

**ANNUAL GENERAL MEETING TO BE HELD ON 26 APRIL 2021**

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**1. INTRODUCTION**

G. K. Goh Holdings 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; 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**

The Company wishes to announce that pursuant to the Order, its Thirty-second Annual General Meeting (the “**AGM**”) will be convened and held by electronic means on **Monday, 26 April 2021 at 11.00 a.m.** (Singapore time).

**3. NOTICE OF AGM AND PROXY FORM**

The Notice of AGM and proxy form for the AGM (the “**Proxy Form**”) will be sent to shareholders by electronic means via publication on the Company’s website at the URL <http://www.gkgoh.com/investor.aspx> and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. In addition, printed copies of the Notice of AGM and Proxy Form will be sent by post to shareholders.

**4. 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, the Company has the option to hold the meeting via electronic means even where the Company is permitted, under and subject to compliance with the prescribed safe management measures, to hold a physical meeting. As a precautionary measure to keep physical interactions and COVID-19 transmission risk to a minimum, the Company is not providing for physical attendance by shareholders at the AGM.

## 5. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION IN THE AGM

Shareholders may participate in the AGM by: (i) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream; (ii) submitting questions in advance of the AGM; and/or (iii) appointing the Chairman of the Meeting 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, are set out below:

### (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 AGM proceedings. 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 (including CPF and SRS investors) must register at the pre-registration website at [https://us02web.zoom.us/webinar/register/WN\\_51SgnC13Stimfgk4YprCqw](https://us02web.zoom.us/webinar/register/WN_51SgnC13Stimfgk4YprCqw) **from 1 April 2021 till 11.00 a.m. on 22 April 2021** (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 **11.00 a.m. on 25 April 2021**, but have registered by the Registration Deadline, should contact the Company via email at [agm@gkgoh.com](mailto: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 (including CPF and SRS investors) 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\\_51SgnC13Stimfgk4YprCqw](https://us02web.zoom.us/webinar/register/WN_51SgnC13Stimfgk4YprCqw).
- **Via email.** Shareholders may submit their questions via email to [agm@gkgoh.com](mailto: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/Scrp-based records); (ii) the shareholder’s NRIC/FIN/Passport No./UEN; (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 **11.00 a.m. on 22 April 2021**. 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 prior to, or at, the AGM. The Company will endeavour to respond to substantial and relevant questions received from shareholders in advance of the AGM by publishing its responses to such questions on the Company's website at the URL <http://www.gkgoh.com/investor.aspx> and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>, prior to the AGM. Where substantially similar questions are received from shareholders, the Company will consolidate such questions and consequently not all questions may be individually addressed.

**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 will not be able to vote at the AGM live during the audio-visual webcast or audio-only stream of the AGM proceedings. Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled for approval at the AGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the 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.

**Proxy Form.** Shareholders may download the Proxy Form from the Company's website at the URL <http://www.gkgoh.com/investor.aspx> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of the Proxy Form will also be sent by post to shareholders.

**Submission of Proxy Forms.** Proxy Forms 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](mailto:agm@gkgoh.com),

in either case, by **11.00 a.m. on 23 April 2021**.

A shareholder who wishes to submit the Proxy Form can either use the printed copy of the Proxy Form which is sent to him/her/it by post or download a copy of the Proxy Form from the Company's website or the SGX website, and complete and sign the 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. **Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed Proxy Forms electronically via email.**

**Submission of votes by CPF and SRS Investors.** 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 14 April 2021**.

## 6. 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), 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. KEY DATES/DEADLINES

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

Key dates	Actions
<b>From 1 April 2021 (Thursday)</b>	Shareholders may begin to pre-register at <a href="https://us02web.zoom.us/webinar/register/WN_51SgnC13Stimfgk4YprCqw">https://us02web.zoom.us/webinar/register/WN_51SgnC13Stimfgk4YprCqw</a> for live audio-visual webcast or live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 14 April 2021 (Wednesday)</b>	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 and/or submit questions, if any.
<b>11.00 a.m. on 22 April 2021 (Thursday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"><li>• pre-register for live audio-visual webcast or live audio-only stream of the AGM proceedings; and</li><li>• submit questions in advance.</li></ul>
<b>11.00 a.m. on 23 April 2021 (Friday)</b>	Deadline for shareholders to submit Proxy Forms appointing the Chairman of the Meeting as proxy.
<b>11.00 a.m. on 25 April 2021 (Sunday)</b>	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 <b>11.00 a.m. on 25 April 2021</b> , but have registered by the Registration Deadline, should contact the Company via email at <a href="mailto:agm@gkgoh.com">agm@gkgoh.com</a> .
<b>Date and time of the AGM</b>	<ul style="list-style-type: none"><li>• Click on the link in the Confirmation Email and enter the password to access the live audio-visual webcast of the AGM proceedings; or</li></ul>
<b>11.00 a.m. on 26 April 2021 (Monday)</b>	<ul style="list-style-type: none"><li>• 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.</li></ul>

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

## 8. ANNUAL REPORT AND LETTER TO SHAREHOLDERS

The Company's Annual Report for the financial year ended 31 December 2020 (the "**Annual Report**") and its Letter to Shareholders dated 1 April 2021 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 "2020", followed by the hyperlink "FY2020".
- (b) To access the Letter to Shareholders, click on the "SGX Announcements" section, followed by "2021", followed by the hyperlink "Letter to Shareholders" against the row "1 Apr".

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

Shareholders may request for printed copies of the Annual Report and the Letter to Shareholders by completing and submitting the Request Form sent by post to shareholders together with printed copies of the Notice of AGM and Proxy Form.

## 9. IMPORTANT REMINDERS

Shareholders are reminded that the AGM 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 co-operation in enabling the Company to hold its AGM via electronic means amidst the current COVID-19 pandemic.

By Order of the Board

Ngiam May Ling  
Company Secretary

1 April 2021