

G. K. GOH HOLDINGS LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration No. 199000184D)

EXTRAORDINARY GENERAL MEETING TO BE HELD ON 10 JANUARY 2022

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, 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;
- (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; and
- (d) the circular to Shareholders dated 23 December 2021 in relation to the proposed disposal of shares in the capital of Boardroom Limited (the “**Circular**”).

2. DATE, TIME AND CONDUCT OF EXTRAORDINARY GENERAL MEETING

The Company wishes to announce that pursuant to the Order, its Extraordinary General Meeting (the “**EGM**”) will be convened and held by electronic means on **Monday, 10 January 2022 at 2.00 p.m.** (Singapore time).

3. NOTICE OF EGM AND PROXY FORM

The Notice of EGM and proxy form for the EGM (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 EGM and Proxy Form will be sent by post to Shareholders.

4. NO PERSONAL ATTENDANCE AT THE EGM

Due to the current COVID-19 situation in Singapore, **Shareholders will not be able to attend the EGM 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 EGM.

5. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION IN THE EGM

Shareholders may participate in the EGM by: (i) observing and/or listening to the EGM proceedings via live audio-visual webcast or live audio-only stream; (ii) submitting questions to the Chairman of the Meeting in advance of, or live at, the EGM; and/or (iii) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the EGM.

Details of the steps for pre-registration, pre-submission of questions and voting at the EGM by Shareholders, are set out below:

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

(i) **Conduct of EGM by way of electronic means.** The Executive Chairman of the Company, Mr Goh Geok Khim, will conduct the EGM proceedings. Shareholders will be able to observe and/or listen to the EGM proceedings through a live audio-visual webcast or live audio-only stream.

(ii) **Pre-registration.** In order to observe and/or listen to the EGM 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_GiwsKiBtSXCXyVK3ziyOpg **from 23 December 2021 till 2.00 p.m. on Friday, 7 January 2022** (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 EGM proceedings (the “**Confirmation Email**”).

Shareholders who do not receive a Confirmation Email by **2.00 p.m. on Sunday, 9 January 2022**, but have registered by the Registration Deadline, should contact the Company via email at egm@gkgoh.com.

(b) Submission of questions in advance of, or live at, the EGM

(i) **Submission of questions in advance of the EGM.** Shareholders (including CPF and SRS investors) may submit substantial and relevant questions related to the Ordinary Resolution to be tabled for approval at the EGM in the following manner:

- **Via the pre-registration website.** Shareholders who pre-register to observe and/or listen to the EGM proceedings may submit their questions via the pre-registration website at https://us02web.zoom.us/webinar/register/WN_GiwsKiBtSXCXyVK3ziyOpg.
- **Via email.** Shareholders may submit their questions via email to egm@gkgoh.com.
- **By post.** Shareholders may submit their questions by post to the Company, at 11 North Buona Vista Drive, #08-08 The Metropolis Tower 2, Singapore 138589.

- **By telephone.** Shareholders may submit their questions via telephone to the Company, via Credit Suisse (Singapore) Limited at +65 6212 2000.

All questions submitted in advance of the EGM via any of the above channels must be received by the Company by **5.00 p.m. on Friday, 31 December 2021** in order for the Company to provide its responses to such questions by **Tuesday, 4 January 2022**. This is so that Shareholders can have ample time and opportunity to consider the Company's responses before the deadline for the submission of Proxy Forms, which is **2.00 p.m. on Friday, 7 January 2022**. Questions which are submitted after **5.00 p.m. on Friday, 31 December 2021** will be consolidated and addressed live at the EGM.

To ensure that Shareholders' substantial and relevant questions are received by the Company by the stipulated deadline, which is 5.00 p.m. on Friday, 31 December 2021, Shareholders are strongly encouraged to submit their questions via the pre-registration website and/or via email.

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: (1) the Shareholder's full name (as per CDP/CPF/SRS/Scip-based records); (2) the Shareholder's NRIC/FIN/Passport No./UEN; (3) the Shareholder's address; and (4) the manner in which the Shareholder holds his Shares (e.g., CDP/CPF/SRS and/or scrip-based).

- (ii) **Submission of questions live at the EGM.** All Shareholders (including CPF and SRS investors) who have pre-registered for the EGM may also ask the Chairman of the Meeting substantial and relevant questions related to the Ordinary Resolution to be tabled at the EGM for approval, live at the EGM, by typing in and submitting their questions through the live chat function via the audio-visual webcast platform. Shareholders (including CPF and SRS investors) will not be able to ask questions live at the EGM via the audio-only stream of the EGM proceedings.
- (iii) **Addressing questions.** The Company will address substantial and relevant questions related to the Ordinary Resolution to be tabled at the EGM for approval, which are submitted in advance of the EGM by **5.00 p.m. on Friday, 31 December 2021**, 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> by **Tuesday, 4 January 2022**. During the EGM itself, the Company will endeavour to address as many substantial and relevant questions related to the Ordinary Resolution to be tabled at the EGM for approval, which are submitted after **5.00 p.m. on Friday, 31 December 2021** and have not already been addressed prior to the EGM, as well as those received live at the EGM itself. Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed.

- (iv) **Minutes of EGM.** The Company will publish the minutes of the EGM 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 EGM.

(c) Submission of Proxy Forms to vote

- (i) **Appointment of Chairman of the Meeting as proxy.** Shareholders will not be able to vote at the EGM live during the audio-visual webcast or audio-only stream of the EGM proceedings. Shareholders (whether individual or corporate) who wish to vote on the Ordinary Resolution to be tabled at the EGM for approval must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the EGM. Shareholders may not vote at the EGM otherwise than by way of appointing the Chairman of the Meeting as their proxy.
- (ii) **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 abstention from voting, in respect of the 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.
- (iii) **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.
- (iv) **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 egm@gkgoh.com,

in either case, by **2.00 p.m. on Friday, 7 January 2022.**

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.**

- (v) **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 Wednesday, 29 December 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 EGM by:

- (a) observing and/or listening to the EGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions to the Chairman of the Meeting in advance of, or live at, the EGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the EGM,

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 EGM.

7. KEY DATES/DEADLINES

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

Key dates	Actions
From 23 December 2021 (Thursday)	Shareholders may begin to pre-register at https://us02web.zoom.us/webinar/register/WN_GiwsKiBtSXCXyVK3zIyOpg for live audio-visual webcast or live audio-only stream of the EGM proceedings.
5.00 p.m. on 29 December 2021 (Wednesday)	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.
5.00 p.m. on 31 December 2021 (Friday)	Deadline for Shareholders to submit questions in advance.
4 January 2022 (Tuesday)	Deadline for Company to provide its responses to substantial and relevant questions from Shareholders related to the Ordinary Resolution.
2.00 p.m. on 7 January 2022 (Friday)	<ul style="list-style-type: none"> • Deadline for Shareholders to pre-register for live audio-visual webcast or live audio-only stream of the EGM proceedings. • Deadline for Shareholders to submit Proxy Forms appointing the Chairman of the Meeting as proxy.
2.00 p.m. on 9 January 2022 (Sunday)	<p>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 EGM proceedings.</p> <p>Shareholders who do not receive a Confirmation Email by <u>2.00 p.m. on 9 January 2022</u>, but have registered by the Registration Deadline, should contact the Company via email at egm@gkgoh.com.</p>

Key dates	Actions
<p>Date and time of the AGM</p> <p>2.00 p.m. on 10 January 2022 (Monday)</p>	<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 EGM 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 EGM proceedings.

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

8. CIRCULAR

The Circular has been published on the Company's website at <http://www.gkgoh.com/investor.aspx> and may be accessed by clicking on the "SGX Announcements" section, followed by "2021", followed by the corresponding hyperlinks against the row "23 Dec".

The Circular 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 Circular by completing and submitting the Request Form sent by post to Shareholders together with printed copies of the Notice of EGM and Proxy Form.

9. IMPORTANT REMINDERS

Shareholders are reminded that the EGM 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 EGM proceedings should not be shared with others.

RECORDING OF THE EGM 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 EGM 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 EGM.

The Company would like to thank all Shareholders for their co-operation in enabling the Company to hold its EGM via electronic means amidst the current COVID-19 pandemic.

By Order of the Board

Ngiam May Ling
Company Secretary
23 December 2021