

# LEY CHOON GROUP HOLDINGS LIMITED

(Incorporated in the Republic of Singapore)  
(Company Registration No. 198700318G)

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## IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING ON 29 SEPTEMBER 2021

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- (1) **NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT, NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM**
- (2) **NO ATTENDANCE AT ANNUAL GENERAL MEETING**
- (3) **ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING**

### 1. INTRODUCTION

The board of directors (the “**Board**”) of Ley Choon Group Holdings Limited (the “**Company**”) and together with its subsidiaries, the “**Group**”) refers to:

- (a) 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 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 “**Relevant Order**”) which came into operation on 27 March 2020 and shall remain in effect until it is revoked or amended by the Ministry of Law (the “**Relevant Order Period**”), and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (c) the joint statement released by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 6 April 2021) which provides additional guidance on the conduct of general meetings amid evolving COVID-19 situation during the Relevant Order Period.

The forthcoming Annual General Meeting (“**AGM**”) will be held by electronic means to minimise physical interactions and COVID-19 transmission risks.

### 2. DATE OF ANNUAL GENERAL MEETING

The Directors wish to inform Shareholders that the Company has today issued the Notice of AGM dated 14 September 2021. The AGM will be held by way of electronic means on Wednesday, 29 September 2021 at 10.00 a.m.

### **3. NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT, NOTICE OF AGM AND PROXY FORM**

In line with the provisions under the Relevant Order, no printed copies of the annual report for the financial year ended 31 March 2021 (“**Annual Report 2021**”), Notice of AGM and the proxy form in respect of the AGM will be despatched to Shareholders.

A copy of the Annual Report 2021, Notice of AGM and the proxy form in respect of the AGM has been uploaded on SGXNet and may be accessed at the Company’s website at the URL <https://www.leychoon.com>.

A Shareholder will need an internet browser and PDF reader to view these documents on SGXNet and the Company’s website.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

### **4. NO ATTENDANCE AT AGM**

Due to the current COVID-19 situation in Singapore, Shareholders will not be allowed to attend the AGM. Instead, alternative arrangements have been put in place to allow Shareholders to participate at the AGM by (a) watching the AGM proceedings via “live” webcast or listening to the AGM proceedings via “live” audio feed, (b) submitting questions in advance of the AGM, and/or (c) voting by proxy at the AGM. Please see paragraph 5 below for these alternative arrangements.

### **5. ALTERNATIVE ARRANGEMENTS**

The following are the alternative arrangements which have been put in place for the AGM:

#### *(a) “Live” webcast and “live” audio feed*

The Company will conduct the proceedings of the AGM by way of electronic means. Shareholders will be able to watch these proceedings through a “live” webcast or listen to these proceedings through a “live” audio feed via their mobile phones, tablets or computers. In order to do so, Shareholders must follow these steps:

- Shareholders who wish to watch the “live” webcast or listen to the “live” audio feed must pre-register by 10.00 a.m. on 26 September 2021, at the URL <https://rebrand.ly/Ley-Choon-Group-Holdings-Limited-AGM-2021>, to create an account and enable the Company to verify their shareholders’ status.
- Following the authentication of their status as shareholders, authenticated Shareholders will receive an email on their authentication status by 28 September 2021 and will be able to watch the “live” webcast or listen to the “live” audio feed using the account created. Shareholders who have received the email must not forward the email to other persons who are not shareholders or who are not entitled to attend the AGM. This is to avoid any technical disruption or overload to the “live” webcast or “live” audio feed.

- Shareholders who do not receive an email by 10.00 a.m. on 28 September 2021, but who have registered by the deadline of 10.00 a.m. on 26 September 2021, should contact the Company at the following email address: [agmfy21@leychoon.com](mailto:agmfy21@leychoon.com).
- Non-CPF/SRS holders whose shares are registered under Depository Agents (“DAs”) must also contact their respective DAs to indicate their interest in order for their respective DAs to make the necessary arrangements for them to watch the AGM proceedings through a “live” webcast or listen through a “live” audio feed.
- Corporate shareholders must also submit the Corporate Representative Certificate at [agmfy21@leychoon.com](mailto:agmfy21@leychoon.com), in addition to the registration procedures as set out in the paragraphs above, by 10.00 a.m. on 26 September 2021, for verification purposes.

(b) *Submission of questions in advance*

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

- All questions must be submitted by 10.00 a.m. on 26 September 2021:
  - via the pre-registration website at the URL <https://rebrand.ly/Ley-Choon-Group-Holdings-Limited-AGM-2021>;
  - in hard copy by sending personally or by post and lodging the same at the registered office of the Company at No. 3 Sungei Kadut Drive, Kranji Industrial Estate, Singapore 729556; or
  - by email to [agmfy21@leychoon.com](mailto:agmfy21@leychoon.com).

**In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for Shareholders to submit their questions personally or by post, Shareholders are strongly encouraged to submit their questions electronically via the pre-registration website or email indicated above.**

- Shareholders will need to identify themselves when posing questions by email or by mail by providing the following details:
  - the Shareholder’s full name as it appears on his/her/its CDP/CPF/SRS share records;
  - the Shareholder’s NRIC/Passport/UEN number;
  - the Shareholder’s contact number and email address; and
  - the manner in which the Shareholder holds his/her/its Shares in the Company (e.g. via CDP, CPF or SRS).

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/its shareholder status.

- The Company will address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM as received from Shareholders either before or during the AGM.
- The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNet and the Company's website, and the minutes will include the responses to the questions referred to above.
- Please note that Shareholders will not be able to ask questions at the AGM "live" during the webcast and the audio feed, and therefore it is important for Shareholders to submit their questions in advance of the AGM.

(c) *Proxy voting*

Shareholders will not be able to vote online on the resolutions to be tabled for approval at the AGM. Instead, if Shareholders (whether individual or corporate) wish to exercise their votes, they **must submit a proxy form to appoint the Chairman of the AGM to vote on their behalf:**

- Shareholders (whether individual or corporate) appointing the Chairman of the AGM as proxy must give specific instructions as to his manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.
- The proxy form can be submitted to the Company in hard copy form or by email:
  - in hard copy and sent personally or by post, the proxy form must be deposited at the registered office of the Company at No. 3 Sungei Kadut Drive, Kranji Industrial Estate, Singapore 729556; or
  - if by email, the proxy form must be received by the Company at [agmfy21@leychoon.com](mailto:agmfy21@leychoon.com),

in either case, by no later than 10.00 a.m. on 26 September 2021, being not less than 72 hours before the time for holding the AGM, and in default the instrument of proxy shall not be treated as valid. **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.**

- Persons who hold their Shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (including CPF or SRS investors) and who wish to participate in the AGM ("**Relevant Intermediary Participants**") by (a) watching and/or listening to the AGM proceedings via the "live" webcast or the "live" audio feed in the manner provided in paragraph 5(a) above; (b)

submitting questions in advance of the AGM in the manner provided in paragraph 5(b) above; and/or (c) appointing the Chairman of the AGM 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 as soon as possible in order to facilitate the necessary arrangements for them to participate in the AGM. CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least 7 working days before the AGM, i.e. by 10.00 a.m. on 20 September 2021 in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf not less than 72 hours before the time for holding the AGM.

## 6. FURTHER INFORMATION

For further information on the conduct of the AGM and the alternative arrangements, shareholders can refer to the following URL <https://www.leychoon.com>.

**Important reminder: The Company would remind Shareholders that, with the constantly evolving COVID-19 situation, the situation is fluid and the Company may be required to change its AGM arrangements at short notice. Shareholders should check the above URL and SGXNet for updates on the AGM.**

The Company would like to thank all Shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

### BY ORDER OF THE BOARD

Toh Choo Huat  
Executive Chairman and Chief Executive Officer

14 September 2021

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*This announcement has been prepared by the Company and its contents have been reviewed by the Company's sponsor, RHT Capital Pte. Ltd. (the "Sponsor"), for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited ("SGX-ST"). The Sponsor has not independently verified the contents of this announcement.*

*This announcement has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this announcement, including the correctness of any of the statements or opinions made or reports contained in this announcement.*

*The details of the contact person for the Sponsor is Mr Leong Weng Tuck, Registered Professional, RHT Capital Pte. Ltd. Address: 6 Raffles Quay, #24-02, Singapore 048580, Email : sponsor@rhtgoc.com.*