

SIXTY-FIFTH ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2021

1. **Background.** Yeo Hiap Seng Limited (“YHS” or the “Company”) refers to:
 - (a) the COVID-19 (Temporary Measures) Act 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 additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 June 2021.
2. **Date, time and conduct of Annual General Meeting.** YHS is pleased to announce that pursuant to the Order, its Sixty-fifth Annual General Meeting (“AGM”) will be convened and held by way of electronic means on **Thursday, 29 April 2021 at 3.00 p.m.** (Singapore time).

Our Deputy Chairman and Lead Independent Director, Mr S. Chandra Das, will conduct the proceedings of the AGM and our Group Chief Executive Officer, Mr Samuel Koh Chee Boon, will be in attendance.
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on the Company’s website and will also be made available on the SGX website¹. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at AGM.** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
5. **Alternative arrangements for participation in the AGM.** Shareholders may 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.

¹ The Notice of AGM and proxy form may be accessed on the Company’s 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>.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the Appendix to this announcement. In addition, CPF and 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 **5.00 p.m. on 19 April 2021**. There will be no live voting or live Q&A at the AGM.

6. **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), other than 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 through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **2020 Annual Report and Letter to Shareholders.** The Annual Report for the financial year ended 31 December 2020 ("**2020 Annual Report**") and the Letter to Shareholders dated 6 April 2021 in relation to the proposed renewal of the share purchase mandate and the proposed adoption of the Yeo Hiap Seng Limited Share Incentive Plan ("**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 2020 Annual Report may be accessed at the above URL by clicking on the hyperlinks for "Annual Report 2020" 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 2021" under the section titled "LETTER TO SHAREHOLDERS".

The above documents may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Record date and payment date for final dividend.** The Share Transfer Books and Register of Members of the Company will be closed on 14 May 2021 for the purposes of determining shareholders' entitlements to the proposed final 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 12 May 2021 will be registered before shareholders' entitlements to the final dividend are determined. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with Shares as at 5.00 p.m. on 12 May 2021 will rank for the proposed final dividend. Subject to shareholders' approval at the AGM, the payment of the final dividend of \$0.02 per Share will be made on 28 June 2021.

9. **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
6 April 2021 (Tuesday)	Shareholders may begin to pre-register at the pre-registration website which is accessible at the URL https://www.yeos.com.sg/investor-relations/agm-updates/ for live audio-visual webcast/live audio-only stream of the AGM proceedings.
5.00 p.m. on 19 April 2021 (Monday)	Deadline for CPF and 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.
3.00 p.m. on 26 April 2021 (Monday)	Deadline for shareholders to: <ul style="list-style-type: none"> • pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms appointing the Chairman of the Meeting as proxy.
12.00 p.m. on 28 April 2021 (Wednesday)	Authenticated shareholders will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 28 April 2021 , but have registered by the 26 April 2021 deadline, should contact our Company Secretary at telephone number +65 6849 6720 or via email at agm2021@yeos.com before 5.00 p.m. on 28 April 2021.
Date and time of AGM - 3.00 p.m. on 29 April 2021 (Thursday)	<ul style="list-style-type: none"> • Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the live audio-only stream of the AGM proceedings.
5.00 p.m. on 12 May 2021 (Wednesday)	Record date for determining entitlements to final and special dividend, subject to shareholders' approval at the AGM.
28 June 2021 (Monday)	Payment date for final dividend, subject to shareholders' approval at the AGM.

10. **Further information.** For more information, shareholders can refer to our corporate website at <https://www.yeos.com.sg/investor-relations/agm-updates/>.

11. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check the Company's website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> for the latest updates on the status of the AGM.

YHS would like to thank all shareholders for their co-operation in enabling us to hold our AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

By Order of the Board

Neoh Sue Lynn
Company Secretary

6 April 2021

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 or live audio-only stream via their phones, tablets and/or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting 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.	Pre-registration	<p>Shareholders, including CPF and SRS investors, can pre-register at the pre-registration website which is accessible at the URL https://www.yeos.com.sg/investor-relations/agm-updates/ from now till 3.00 p.m. on 26 April 2021 to enable YHS to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 12.00 p.m. on 28 April 2021. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive the abovementioned email by 12.00 p.m. on 28 April 2021, but have registered by the 26 April 2021 deadline, should contact our Company Secretary at telephone number +65 6849 6720 or via email at agm2021@yeos.com before 5.00 p.m. on 28 April 2021.</p>
2.	Submit questions in advance	<p>Shareholders will not be able to ask questions during the live audio-visual webcast or live audio-only stream of the AGM proceedings. Therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders, including CPF and SRS investors, can submit questions related to the resolutions to be tabled at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website which is accessible at the URL https://www.yeos.com.sg/investor-relations/agm-updates/.</p> <p>(b) Via email. Shareholders may submit their questions via email to agm2021@yeos.com.</p> <p>(c) By post. Shareholders may submit their questions by post to Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057.</p>

		<p>When sending in your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name; • your address; and • the manner in which you hold shares in YHS (e.g., via CDP, CPF, SRS and/or scrip). <p>Deadline to submit questions. All questions must be submitted by 3.00 p.m. on 26 April 2021.</p> <p>Addressing questions. We will endeavour to address all substantial and relevant questions received from shareholders prior to the AGM by publishing our responses to such questions on our corporate website at the URL https://www.yeos.com.sg/investor-relations/agm-updates/ and on SGXNet prior to the AGM. If we are unable to do so, we will address those substantial and relevant questions which have not already been addressed prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Minutes of AGM. We will publish the minutes of the AGM on the Company's website and on SGXNet, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>
3.	Submit proxy forms appointing Chairman of the Meeting as proxy to vote	<p>Shareholders will not be able to vote during the live audio-visual webcast and live audio-only stream of the AGM proceedings. 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>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstention 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>Submission of proxy forms. Proxy forms must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be lodged at the registered office of the Company, Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057; or</p> <p>(b) if submitted electronically, be submitted via email to the Company at agm2021@yeos.com,</p> <p>in either case, by 3.00 p.m. on 26 April 2021.</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>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF and 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 5.00 p.m. on 19 April 2021.</p>
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