

**ANNUAL GENERAL MEETING TO BE HELD ON 27 APRIL 2022**

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**1. Background.**

The Board of Directors (the “**Board**”) of the Company refers to:

- (a) the implementation by the Singapore Government on 3 April 2020 of an elevated set of safe distancing measures as “circuit breakers” to pre-empt the trend of increasing local transmission of COVID-19 and ongoing COVID-19 restriction orders in Singapore;
- (b) the COVID-19 (Temporary Measures) Act 2020 (“**COVID-19 Act**”) passed by Parliament on 7 April 2020 which enables the Minister of Law by order to prescribe alternative arrangements for meetings to be convened, held or conducted, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (c) the COVID-19 (Temporary Measures) Act 2020 (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 published on 13 April 2020 (“**COVID-19 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
- (d) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation which was issued on 13 April 2020 (and updated on 27 April 2020, 22 June 2020 and 1 October 2020), providing a checklist (which provides further guidance on the COVID-19 Act and the COVID-19 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. In light of the above developments, the Board wishes to inform Shareholders that the Company will be conducting the AGM wholly by way of electronic means pursuant to the First Schedule of the COVID-19 Order, and the physical location for the AGM is purely to facilitate the conduct of the AGM by way of electronic means.
- (e) the guidance by the SGX Regco on 16 December 2021 which provides additional guidance on the conduct of general meetings via electronic means amid the COVID-19 situation.

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

The Company is pleased to announce that pursuant to the COVID-19 Order, its AGM will be convened and held by way of electronic means on **Wednesday, 27 April 2022 at 2:00 p.m.** (Singapore time).

Representative(s) from the Board will conduct the proceedings of the AGM.

**3. Annual report, notice of AGM and proxy form.**

In line with the relevant provisions under the COVID-19 Order, printed copies of the annual report, notice of AGM and proxy form will not be despatched to shareholders.

The annual report, notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on our Company’s website and will also be made available on the SGXNet<sup>1</sup>.

**4. No personal attendance at the AGM.**

Due to the current COVID-19 restriction orders in Singapore, **shareholders will not be allowed to attend the AGM in person.**

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1 The annual report, notice of AGM and proxy form may be accessed on our Company’s website at the URL <https://www.southernarchipelago.com> and on the SGXNet at the URL <https://www.sgx.com/securities/company-announcements>.

## 5. Alternative arrangements for participation at the AGM.

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.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the **Appendix** to this announcement.

## 6. 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 not less than seven (7) working days before the AGM in order for the necessary arrangements to be made for their participation in the AGM.

## 7. 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
<b>12 April 2022</b>	Annual report 2021 with the notice of AGM and proxy form will be circulated to shareholders by electronic means.
<b>By 2:00 p.m. on 18 April 2022</b>	Deadline for CPF or 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.
<b>By 2:00 p.m. on 20 April 2022</b>	Deadline for shareholders to: <ul style="list-style-type: none"><li>• pre-register for live audio-visual webcast/live audio only stream of the AGM proceedings; and</li><li>• submit questions in advance.</li></ul>
<b>By 2:00 p.m. on 24 April 2022</b>	Deadline for shareholders to: <ul style="list-style-type: none"><li>• submit proxy form.</li></ul>
<b>By 2:00 p.m. on 26 April 2022</b>	Authenticated shareholders will receive an email (the " <b>Confirmation Email</b> "): <ul style="list-style-type: none"><li>• containing a unique link and password details to access the live audio-visual webcast; and a toll-free telephone number to access the live audio only stream of the AGM proceedings</li></ul> <p>Shareholders who do not receive the Confirmation Email by 2:00 p.m. on 26 April 2022, but have registered by the 20 April 2022 deadline should contact Complete Corporate Services Pte Ltd for assistance via email at <a href="mailto:sa-agm@complete-corp.com">sa-agm@complete-corp.com</a>.</p>

<b>Date and time of AGM – 2:00 p.m. on 27 April 2022</b>	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and enter the password to access the live audio-visual webcast of the AGM proceedings; or</li> <li>• Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>
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**Important reminder. The manner of conduct of the AGM may be subject to further changes based on the evolving COVID-19 situation, any legislative amendments and any directives or guidelines from government agencies or regulatory authorities. Any changes to the manner of conduct of the AGM will be announced by the Company on SGXNET and the Company's website at the URL <https://www.southernarchipelago.com>. Shareholders are advised to check the SGXNET and the Company's website regularly for further updates.**

#### **8. Further information.**

Shareholders who wish to remotely observe the AGM proceedings are reminded that the AGM proceedings are private. The invitation to attend the AGM via audio-visual webcast and audio-only stream is not to be forwarded to anyone who is not a shareholder of the Company or who is not authorised to attend the AGM.

#### **Recording of the AGM proceedings is strictly prohibited.**

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 pandemic.

#### **BY ORDER OF THE BOARD**

Siaw Lu Howe  
Non-Executive Chairman

12 April 2022

## APPENDIX

### **Steps for pre-registration, pre-submission of questions and voting at the AGM:**

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast via their mobile phones, tablets or computers or through a live audio-only stream via telephone, submit questions in advance of the AGM and vote by appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	<b>Pre-registration</b>	<p>Shareholders must pre-register at the pre-registration URL <a href="https://complete-corp.com/sa-agm">https://complete-corp.com/sa-agm</a> by 2:00 p.m. on 20 April 2022 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by <b>2:00 p.m. on 26 April 2022</b>. The email will contain a URL link and instruction to access the live audio-visual webcast, and contain a toll-free telephone number to access the live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive an email by <b>2:00 p.m. on 26 April 2022</b>, but have registered by the <b>20 April 2022</b> deadline should contact Complete Corporate Services Pte Ltd for assistance via email at <a href="mailto:sa-agm@complete-corp.com">sa-agm@complete-corp.com</a>.</p>
2.	<b>Submit questions in advance</b>	<p>Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting in advance in the following manner:</p> <ul style="list-style-type: none"> <li>(a) Via pre-registration link at the URL: <a href="https://complete-corp.com/sa-agm">https://complete-corp.com/sa-agm</a>; or</li> <li>(b) via email to: <a href="mailto:sa-agm@complete-corp.com">sa-agm@complete-corp.com</a>; or</li> <li>(c) via post to the office of Complete Corporate Services Pte Ltd, 10 Anson Road, #29-07 International Plaza, Singapore 079903.</li> </ul> <p>When sending in your questions via email or post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>• your full name as it appears on CDP/CPF/SRS records;</li> <li>• your NRIC/FIN/passport/UEN number;</li> <li>• your contact number and email address; and</li> <li>• the manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS).</li> </ul> <p>Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her shareholder status.</p> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>2:00 p.m. on 20 April 2022</b>.</p>

		<p><b>Addressing questions.</b></p> <p>The Company will endeavour to address all substantial and relevant questions received from Shareholders prior to the AGM and publish its response on the SGXNet at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> and at the Company's website at the URL <a href="https://www.southernarchipelago.com">https://www.southernarchipelago.com</a> by 21 April 2022. Where substantial and relevant questions are unable to be answered prior to the AGM, the Company will address them at the AGM.</p> <p><b>Minutes of AGM.</b> We will publish the minutes of the AGM on our Company website and on SGXNet within one month after the date of the AGM, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>
3.	<b>Submit proxy forms to vote</b>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> 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.</p> <p><b>Specific voting instructions to be given.</b> 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.</p> <p><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> <li>(a) If sent personally or by post, be lodged at the office of Complete Corporate Services Pte Ltd., 10 Anson Road, #29-07 International Plaza, Singapore 079903; or</li> <li>(b) If submitted by email, be received by Complete Corporate Services Pte Ltd. at: <a href="mailto:sa-agm@complete-corp.com">sa-agm@complete-corp.com</a></li> </ul> <p>in either case, the proxy forms have to be received by <b>2:00 p.m. on 24 April 2022</b>, being not less than seventy-two (72) hours before the time appointed for holding the AGM.</p>
		<p>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.</p> <p><b>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p>