

# ADDITIONAL INFORMATION ON AGM TO BE HELD BY ELECTRONIC MEANS

## ADDITIONAL INFORMATION ON ANNUAL GENERAL MEETING ON 29 APRIL 2022 (“AGM”) TO BE HELD BY WAY OF ELECTRONIC MEANS

1. **Background.** The Board of Directors (the “**Board**”) of Uni-Asia Group Limited (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;
  - (c) the statement by the Ministry of Law issued on 6 April 2021 which extends the Order beyond 30 June 2021 until revoked or amended by the Ministry of Law;
  - (d) the guidance issued by the Singapore Exchange Regulation (“**SGX RegCo**”) on 16 December 2021, which provides additional guidance on the conduct of general meetings amid the extension of the Order beyond 30 June 2021 until such Order is revoked or amended by the Ministry of Law; and
  - (e) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and SGX RegCo of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation beyond 30 June 2021, until the Order is revoked or amended by the Ministry of Law.
2. **Date, time and conduct of AGM.** The Company wishes to announce that pursuant to the Order, the AGM will be convened and held on Friday, 29 April 2022 at 2.00 p.m. (Singapore time) by way of electronic means to transact the business set out in the Notice of AGM.

Substantial and relevant questions that are submitted by shareholders in advance will be addressed at the AGM or through an SGXNet announcement to be released before the AGM.
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be sent to shareholders by electronic means via publication on the Company’s corporate website and will also be made available on the SGX website<sup>1</sup>.
4. **No personal attendance at AGM.** As the AGM will be held by way of electronic means, **shareholders will not be able to attend the AGM in person.**

<sup>1</sup> The Notice of AGM and proxy form may be accessed on the Company’s corporate website at <http://uniasia.listedcompany.com/home.html> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.

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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 AGM 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 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 AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **2.00 p.m. on 20 April 2022**. There will be no “live” voting at the AGM.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company’s shares through relevant intermediaries (as defined in section 181 of the Companies Act 1967 of Singapore), 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
  - (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 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. **Annual Report.** The Annual Report (which includes the Appendix to the Notice of AGM in relation to the proposed renewal of the share purchase mandate and the proposed renewal of the shareholders’ mandate for interested person transactions) dated 7 April 2022 has been published and is available on the Company’s corporate website at <http://uniasia.listedcompany.com/ar.html>.
8. **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>7 April 2022 (Thursday)</b>	Shareholders may begin to pre-register at <a href="https://septusasia.com/uni-asia-fy2021agm">https://septusasia.com/uni-asia-fy2021agm</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>16 April 2022 (Saturday)</b>	Deadline for shareholders to submit questions in advance.
<b>2.00 p.m. on 20 April 2022 (Wednesday)</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.

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Key dates	Actions
<b>22 April 2022 (Friday)</b>	For substantial and relevant questions received from shareholders on or before 16 April 2022, the Company will publish its responses on SGXNet and on the Company's corporate website at <a href="http://uniasia.listedcompany.com/home.html">http://uniasia.listedcompany.com/home.html</a> after market hours on 22 April 2022.
<b>2.00 p.m. on 26 April 2022 (Tuesday)</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 proxy forms.</li> </ul>
<b>28 April 2022 (Thursday)</b>	<p>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/or a Singapore telephone number to access the live audio-only stream of the AGM proceedings (the "<b>Confirmation Email</b>").</p> <p>Shareholders who do not receive the Confirmation Email by <b>5.00 p.m. on 28 April 2022</b>, but have registered by the <b>26 April 2022</b> deadline should contact the Company at <a href="mailto:webcast@septusasia.com">webcast@septusasia.com</a>.</p> <p>For substantial and relevant questions received from shareholders after 16 April 2022, the Company will publish its responses on SGXNet and on the Company's corporate website at <a href="http://uniasia.listedcompany.com/home.html">http://uniasia.listedcompany.com/home.html</a> after market hours on <b>28 April 2022</b>.</p>
<b>Date and time of AGM - 2.00 p.m. on 29 April 2022 (Friday)</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 AGM proceedings; or</li> <li>• Call the Singapore telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>
<b>5.00 p.m. on 20 May 2022 (Friday)</b>	Record date for determining entitlements to final and special dividend, subject to shareholders' approval at the AGM.
<b>31 May 2022 (Tuesday)</b>	Payment date for final and special dividend, subject to shareholders' approval at the AGM.

9. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to make further changes to its arrangements for the AGM at short notice. Shareholders should check SGXNet for the latest updates on the status of 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.

For and on behalf of  
 Uni-Asia Group Limited  
 7 April 2022

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## 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-video webcast or live audio-only stream via their mobile phones, tablets or computers, 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><b>Shareholders must pre-register at the pre-registration website at <a href="https://septusasia.com/uni-asia-fy2021agm">https://septusasia.com/uni-asia-fy2021agm</a> from 7 April 2022 up to 2.00 p.m. on 26 April 2022 to enable the Company to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>5.00 p.m. on 28 April 2022</b>. The email will contain user ID and password details.</p> <p>Shareholders who do not receive an email by <b>5.00 p.m. on 28 April 2022</b>, but have registered by the <b>26 April 2022</b> deadline should email the Company at <a href="mailto:webcast@septusasia.com">webcast@septusasia.com</a>.</p>
2.	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the 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 AGM.</b></p> <p><b>Submission of questions.</b> Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the AGM, in advance of the AGM, in the following manner:</p> <p>(a) <b>via pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at <a href="https://septusasia.com/uni-asia-fy2021agm">https://septusasia.com/uni-asia-fy2021agm</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to the Company at <a href="mailto:webcast@septusasia.com">webcast@septusasia.com</a>.</p> <p>When sending in questions via email or by post, please provide the Company with the following details:</p> <ul style="list-style-type: none"> <li>• your full name;</li> <li>• number of shares in the Company held; and</li> <li>• the manner in which you hold shares in the Company (e.g. via CDP, CPF or SRS).</li> </ul>

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No.	Steps	Details
		<p><b>Deadline to submit questions.</b> All questions must be submitted by <b>16 April 2022</b>.</p> <p><b>Addressing questions.</b> The Company will address substantial and relevant questions received from shareholders either during the AGM through live audio-visual webcast and live audio-only stream, or through an announcement to be released on SGXNet and published on the Company's corporate website at <a href="http://uniasia.listedcompany.com/home.html">http://uniasia.listedcompany.com/home.html</a> after market hours on <b>22 April 2022</b>.</p> <p>For substantial and relevant questions received from shareholders after 16 April 2022, the Company will publish its responses on SGXNet and on the Company's corporate website at <a href="http://uniasia.listedcompany.com/home.html">http://uniasia.listedcompany.com/home.html</a> after market hours on <b>28 April 2022</b>.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the Company's corporate website and on SGXNet, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM, if any.</p>
3.	<b>Submit proxy forms to vote</b>	<p><b>Appointment of Chairman of the AGM as proxy.</b> Shareholders will not be able to vote during the live audio-visual webcast or 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 AGM 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> Shareholders 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 AGM 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> <p>(a) if submitted by post, be deposited at the office of the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar, Tricor Barbinder Share Registration Services at <a href="mailto:sg.is.proxy@sg.tricorglobal.com">sg.is.proxy@sg.tricorglobal.com</a>.</p> <p>in either case, by <b>2.00 p.m. on 26 April 2022</b>.</p>

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No.	Steps	Details
		<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 AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 20 April 2022.</b></p>