

# PRE-REGISTRATION FOR AGM LIVE AUDIO-VISUAL WEBCAST/AUDIO FEED

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be allowed to attend the Annual General Meeting for the financial year ended 30 June 2020 (the "**Meeting**") of **TLV Holdings Limited** (the "**Company**") to be held on **Friday, 23 October 2020 at 10.00 a.m. (Singapore Time)** in person. Instead, the AGM will be conducted virtually and shareholders will be able to observe and listen to the AGM proceedings via "live" audio-visual webcast or audio-only stream. We seek the understanding and cooperation of all shareholders to minimise the risk of community spread of COVID-19.

## **Guidelines for Participation at the AGM**

As indicated in the Notice of AGM dated 8 October 2020 which sets out inter alia, the details of the alternative arrangements for shareholders' participation at the AGM, shareholders may participate in Meeting to be held via "live" audio-visual webcast and audio-only stream on Friday, 23 October 2020 at 10.00 a.m. (Singapore Time).

In order to assist shareholders through this process, please refer to the guidelines below.

### **I. Pre-Registration for the AGM**

Shareholders and Supplementary Retirement Scheme ("SRS") investors who wish to attend the Meeting should pre-register for the "live" audio-visual webcast or audio-only stream at <http://smartagm.sg/tlvagm2020> by clicking on "Register Now", and complete and submit the registration form **no later than 20 October 2020 at 10.00 a.m. (Singapore Time)** ("**Pre-Registration Deadline**").

Investors who hold their shares in the Company ("**Shares**") through relevant intermediaries who wish to participate in the Meeting by: (a) observing and/or listening to the proceedings of the Meeting via the live webcast or live audio feed; or (b) submitting questions in advance of the Meeting, should contact the relevant intermediary through which they hold Shares as soon as possible in order to make the necessary arrangements for them to participate in the Meeting.

Shareholders and SRS investors who have pre-registered by the Pre-Registration Deadline should receive an email response by 21 October 2020 at 6.00 p.m. (Singapore Time). Only authenticated shareholders and SRS investors will receive an email containing the link and unique login credentials to access the "live" audio-visual webcast, and the telephone number and participant PIN to access the audio-only stream of the AGM proceedings.

Shareholders and SRS investors who have pre-registered by the Pre-Registration Deadline but did not receive any email response by 21 October 2020 at 6.00 p.m. (Singapore Time) should contact the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at [bcasmeetings@boardroomlimited.com](mailto:bcasmeetings@boardroomlimited.com) or call the general telephone number at +65 6536 5355 between 10:00 a.m. to 5:00 p.m. for assistance. The Company advises all shareholders to register as early as possible.

Shareholders and SRS investors must not share the login credentials and participant PIN provided with others, as multiple device logins are not allowed. It is the shareholder's and SRS investor's responsibility to keep the login credentials and participant PIN provided to himself/herself.

Shareholders and SRS investors are advised to also check the "junk" or "spam" folders of their email in case the emails are directed there.

### **II. Submission of Questions**

Shareholders will not be able to ask questions at the AGM "live" during the webcast or via the audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

Shareholders may submit their questions through <http://smartagm.sg/tlvagm2020>.

All questions for the Meeting must be submitted **by 10.00 a.m. on 20 October 2020 (Singapore Time)**.

The Company will release an announcement replying to the questions submitted by shareholders, if any, via SGXNet by 8.00 a.m. on 23 October 2020.

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## III. To vote at the AGM

Shareholders who wish to exercise their voting rights at the AGM must appoint the Chairman of the Meeting as their proxy(ies) by completing the Proxy Form and giving specific instructions as to voting, or abstention from voting accordingly. Please note that in the absence of specific instructions in respect of a resolution, the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

Shareholders who wish to exercise their voting rights at the AGM are advised to complete and sign the Proxy Form downloaded from the following link: <http://www.tlvholdings.com.sg/agm.html> and submit it to the Company in the following manner:

- a) if by email, the Proxy Form must be submitted as a clearly readable image and received by the Company at TLV\_AGM20@tlvholdings.com.sg or
- b) if the Proxy Form is in hard copy and sent personally or by post, to the Company's registered office address at 3, Kaki Bukit Place, Eunos Techpark, Singapore 416181,

in either case, **by 21 October 2020 at 10.00 a.m. (Singapore Time)**, being 48 hours before the time fixed for the AGM.

In view of the COVID-19 restriction orders in Singapore 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.

The Company would remind shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its Meeting arrangements at short notice. Shareholders are encouraged to check the Company's announcement regularly for any updates on the Meeting.