

INSTRUCTIONS TO SHAREHOLDERS FOR AGM IN 2022

1. INTRODUCTION

The Board of Directors (the “**Board**”) of Tiong Seng Holdings Limited (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 sets out the alternative arrangements in respect of, inter alia, general meetings of companies; and
- (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.

2. DATE OF ANNUAL GENERAL MEETING (“AGM”)

The Board wishes to inform shareholders that the AGM will be held by way of electronic means on 22 April 2022 at 9.30 a.m. (Singapore time). The physical location for the AGM is purely to facilitate the conduct of the AGM by way of electronic means.

The Company has on today uploaded the following documents in connection with the AGM on SGXNET and the corporate website at <http://investors.tiongseng.com.sg/newsroom-0>:

- (a) the notice of the AGM dated 7 April 2022 (the “**Notice of AGM**”);
- (b) the proxy form;
- (c) Annual Report 2021; and
- (d) Appendix to the Notice of AGM in relation to:
 - (i) The proposed renewal of the share buy-back mandate; and
 - (ii) The proposed renewal of the interested person transactions mandate.

No printed copies of the above documents **will be despatched to shareholders.**

3. ALTERNATIVE ARRANGEMENTS FOR AGM

(a) No physical attendance

No physical attendance at AGM. Alternative arrangements are instead put in place to allow shareholders to participate in the AGM by:

- (i) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio only stream. Shareholders who wish to participate as such will have to pre-register in the manner outlined in paragraph 3(b) below;
- (ii) submitting questions in advance of the AGM. Please refer to paragraph 3(c) below for further details; and
- (iii) appointing the chairman of the meeting of the Company (the “**Chairman of the Meeting**”) as proxy to attend, speak and vote on their behalf at the AGM. Please refer to paragraph 3(d) for further details.

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

The AGM proceedings will be conducted via electronic means. Shareholders will be able to (i) observe these proceedings through a “live” audio-visual webcast via their mobile phones, tablets or computers, or (ii) listen to these proceedings through a “live” audio-only stream via telephone. In order to do the above, shareholders will have to follow these steps:

- (i) Shareholders who wish to observe or listen to the “live” audio-visual webcast or “live” audio-only stream must pre-register via the following link: <https://rebrand.ly/Tiong-Seng-Holdings-Limited-AGM-2022> (“**Pre-registration Website**”), no later than 9.30 a.m. on 19 April 2022 (“the **Registration Deadline**”)

Authenticated shareholders will receive an email containing a unique link to access the live audio-visual webcast via zoom application or their web browser. In the unlikely event that the link provided does not work, shareholders can access the live audio-visual webcast by way of entering the webinar ID and password in the Zoom platform. The webinar ID and password will be provided within the same email.

As an alternate option, shareholders are also given a telephone number with webinar ID and password to access the live audio-only stream of the AGM proceedings.

- (ii) Shareholders who have pre-registered by the Registration Deadline but do not receive the aforementioned email by 9.30 a.m. on 21 April 2022 should contact Easy Video via email at shaun@easyvideo.sg.

Shareholders MUST NOT forward the unique link to other persons who are not Shareholders and who are not entitled to attend the AGM.

(c) Submission of questions

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

All questions must be submitted no later than 5.30 p.m. on 14 April 2022 (the “**Submission Deadline**”) either via the pre-registration website at <https://rebrand.ly/Tiong-Seng-Holdings-Limited-AGM-2022>; electronically to agm@tiongseeng.com.sg; or by mail to 21 Fan Yoong Road, Singapore 629796.

The Company will address substantial and relevant questions relating to the resolutions to be tabled for approval or inform shareholders that no questions were received by way of an announcement released via SGXNET and the Company website at <http://investors.tiongseeng.com.sg/newsroom-0> by 18 April 2022 (“Responses to Q&A”).

The Company endeavours to address (i) subsequent clarifications sought (ii) follow-up questions or (iii) subsequent substantial and relevant questions which are received after its Responses to Q&A prior or at the AGM.

Please note that shareholders will not be able to ask questions at the AGM and accordingly, it is important for shareholders to submit their questions by the Submission Deadline.

The Company will publish the minutes of the AGM on SGX website within one month after the date of the AGM and the minutes will include the responses to the substantial and relevant questions which are addressed during the AGM, if any.

(d) Voting by proxy

Shareholders will not be able to vote online at the AGM. Instead, if shareholders (whether individuals or corporates) wish to exercise their votes, they must submit a proxy form to appoint the chairman of the AGM (the “**AGM Chairman**”) to vote on their behalf.

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Shareholders (whether individuals or corporates) appointing the AGM Chairman 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 and votes will be treated as invalid.

The proxy form must be submitted to the Company no later than 9.30 a.m. on 20 April 2022 through any one of the following means:

- (i) by depositing a physical copy at the registered office of the Company's address, at 21 Fan Yoong Road, Singapore 629796; or
- (ii) by sending a copy by email to agm@tionseng.com.sg.

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.

Shareholders who hold their shares through relevant intermediaries¹ (including CPFIS Members or SRS investors) and who wish to exercise their votes by appointing the AGM Chairman as proxy should approach their respective relevant intermediaries (including their respective CPF Agent Banks or SRS Approved Banks) to submit their voting instructions at least seven (7) working days prior to the date of the AGM.

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

Key Dates	Actions
From 7 April 2022 (Thursday)	Shareholders may begin to: i) pre-register and submit their questions (if any) at https://rebrand.ly/Tiong-Seng-Holdings-Limited-AGM-2022 for the live audio-visual webcast or live audio-only stream of the AGM proceedings; and ii) submit their proxy form either electronically to agm@tionseng.com.sg or by mail to 21 Fan Yoong Road, Singapore 629796.
5.00 p.m. on 11 April 2022 (Monday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
5.30 p.m. on 14 April 2022 (Thursday)	Deadline for shareholders to submit their questions in advance.
9.30 a.m. on 19 April 2022 (Tuesday)	Deadline for shareholders to pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings
9.30 a.m. 20 April 2022 (Wednesday)	Deadline for shareholders to submit proxy forms.

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9.30 a.m. 21 April 2022 (Thursday)	<p>Authenticated shareholders will have received an email containing a unique link to access the live audio-visual webcast via zoom application or their web browser. In the unlikely event that the link provided does not work, shareholders can access the live audio-visual webcast by way of entering the webinar ID and password in the Zoom platform. The webinar ID and password will be provided within the same email.</p> <p>As an alternate option, shareholders are also given a telephone number with webinar ID and password to access the live audio-only stream of the AGM proceedings. (the "Confirmation Email").</p> <p>Shareholders who do not receive the Confirmation Email by 9.30 a.m. on 21 April 2022, but have registered by 9.30 a.m. on 19 April 2022 deadline should contact EasyVideo via email at shaun@easyvideo.sg.</p>
Date and time of AGM – 22 April 2022 at 9.30 a.m. (Singapore time) (Friday)	<p>i) Click on the unique link in the Confirmation Email to access the live audio-visual webcast via zoom application or web browser; or</p> <p>ii) Call the telephone number and enter the webinar ID and password in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</p>

As the COVID-19 situation is still evolving, the Company has to implement measures to take into account the requirements, guidelines and recommendations of regulatory bodies and government agencies from time to time. Accordingly, the Company may be required to change its AGM arrangements at short notice.

Shareholders are advised to closely monitor announcements made by the Company on SGXNET.

The Company seeks the understanding and co-operation of all shareholders in enabling the Company to hold and conduct the AGM in compliance with the necessary safety measures amidst the current COVID-19 pandemic.

¹ A relevant intermediary is:

- (a) a banking corporation licensed under the Banking Act (Chapter 19 of Singapore) 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 under the Securities and Futures Act (Chapter 289 of Singapore) and who holds shares in that capacity; or
- (c) the Central Provident Fund Board established by the Central Provident Fund Act (Chapter 36 of Singapore), 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 Central Provident Fund Board holds those shares in the capacity of an intermediary pursuant to or in accordance with that subsidiary legislation.