
INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING (“AGM”)

1. INTRODUCTION

The Board of Directors (the “**Board**”) of BBR Holdings (S) Ltd (the “**Company**”) refers to:

- (a) 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, teleconferencing 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 of the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides guidance on the conduct of general meetings amid the evolving of COVID-19 situation.

2. DATE OF ANNUAL GENERAL MEETING

The Board wishes to inform shareholders that pursuant to the Order, the Company’s annual general meeting for its financial year ended 31 December 2021 (“**AGM**”) will be convened and be held by way of electronic means on **Friday, 29 April 2022 at 4.00 p.m. (Singapore time)**.

The Company has today uploaded the following documents in connection with the AGM on SGX website at <https://www.sgx.com/securities/company-announcements> and the Company’s website at <https://bbr.listedcompany.com/agm.html>:

- (a) the Annual Report 2021;
- (b) the notice of the AGM dated 7 April 2022 (the “**Notice of AGM**”);
- (c) the Appendix to the Notice of AGM in relation to the proposed renewal of the share purchase mandate (the “**Appendix**”); and
- (d) the proxy form (the “**Proxy Form**”).

(collectively, the “**AGM Documents**”)

3. NO DESPATCH OF PRINTED COPIES OF DOCUMENTS

In line with the provisions under the Order, no printed copies of the AGM Documents will be despatched to shareholders. As stated above, they have been made available on the SGX website at <https://www.sgx.com/securities/company-announcements> and the Company's website at <https://bbr.listedcompany.com/agm.html> today.

4. ALTERNATIVE ARRANGEMENTS FOR AGM

(a) No physical attendance

To minimise physical interactions and COVID-19 transmission risks, shareholders will **NOT** be allowed to attend the AGM in person. Shareholders will also not be able to vote online on the resolutions to be tabled for approval at the AGM. Alternative arrangements have instead been put in place to allow shareholders to participate in the AGM by:

- (i) observing or listening to the AGM proceedings contemporaneously through a "live" audio-visual webcast of the AGM (the "**Live Webcast**") or a "live" audio-only stream of the AGM (the "**Live Audio Stream**") via their mobile phones, tablets or computers. Shareholders who wish to participate as such will have to pre-register in the manner outlined in paragraph 4(b) below;
- (ii) submitting questions, if any, in advance of the AGM (refer to paragraph 4(c) below for further details); and
- (iii) appointing the chairman of the AGM (the "**Chairman of the Meeting**") as proxy to attend, speak and vote on their behalf at the AGM (refer to paragraph 4(d) below for further details).

(b) Pre-registration

To attend the Live Webcast or the Live Audio Stream, shareholders and investors holding shares in the Company through the Central Provident Fund ("**CPF**") or Supplementary Retirement Scheme ("**SRS**") ("**CPF/SRS investors**") will have to follow these steps:

- (i) Shareholders and CPF/SRS investors must pre-register via the URL <https://conveneagm.com/sg/BBRHoldings> ("**Pre-registration Website**"), from **9.00 a.m. on Thursday, 7 April 2022 till 4.00 p.m. on Tuesday, 26 April 2022** (the "**Registration Deadline**") to enable the Company to verify their status as shareholders and CPF/SRS investors.

Following the verification, authenticated shareholders and CPF/SRS investors will receive an email instruction to access the Live Webcast or the Live Audio Stream of the AGM proceedings ("**Confirmation Email**").

- (ii) Shareholders and CPS/SRS investors who have pre-registered by the Registration Deadline but do not receive the Confirmation Email by **4.00 p.m. on Thursday, 28 April 2022** should email to support@conveneagm.com or call the Singapore toll-free telephone number **+65 6856 7330**.

Shareholders **MUST NOT** forward the Confirmation Email to other persons who are not Shareholders and who are not entitled to attend the AGM.

Investors who hold shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (“**Investors**”) (other than CPF/SRS investors) will not be able to pre-register at the Pre-registration Website for the “live” broadcast of the AGM. Such Investors who wish to participate in the “live” broadcast of the AGM should instead approach his/her/its relevant intermediary as soon as possible in order for the relevant intermediary to make the necessary arrangements for them to participate in the AGM. The relevant intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her/its name, email address and identification number) to the Company via email to agm2022@bbr.com.sg no later than **4.00 p.m. on Tuesday, 26 April 2022**.

(c) Submission of questions

Shareholders and investors will not be able to ask questions “live” during the broadcast of the AGM. They may submit questions relating to the items on the resolutions set out in the Notice of AGM in advance:

- (i) via the Pre-Registration Website at <https://conveneagm.com/sg/BBRHoldings>;
- (ii) by email to agm2022@bbr.com.sg; or
- (iii) by post to the registered office of the Company at 50 Changi South Street 1, BBR Building, Singapore 486126.

All questions must be submitted no later than **4.00 p.m. on Tuesday, 19 April 2022** (the “**Submission Deadline**”).

For verification purpose, when sending in questions, please provide:

- (i) full name as it appears on his/her/its share record;
- (ii) identification/registration number;
- (iii) contact number and email address;
- (iv) number of shares; and
- (v) the manner in which the shares of the Company are held.

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 endeavour to address substantial and relevant questions relating to the resolutions to be tabled for approval at the AGM by publishing the responses to the questions received on our corporate website and on SGXNET soonest possible, and in any case, not later than 4.00 pm on Saturday, 23 April 2022, being 72 hours before the closing date and time for the submission of proxy forms. Any subsequent clarifications sought after the Submission Deadline may be addressed at the AGM.

The minutes of the AGM will be published on the SGX website and the Company’s website within one month after conclusion of the AGM.

Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to submit questions relating to the resolutions to be tabled for approval at the AGM via the above means. Instead, they should approach their relevant intermediaries as soon as possible in order for the relevant intermediaries to make the necessary arrangements for them to submit questions before the Submission Deadline.

(d) Voting by proxy

Shareholders will not be able to vote online at the AGM during the Live Webcast. Instead, if shareholders (whether individuals or corporates) wish to exercise their votes, they must submit a proxy form to appoint the Chairman of the Meeting to vote on their behalf in accordance with the instructions on the proxy form.

Shareholders (whether individuals or corporates) appointing the Chairman of the Meeting as proxy 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.

The proxy form, duly completed and signed, must be submitted to the Company no later than **4.00 p.m. on Tuesday, 26 April 2022** in the following manner:

- (i) If submitted by post, be deposited at the registered office of the Company at 50 Changi South Street 1, BBR Building, Singapore 486126; or
- (ii) If submitted by email, be sent to agm2022@bbr.com.sg; or
- (iii) If submitted electronically, via the Pre-registration Website at <https://conveneagm.com/sg/BBRHoldings>.

A shareholder who wishes to submit proxy form by post or email, must first download, complete with specific voting instructions 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. Alternatively, the proxy form may be submitted using the electronic format accessible on the Pre-registration Website.

In view of the current COVID-19 situation, shareholders are strongly encouraged to submit completed proxy forms electronically via email or the Pre-registration Website.

The proxy form is not valid for use by Investors and shall be ineffective for all intents and purposes if used or purported to be used by them. An Investor who wishes to vote should instead approach his/her/its relevant intermediary as soon as possible to specify his/her/its voting instructions. CPF/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 voting instructions by **5.00 p.m. on Tuesday, 19 April 2022**, being at least seven (7) working days before the date of the AGM.

5. KEY DATES/DEADLINES

In summary, the key dates/deadlines which shareholders should take notes of are set out in the table below:

Key Dates	Actions
From 9.00 a.m. on 7 April 2022 (Thursday)	<p>Shareholders and CPF/SRS investors may begin to pre-register for the Live Webcast or Live Audio Stream of the AGM proceedings and submit their questions (if any) at the Pre-registration Website as follows: https://conveneagm.com/sg/BBRHoldings.</p> <p>Shareholders may begin to submit their proxy form either by mail to 50 Changi South Street 1, BBR Building, Singapore 486126 or by email to agm2022@bbr.com.sg or via the Pre-registration Website at https://conveneagm.com/sg/BBRHoldings.</p>
4.00 p.m. on 19 April 2022 (Tuesday)	<p>Deadline for submission of questions in advance:</p> <p>(i) via the Pre-Registration website at https://conveneagm.com/sg/BBRHoldings;</p> <p>(ii) by email to agm2022@bbr.com.sg; or by post to the registered office of the Company at 50 Changi South Street 1, BBR Building, Singapore 486126.</p>
5.00 p.m. on 19 April 2022 (Tuesday)	<p>Deadline for CPF/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 voting instructions.</p>
4.00 p.m. on 26 April 2022 (Tuesday)	<p>Deadline for shareholders and CPF/SRS investors to pre-register for the Live Webcast and Live Audio Stream of the AGM proceedings via the Pre-registration Website at https://conveneagm.com/sg/BBRHoldings.</p> <p>Deadline for shareholders to submit proxy forms either by mail to 50 Changi South Street 1, BBR Building, Singapore 486126 or by email to agm2022@bbr.com.sg or via the Pre-registration Website at https://conveneagm.com/sg/BBRHoldings.</p>
4.00 p.m. on 28 April 2022 (Thursday)	<p>Authenticated shareholders and CPF/SRS investors will receive a Confirmation Email containing the instructions to access the Live Webcast and the Live Audio Stream of the AGM proceedings.</p> <p>Shareholders and CPF/SRS investors who have pre-registered by 4.00 p.m. on 26 April 2022 but do not receive the Confirmation Email by 4.00 p.m. on 28 April 2022 should email to support@conveneagm.com or call the Singapore toll-free telephone number +65 6856 7330.</p>
Date and time of AGM – 29 April 2022 at 4.00 p.m. (Singapore time) (Friday)	<p>Use the login credentials created during pre-registration to access the Live Webcast or the Live Audio Stream of the AGM proceedings via mobile phones, tablets or computers.</p>

Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to closely monitor announcements made by the Company on SGXNET and the Company's website 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 AGM to be held with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By Order of the Board
Tan Kheng Hwee Andrew
Chief Executive Officer
7 April 2022