

**YEO HIAP SENG LIMITED**  
(Registration No: 195500138Z)  
(Incorporated in Singapore)

**ADJOURNED ANNUAL GENERAL MEETING TO BE HELD ON 11 MAY 2020**

1. **Background:** Yeo Hiap Seng Limited (“YHS” or the “Company”) refers to:
  - (a) the Notice of Annual General Meeting of YHS dated 24 March 2020 (the “**Original AGM Notice**”) convening the Sixty-fourth Annual General Meeting which was to be held on 17 April 2020 (the “**64<sup>th</sup> AGM**”);
  - (b) the letter dated 24 March 2020 which was despatched to shareholders (the “**24 March Letter**”), detailing the additional precautionary measures which were to be taken in respect of the 64<sup>th</sup> AGM in light of the applicable advisories issued by Singapore’s Ministry of Health relating to the COVID-19 situation in Singapore;
  - (c) the Company’s announcement dated 10 April 2020 on the deferral of the 64<sup>th</sup> AGM originally scheduled to be held on 17 April 2020 to a future date to be determined, due to *inter alia* the heightened safe distancing measures relating to COVID-19 announced by the Singapore government on 3 April 2020;
  - (d) 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 companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means; and
  - (e) 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 which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies.
  
2. **Date, time and conduct of adjourned Annual General Meeting:** YHS is pleased to announce that pursuant to the Order, the adjourned 64<sup>th</sup> AGM will be convened and held by way of electronic means on **Monday, 11 May 2020 at 10.00 a.m.** (Singapore time) (the “**Adjourned AGM**”) to transact the business set out in the Original AGM Notice. Printed copies of the Original AGM Notice were sent to shareholders on 24 March 2020<sup>1</sup>.

**Our Deputy Chairman and Lead Independent Director, Mr S. Chandra Das and our Group Chief Executive Officer, Mr Samuel Koh,** will conduct the proceedings of the Adjourned AGM and address substantial and relevant questions which shareholders have submitted in advance.

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<sup>1</sup> The Original AGM Notice may also be accessed at our corporate website at the URL [https://www.yeos.com.sg/wp-content/uploads/2020/03/01\\_YHSL-Annual\\_Report\\_2019.pdf](https://www.yeos.com.sg/wp-content/uploads/2020/03/01_YHSL-Annual_Report_2019.pdf) (on page 171) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

3. **Notice of Adjourned AGM and new proxy form:** The Notice of the Adjourned AGM and new proxy form will be sent to shareholders solely by electronic means via publication on our corporate website and will also be made available on the SGX website<sup>2</sup>. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at the Adjourned AGM:** Due to the current Covid-19 restriction orders in Singapore, **shareholders will not be able to attend the Adjourned AGM in person.**
5. **Participation at the Adjourned AGM electronically:** Shareholders may participate at the Adjourned AGM by:
  - (a) observing and/or listening to the Adjourned AGM proceedings via live audio-visual webcast or live audio-only stream;
  - (b) submitting questions in advance of the Adjourned AGM; and
  - (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the Adjourned AGM.

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

6. **Shareholders who previously submitted questions via email:** Shareholders who had previously submitted their questions via email to [garryng@yeos.com](mailto:garryng@yeos.com) pursuant to the 24 March Letter **do not need to re-submit their questions.** We will consider all such questions and endeavour to address all substantial and relevant questions received from shareholders prior to or during the Adjourned AGM.
7. **Shareholders who previously submitted proxy forms:** Shareholders who had submitted valid proxy forms before 13 April 2020 for the 64<sup>th</sup> AGM **do not have to submit proxy forms again** provided that (a) they had indicated in their proxy forms how they wished to vote for or vote against or abstain from voting on each resolution; and (b) they do not withdraw the proxy form. In these circumstances, if these shareholders are verified as shareholders as at **10.00 a.m. on 8 May 2020**, the Company shall be entitled to, and will, treat such proxy forms as appointing the Chairman of the Meeting as their proxy to attend, speak and vote at the Adjourned AGM in accordance with their specified instructions.

Submission by a shareholder of a valid proxy form appointing the Chairman of the Meeting as proxy by **10.00 a.m. on 8 May 2020** will supersede any previous instrument appointing a proxy(ies) submitted by that shareholder.

8. **Withdrawal of proxy form:** A shareholder may withdraw a proxy form which had previously been submitted before 13 April 2020 by sending an email to the Company at [agm2020@yeos.com](mailto:agm2020@yeos.com) to notify the Company of the withdrawal, by **10.00 a.m. on 8 May 2020**.

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<sup>2</sup> The Notice of the Adjourned AGM and new proxy form may be accessed at our corporate website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

9. **Persons who hold shares through relevant intermediaries:** Persons who hold YHS shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50), including CPF and SRS investors, and who wish to participate in the Adjourned AGM by (a) observing and/or listening to the Adjourned AGM proceedings via live audio-visual webcast or live audio-only stream; (b) submitting questions in advance of the Adjourned AGM; and/or (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the Adjourned 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 as soon as possible in order for the necessary arrangements to be made for their participation in the Adjourned AGM.**
10. **Record date for final dividend:** The Share Transfer Books and Register of Members of the Company will be closed on 15 May 2020 for the purposes of determining shareholders' entitlements to the proposed final dividend and special dividend. Duly completed and stamped transfers of the ordinary shares of the Company ("**Shares**") received by the Company's Share Registrar, B.A.C.S. Private Limited at 8 Robinson Road, #03-00 ASO Building, Singapore 048544 up to 5.00 p.m. on 14 May 2020 will be registered before shareholders' entitlements to the final dividend and special dividend are determined. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with Shares as at 5.00 p.m. on 14 May 2020 will rank for the proposed final dividend and special dividend. Subject to shareholders' approval at the adjourned Sixty-fourth Annual General Meeting to be held on 11 May 2020, the payment of the final dividend of \$0.02 per Share and special dividend of \$0.01 per Share will be made on 20 May 2020.
11. **Key dates/deadlines:** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

<b>Key dates</b>	<b>Actions</b>
<b>25 April 2020 (Saturday)</b>	Shareholders may begin to pre-register at <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> for live audio-visual webcast or live audio-only stream or Singapore toll-free phone number of the Adjourned AGM proceedings.
<b>5.00 p.m. on 27 April 2020 (Monday)</b>	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.

Key dates	Actions
<b>10.00 a.m. on 8 May 2020 (Friday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for live audio-visual webcast or live audio-only stream or Singapore toll-free phone number of the Adjourned AGM proceedings;</li> <li>• submit questions in advance; and</li> <li>• submit proxy forms.</li> </ul>
<b>By 10 May 2020 (Sunday)</b>	Authenticated shareholders will receive an email which will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the Adjourned AGM proceedings (the “ <b>Confirmation Email</b> ”).  Shareholders who do not receive the Confirmation Email by <b>12.00 p.m. on 10 May 2020</b> , but have registered by the <b>8 May 2020</b> deadline should contact our Company Secretary at Mobile number +65 8725 6790.
<b>Date and time of Adjourned AGM</b>  <b>10.00 a.m. on 11 May 2020 (Monday)</b>	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the Adjourned AGM proceedings; or</li> <li>• Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-only stream of the Adjourned AGM proceedings; or</li> <li>• Dial the Singapore toll-free phone number and enter the user ID and password to listen to the Adjourned AGM proceedings.</li> </ul>

**Note:** Any reference above to a time of day is made by reference to Singapore time.

12. **2019 Annual Report and Letter to Shareholders:** The Annual Report for the financial year ended 31 December 2019 (“**2019 Annual Report**”) and the Letter to Shareholders dated 24 March 2020 in relation to the proposed renewal of the share purchase mandate (“**Letter to Shareholders**”) may be accessed at the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/annual-reports/> as follows:
- (a) the 2019 Annual Report may be accessed at the above URL by clicking on the hyperlinks for “Annual Report 2019” under the section titled “ANNUAL REPORTS”; and
- (b) the Letter to Shareholders may be accessed at the above URL by clicking on the hyperlink “April 2020” under the section titled “LETTER TO SHAREHOLDERS”.
13. **Further information:** For more information, shareholders can refer to our corporate website at <https://www.yeos.com.sg/investor-relations/agm-updates/>.
14. **Important reminder:** Due to the constantly evolving Covid-19 situation in Singapore, we may be required to change our arrangements for the Adjourned AGM at short notice. Shareholders should check our corporate website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> for the latest updates on the status of the Adjourned AGM.

15. **Thank you:** YHS would like to thank all shareholders for their patience and co-operation in enabling us to hold the Adjourned AGM with the optimum safe distancing measures amidst the current Covid-19 pandemic.

By Order of the Board

Neoh Sue Lynn  
Company Secretary

25 April 2020

## APPENDIX

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

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

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

No.	Steps	Details
1	<b>Pre-registration</b>	<p><b>Shareholders must pre-register at the pre-registration website at <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> from now till 10.00 a.m. on 8 May 2020 to enable YHS to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>12.00 p.m. on 10 May 2020</b>. The email will contain user ID and password details, as well as the link to access the live audio-visual webcast/live audio-only stream, or dial the Singapore toll-free phone number to access the Adjourned AGM proceedings.</p> <p>Shareholders who do not receive an email by <b>12.00 p.m. on 10 May 2020</b>, but have registered by the <b>8 May 2020</b> deadline should contact our Company Secretary at Mobile number +65 8725 6790.</p>
2	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the Adjourned AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the Adjourned AGM.</b></p> <p><b>Submission of questions:</b> Shareholders can submit questions related to the resolutions to be tabled for approval at the Adjourned AGM to the Chairman of the Meeting, in advance of the Adjourned AGM, in the following manner:</p> <p><b>(a) Via pre-registration website:</b> Shareholders who pre-register to observe and/or listen to the Adjourned AGM proceedings may submit their questions via the pre-registration website at <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</p> <p><b>By post:</b> Shareholders may also submit their questions by post to the Company, Yeo Hiap Seng Limited, The Company Secretary, at 3 Senoko Way, Singapore 758057. When sending in your questions by post, please also provide us with the following details:</p>

No.	Steps	Details
		<ul style="list-style-type: none"> <li>• your full name;</li> <li>• your address; and</li> <li>• the manner in which you hold shares in YHS (e.g., via CDP, scrip, CPF or SRS).</li> </ul> <p><b>Deadline to submit questions:</b> All questions must be submitted by <b>10.00 a.m. on 8 May 2020.</b></p> <p><b>Addressing questions:</b> We will endeavour to address all substantial and relevant questions received from shareholders during the Adjourned AGM through live audio-visual webcast, and live audio-only stream. However, if there is insufficient time to address all such questions during the Adjourned AGM itself, we will publish our responses to those questions which we are unable to address during the Adjourned AGM, on our corporate website and on SGXNET prior to the Adjourned AGM.</p> <p><b>Minutes of Adjourned AGM:</b> We will publish the minutes of the Adjourned AGM on our corporate website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the Adjourned 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 Adjourned AGM proceedings and wish to vote on the resolutions to be tabled at the Adjourned AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the Adjourned 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 to the Company in the following manner:</p> <p>(a) if submitted by post, be sent to the Company, Yeo Hiap Seng Limited, The Company Secretary, at 3 Senoko Way, Singapore 758057; or</p>

No.	Steps	Details
		<p>(b) if submitted electronically, be submitted via email to the Company at <a href="mailto:agm2020@yeos.com">agm2020@yeos.com</a>,</p> <p>in either case, by <b>10.00 a.m. on 8 May 2020</b>.</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> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 27 April 2020</b>.</p>

**Note:** Any reference above to a time of day is made by reference to Singapore time.