contact our Share Registrar, M & C Services Private Limited at +65 6228 0506 before 7.00 p.m. on 17 June 2020 or between 8.00 a.m. to 9.00 a.m. on 18 June 2020.

(b) Shareholders' Questions

Shareholders will not be able to ask questions during the Webcast or audio-stream. Therefore, it is important for Shareholders to submit their questions in relation to any of the resolutions tabled for approval at the AGM in advance.

Shareholders may send their questions **by 10.00 a.m. on 12 June 2020** via email to our Investor Relations Team at agm@tspg.sg and provide us with the following details:

- i) Full name
- ii) NRIC/Passport number
- iii) Contact number
- iv) Email address
- v) Specify the manner in which you hold shares in the Company (e.g. via CDP, CPF/SRS, Scrip-based, Corporate Shareholder, or through Depository Agent)

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to submit their questions, should approach their 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.

The Company will address the substantial and relevant questions from Shareholders prior to, or at the AGM and upload the Company's responses on the SGXNet at <http://www.sgx.com/securities/company-announcements> and the Company's website at <http://www.tspg.sg/investor-relations/company-announcements>.

The minutes of the AGM, shall thereafter be published on the SGXNet and the Company's website, within one month from the conclusion of the AGM.

(c) Proxy Voting

Shareholders who wish to vote on any or all of the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as proxy to attend and vote on their behalf at the AGM, in accordance with the instructions on the Proxy Form.

Shareholders must submit the completed and signed Proxy Form by 10.00 a.m. on 15 June 2020 in the following manner:-

- (i) Post - Deposit at the office of the Company's Share Registrar at M & C Services Private Limited, at 112 Robinson Road, #05-01 Singapore 068902

or

- (ii) Email - gpe@mncsingapore.com

A shareholder who wishes to submit a Proxy Form must first download, 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.

Persons who hold shares through relevant intermediaries under Section 181 of the Companies Act, including CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy, should approach their 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, by 5.00 p.m. on 8 June 2020.

Any incomplete Proxy Forms will be rejected by the Company.

6. **Record Date and Payment Date for the Final Ordinary Dividend**

The Register of Members and Transfer Books of the Company will be closed on 25 June 2020 for the purposes of determining the Shareholders' entitlements to the proposed Final Ordinary Dividend.

Duly completed registrable transfers of shares received by the Company's Share Registrar, M & C Services Private Limited, of 112 Robinson Road, #05-01 Singapore 068902 up to 5.00 p.m. on 24 June 2020 will be registered to determine members' entitlements to the said Final Ordinary Dividend. Subject to the aforesaid, members whose Securities Account with The Central Depository (Pte) Limited are credited with shares of the Company as at 5.00 p.m. on 24 June 2020 will be entitled to the proposed Final Ordinary Dividend.

The proposed payment of the Final Ordinary Dividend, if approved by the Shareholders at the AGM, will be paid on 9 July 2020.

Important reminder: The Company would like to remind Shareholders that, with the constantly evolving COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to check on the Company's website at <http://www.tspq.sg/investor-relations/company-announcements> and SGXNet at www.sqx.com/securities/company-announcements for the latest updates on the AGM.

The Company would like to thank all Shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By Order of the Board

Chew Kok Liang / Siau Kuei Lian
Joint Company Secretaries
Singapore

26 May 2020