

**ALTERNATIVE ARRANGEMENTS FOR
ANNUAL GENERAL MEETING TO BE HELD ON 22 JUNE 2020**

1. INTRODUCTION

G. K. Goh Holdings Limited (the “**Company**”) refers to:

- (a) its Notice of the Thirty-first Annual General Meeting dated 15 April 2020 (the “**AGM Notice**”) convening the Annual General Meeting to be held on 22 June 2020 (the “**AGM**”);
- (b) 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; and
- (c) 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.

Printed copies of the AGM Notice were sent to shareholders on 15 April 2020. The AGM Notice may be accessed at the Company’s website at the URL <http://www.gkgoh.com/investor.aspx> and at the SGX website at the URL <https://www.sgx.com/securities/company-announcements/>.

2. NO PERSONAL ATTENDANCE AT THE AGM

Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person**. Pursuant to the Order, alternative arrangements have been put in place to allow shareholders 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.

Please refer to paragraph 3 below for details of the steps for pre-registration, pre-submission of questions and voting at the AGM, and which supersedes the “Notes” section in the AGM Notice. There is no change to the date and time appointed for holding the AGM, being **Monday, 22 June 2020 at 10.00 a.m.** (Singapore time) and no change to the resolutions to be proposed at the AGM.

3. ALTERNATIVE ARRANGEMENTS FOR THE AGM

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

(a) Pre-registration to observe and/or listen to the AGM proceedings

Conduct of AGM by way of electronic means. The Executive Chairman of the Company, Mr Goh Geok Khim, will conduct the proceedings of the AGM by way of electronic means. Substantial and relevant questions which shareholders have submitted in advance of the AGM will be addressed during 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.

Pre-registration. In order to observe and/or listen to the AGM proceedings, shareholders must follow these steps:

- Shareholders must register at the pre-registration website at https://us02web.zoom.us/webinar/register/WN_7Cflo-hBQkSKbcO7_yekqA **from now till 10.00 a.m. on 18 June 2020** (the “**Registration Deadline**”) to enable the Company to verify their status as shareholders.
- Following verification, authenticated shareholders will receive an email which will contain 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 a Confirmation Email by **10.00 a.m. on 21 June 2020**, but have registered by the Registration Deadline, should contact the Company via email at agm@gkgoh.com.

(b) Submission of questions in advance

Submission of questions in advance. Shareholders will not be able to ask questions during the live audio-visual webcast and live audio-only stream of the AGM proceedings. Therefore, it is important for shareholders to submit their questions in advance of the AGM.

Shareholders may submit questions related to the resolutions to be tabled for approval at the AGM in the following manner:

- **Via the 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 at https://us02web.zoom.us/webinar/register/WN_7Cflo-hBQkSKbcO7_yekqA.
- **Via email.** Shareholders may submit their questions via email to agm@gkgoh.com.
- **By post.** Shareholders may submit their questions by post to the Company, at 50 Raffles Place #33-00, Singapore Land Tower, Singapore 048623.

When submitting questions via email or by post, shareholders should provide the Company with the following details to enable the Company to verify their status as shareholders: (i) the shareholder’s full name (as per CDP/CPF/SRS/Scrip-based records); (ii) the shareholder’s NRIC/FIN/Passport No./JEN; (iii) the shareholder’s address; and (iv) the manner in which the shareholder holds shares in the Company (e.g., CDP/CPF/SRS and/or scrip-based).

Deadline to submit questions. All questions must be received by the Company by **10.00 a.m. on 18 June 2020**. To ensure that questions are received by the Company by the stipulated deadline, shareholders are strongly encouraged to submit questions via the pre-registration website and/or via email.

Addressing questions. The Company will address substantial and relevant questions received from shareholders during the AGM.

Minutes of AGM. The Company 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.

(c) Submission of proxy forms to vote

Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who wish to exercise their votes must appoint the Chairman of the Meeting as their proxy to vote on their behalf at AGM. Shareholders may not vote at the AGM otherwise than by way of appointing the Chairman of the Meeting as their proxy.

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 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.

New Proxy Form. Shareholders may download the proxy form for the AGM ("**New Proxy Form**") at the Company's website at the URL <http://www.gkgoh.com/investor.aspx> and at the SGX website at the URL <https://www.sgx.com/securities/company-announcements/>. Printed copies of the New Proxy Form will not be sent to shareholders.

Shareholders who previously submitted proxy forms. Shareholders who had previously submitted valid proxy forms appointing the Chairman of the Meeting as their proxy and had given specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, do not have to submit the New Proxy Form. Shareholders who had previously submitted proxy forms appointing person(s) other than the Chairman of the Meeting as their proxy are encouraged to submit New Proxy Forms if they wish to exercise their votes at the AGM. Submission by a shareholder of a valid New Proxy Form appointing the Chairman of the Meeting by **10.00 a.m. on 19 June 2020** will supersede any previous proxy form submitted by that shareholder.

Submission of New Proxy Forms. New Proxy Forms for the AGM must be submitted to the Company in the following manner:

- if submitted by post, be deposited at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623; or
- if submitted electronically, be submitted via email to agm@gkgoh.com,

in either case, by **10.00 a.m. on 19 June 2020**.

A shareholder who wishes to submit the New Proxy Form must first download, complete and sign the New Proxy Form, before submitting it by post to the address provided above, or before scanning and submitting it by email to the email address provided above.

In view of the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.

Submission of votes by CPF or SRS Investors. 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 **5.00 p.m. on 10 June 2020**.

4. **PERSONS WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES**

Persons who hold shares in the Company 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 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 (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 AGM.

5. KEY DATES/DEADLINES

The key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
From 5 June 2020 (Friday)	Shareholders may begin to pre-register at https://us02web.zoom.us/webinar/register/WN_7Cflo-hBQkSKbcO7_yekqA for live audio-visual webcast or live audio-only stream of the AGM proceedings.
5.00 p.m. on 10 June 2020 (Wednesday)	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.
10.00 a.m. on 18 June 2020 (Thursday)	Deadline for shareholders to: <ul style="list-style-type: none"> pre-register for live audio-visual webcast or live audio-only stream of the AGM proceedings; and submit questions in advance.
10.00 a.m. on 19 June 2020 (Friday)	Deadline for shareholders to submit proxy forms.
10.00 a.m. on 21 June 2020 (Sunday)	Authenticated shareholders will receive a Confirmation Email which will contain a link and a password to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings. Shareholders who do not receive a Confirmation Email by 10.00 a.m. on 21 June 2020 , but have registered by the Registration Deadline, should contact the Company via email at agm@gkgoh.com .
Date and time of the AGM 10.00 a.m. on 22 June 2020 (Monday)	<ul style="list-style-type: none"> Click on the link in the Confirmation Email and enter the password to access the live audio-visual webcast of the AGM proceedings; or Call the toll-free telephone number in the Confirmation Email and enter the login credentials to access the live audio-only stream of the AGM proceedings.

Note: All references above to a time of a day are made by reference to Singapore time.

6. ANNUAL REPORT AND LETTER TO SHAREHOLDERS

The Company's Annual Report for the financial year ended 31 December 2019 (the "Annual Report") and its Letter to Shareholders dated 15 April 2020 in relation to the proposed renewal of its share purchase mandate ("Letter to Shareholders") have been published on the Company's website at <http://www.gkgoh.com/investor.aspx>, and may be accessed as follows:

- (a) To access the Annual Report, click on the “Financial Reports” section, followed by “2019”, followed by the hyperlink “FY2019”.
- (b) To access the Letter to Shareholders, click on the “SGX Announcements” section, followed by “2020”, followed by the hyperlink “Letter to Shareholders” against the row “15 Apr”.

7. IMPORTANT REMINDERS

Shareholders are reminded that the AGM proceedings is a private event. The Confirmation Email containing the instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings should not be shared with others.

RECORDING OF THE AGM PROCEEDINGS IS STRICTLY PROHIBITED.

Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its arrangements for the AGM at short notice. Shareholders are encouraged to check the Company’s website at <http://www.gkgoh.com> and SGXNet for the latest updates concerning 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

Ngiam May Ling
Company Secretary

5 June 2020