



**MUN SIONG ENGINEERING LIMITED**  
(Company Registration No. 196900250M)  
(Incorporated in the Republic of Singapore)

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**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING  
THE COMPANY'S ANNUAL GENERAL MEETING TO BE HELD ON 26 JUNE 2020**

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**1. INTRODUCTION**

The Board of Directors (the "**Board**") of Mun Siong Engineering Limited (the "**Company**") refers to:

- a) the Notice of Annual General Meeting issued on 4 June 2020 (the "**AGM Notice**") to convene the Annual General Meeting for FY2019 ("**AGM**") of the Company to be held on 26 June 2020 at 3.00 p.m.;
- b) the implementation of the circuit breaker measures (enhanced safe distancing measures and closure of workplace premises) announced by the Government on 3 April 2020 to curb the further spread of COVID-19;
- c) the COVID-19 (Temporary Measures) Act 2020 passed by the Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangements for companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- d) 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
- e) the joint statement by Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulations issued on 13 April 2020 (and updated on 27 April 2020) providing additional guidance for issuers on the conduct of general meetings during the period when elevated safe distancing measures are in place.

This announcement is circulated with and forms part of the AGM Notice in respect of the AGM.

In light of the above developments and the evolving COVID-19 situation, the Board wishes to inform shareholders of the Company ("**Shareholders**") that the Company will conduct the AGM by way of electronic means pursuant to 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.

The Company will be applying for the automatic time-limited exemption with the Ministry of Trade and Industry (via the GoBusiness Portal) to have temporary operations in the same physical location for the purpose of holding the AGM via Live Video Conference and Audio Conference. The Company will ensure that it complies with all regulations relating to safe distancing imposed by the Government.

## **2. NO PHYSICAL ATTENDANCE AT AGM**

Due to current Covid-19 restriction orders in Singapore, the Company has made arrangements to facilitate a Video Conference and Audio Conference of the AGM in place of the originally scheduled physical meeting. Shareholders will be able to watch the Live AGM Video Conference or listen in to the Live AGM Audio Conference. The Company will not accept any physical attendance by shareholders. Any shareholder seeking to attend the AGM physically in person will be turned away.

## **3. AGM LIVE VIDEO CONFERENCE/AUDIO CONFERENCE REGISTRATION PROCESS**

Shareholders who wish to participate in the AGM proceedings either through the Live AGM Video Conference (via their mobile phones, tablets or computers) or the Live AGM Audio Conference (via mobile phones or telephone) must register for the unique link or dial-in conference number respectively at <https://www.mun-siong.com/agm-registration> by 3.00 p.m. on 23 June 2020 (the “**Registration Deadline**”) to enable the Company to verify their status.

Investors who hold their Shares through relevant intermediaries (including CPF&SRS investors) who wish to participate in the AGM by (a) observing and/or listening to the AGM proceedings via the Live AGM Video Conference or Live AGM Audio Conference; or (b) submitting questions in advance of the AGM; should contact the relevant intermediary (which would include, in the case of CPF&SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold Shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

Following the verification, authenticated Shareholders will receive an email by 25 June 2020, containing the unique link and dial-in conference number to access the Live AGM Video Conference and Live AGM Audio Conference respectively.

Shareholders must not forward the abovementioned link or dial-in conference number to other persons who are not Shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruptions or overload to the Live AGM Video Conference or Live AGM Audio Conference.

The Company will also not grant any access to shareholders when the AGM begins so as to avoid any disruptions to the AGM proceedings. Hence, Shareholders are advised to login to the AGM Live Video Conference link or dial in to the Audio Conference number, fifteen minutes before the commencement of the AGM at 3.00 p.m.. The Company will need time to verify your status based on your pre-registration details before allowing you access to the virtual AGM. We seek your kind understanding if there are any delays in accessing the virtual AGM.

Shareholders who register by the Registration Deadline but do not receive an email response by 25 June 2020 may email the Company for assistance at [Agm-assist@mun-siong.com](mailto:Agm-assist@mun-siong.com), with the full name of the shareholder and his/her identification number.

#### 4. SUBMISSION OF PROXY FORMS

**Voting at the AGM is by proxy ONLY.** Please note that Shareholders will not be able to vote through the Live AGM Video Conference or Live AGM Audio Conference and can only vote with their proxy forms which are required to be submitted in accordance with the following paragraphs.

Shareholders 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 vote on their behalf by completing the proxy form for the AGM. Shareholders must specifically indicate how they wish to vote for or vote against (or abstain from voting on) in respect of a resolution set out in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

For Resolution 4 – Declaration of Final Dividend, the Chairlady who is also a shareholder, will abstain her vote as she will waive off her entitlement of share of dividends in view of the Covid-19 situation. For Resolution 4, the Lead Independent Director will take over the chair of the meeting and will cast votes on behalf of the shareholders.

Please also see “Letter to Shareholders from Executive Chairlady and Executive Director” dated 4 June 2020 on the above Resolution 4.

The completed Proxy Form must:

- (a) mail to the Company’s registered office at 35 Tuas Road, Jurong Town, Singapore 638496; OR
- (b) email to [Proxyform@mun-siong.com](mailto:Proxyform@mun-siong.com)

by no later than 23 June 2020 at 3.00 p.m., being 72 hours before the time appointed for holding the AGM.

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 at least seven (7) working days before the AGM (i.e. by 3.00 p.m. on 16 June 2020).

#### 5. SUBMISSION OF QUESTIONS

Shareholders may submit questions relating to the items on the agenda of the AGM by:

- (a) mail to the Company’s registered office at 35 Tuas Road, Jurong Town, Singapore 638496; OR
- (b) input your questions in <https://www.mun-siong.com/agm-registration>.

When submitting the questions, please provide the Company with the following details, for verification purpose:

- (i) Full name;
- (ii) NRIC number;
- (iii) Current address;
- (iv) Contact number; and

(v) Number of shares held

Please also indicate the manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS).

Shareholders are encouraged to submit their questions before the AGM Registration Deadline, as this will enable the Board and the Company to address and answer these questions during the AGM. Please note that the AGM Video Conference and Audio Conference, which the Company has adopted for the AGM, is an interactive platform and shareholders are allowed to ask questions during the AGM.

The responses to the questions, together with the minutes of the AGM, will be published on (i) the SGX's website; and (ii) the Company's corporate website, within one (1) month after the date of the AGM.

## **6. OTHERS**

Shareholders are encouraged to check regularly the SGXNet at <https://www.sgx.com> or the Company's corporate website at <https://www.mun-siong.com> for the latest updates with respect to the Company's AGM.

Should Shareholders have any questions that has not been addressed above, you are advised to forward your questions to [Agm-assist@mun-siong.com](mailto:Agm-assist@mun-siong.com). The Company will endeavor to provide the answers in as timely a manner as possible, but the Company seek your understanding if there are any delays.

### **By Order of the Board**

Cheng Woei Fen  
Executive Chairlady

4 June 2020