



Serving Up Goodness

**YEO HIAP SENG LIMITED**

(Registration No: 195500138Z)  
(Incorporated in Singapore)

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**SIXTY-SEVENTH ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2023**

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1. **Background.** Yeo Hiap Seng Limited (“YHS” or 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, 1 October 2020 and 4 February 2022), read together with the FAQs on “The Holding of General Meetings” issued by Singapore Exchange Regulation on 23 May 2022, which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of the Annual General Meeting.** YHS wishes to announce that pursuant to the Order, its Sixty-seventh Annual General Meeting (“AGM”) will be convened and held by way of electronic means on **Friday, 28 April 2023 at 4.00 p.m.** (Singapore time).
3. **Notice of AGM and Proxy Form.** The Notice of AGM and Proxy Form will be sent to shareholders by electronic means via publication on the Company’s website and the SGX website<sup>1</sup>. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at the AGM.** As the AGM will be conducted in an electronic format, **shareholders, including CPF and SRS investors, will not be able to attend the AGM in person.**

To facilitate shareholder engagement, YHS will implement real-time remote electronic voting (live voting) and real-time electronic communications (live Q&A) at the AGM.
5. **Alternative arrangements for participation in the AGM.** Shareholders, including CPF and SRS investors, may participate in the AGM by:
  - (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;

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<sup>1</sup> The Notice of AGM and Proxy Form may be accessed on the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

- (b) submitting questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
- (c) voting at the AGM (i) “live” by the shareholder or his/her/its duly appointed proxy(ies) (other than the Chairman of the Meeting)<sup>2</sup> via electronic means; (ii) “live” by the CPF or SRS investor via electronic means if he/she is appointed as a proxy by his/her CPF Agent Bank or SRS Operator; or (iii) by appointing the Chairman of the Meeting as proxy to vote on his/her/its behalf at the AGM.

Details of the steps for pre-registration, submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, are set out in the Appendix to this announcement.

In particular, CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 18 April 2023**.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold YHS shares through relevant intermediaries (as defined in Section 181 of the Companies Act 1967), 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 to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
- (c) voting at the AGM (i) “live” via electronic means; or (ii) by appointing a proxy to 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. **Annual Report 2022 and Letter to Shareholders.** The Annual Report for the financial year ended 31 December 2022 (“**Annual Report 2022**”) and the Letter to Shareholders dated 29 March 2023 in relation to the proposed renewal of the share purchase mandate (“**Letter to Shareholders**”) may be accessed at the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/annual-reports/> as follows:

- (a) the Annual Report 2022 may be accessed at the above URL by clicking on the image of the cover of the Annual Report 2022 under the section titled “ANNUAL REPORTS”; and
- (b) the Letter to Shareholders may be accessed at the above URL by clicking on the hyperlink “April 2023” under the section titled “LETTER TO SHAREHOLDERS”.

The above documents may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will not be sent to shareholders.

8. **Record date and payment date for final dividend.** The Share Transfer Books and Register of Members of the Company will be closed on 10 May 2023 for the purposes of determining shareholders’ entitlements to the proposed final dividend. Duly completed and stamped transfers of the ordinary shares of the Company (“**Shares**”) received by the Company’s Share Registrar,

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<sup>2</sup> For the avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (i.e., persons other than the Chairman of the Meeting) to vote “live” at the AGM on their behalf.

B.A.C.S. Private Limited at 77 Robinson Road, #06-03 Robinson 77, Singapore 068896 up to 5.00 p.m. on 9 May 2023 will be registered before shareholders' entitlements to the final dividend are determined. Shareholders whose securities accounts with The Central Depository (Pte) Limited are credited with Shares as at 5.00 p.m. on 9 May 2023 will rank for the proposed final dividend. Subject to shareholders' approval at the AGM, the payment of the final dividend of \$0.02 per Share will be made on 23 June 2023.

9. **Key dates/deadlines.** In summary, the key dates/deadlines to take note of are set out in the table below:

Key dates/deadlines	Actions
<b>29 March 2023 (Wednesday)</b>	Shareholders, including CPF and SRS investors, may begin to pre-register themselves or, where applicable, their appointed proxy(ies) for the AGM at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> for the live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>4.00 p.m. on 6 April 2023 (Thursday)</b>	Deadline for shareholders to submit substantial and relevant questions to the Chairman of the Meeting in advance of the AGM.
<b>5.00 p.m. on 18 April 2023 (Tuesday)</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.
<b>After trading hours on 21 April 2023 (Friday)</b>	Shareholders may access the Company's published responses to the substantial and relevant questions submitted by shareholders in advance of the AGM on the Company's website at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> or the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> .
<b>4.00 p.m. on 25 April 2023 (Tuesday)</b>	<p>Deadline for shareholders to:</p> <ul style="list-style-type: none"> <li>• pre-register for the live audio-visual webcast/live audio-only stream of the AGM proceedings; and</li> <li>• submit instruments appointing a proxy(ies).</li> </ul> <p><b>Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) <u>must</u>, in addition to completing and submitting an instrument appointing a proxy(ies), pre-register their appointed proxy(ies) at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</b> Shareholders can upload scanned copies of their completed and signed Proxy Forms and pre-register their appointed proxy(ies) at the same time at the pre-registration website.</p> <p>Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) are encouraged to submit their instruments appointing a proxy(ies) early, and should pre-register their appointed proxy(ies) for the AGM by this deadline.</p>

<p><b>4.00 p.m. on 27 April 2023 (Thursday)</b></p>	<p>Authenticated shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) who have (or have been) pre-registered via the pre-registration website will receive an email which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the “<b>Confirmation Email</b>”).</p> <p>Shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) who do not receive the Confirmation Email by 4.00 p.m. on 27 April 2023, but who have (or have been) pre-registered by 4.00 p.m. on 25 April 2023, should contact the Company’s Polling Agent, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at +65 6536 5355 from 9.00 a.m. to 4.00 p.m. on 28 April 2023.</p>
<p><b>Date and time of AGM – 4.00 p.m. on 28 April 2023 (Friday)</b></p>	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or</li> <li>• Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul> <p>Shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to ask questions and vote “live” at the AGM, and will not be able to do so via the audio-only stream of the AGM proceedings.</p>
<p><b>5.00 p.m. on 9 May 2023 (Tuesday)</b></p>	<p>Record date for determining entitlements to final dividend, subject to shareholders’ approval at the AGM.</p>
<p><b>23 June 2023 (Friday)</b></p>	<p>Payment date for final dividend, subject to shareholders’ approval at the AGM.</p>

10. **Further information.** For more information, shareholders can refer to our corporate website at <https://www.yeos.com.sg/investor-relations/agm-updates/>.
11. **Important reminder.** Shareholders are reminded to check the Company’s website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

By Order of the Board

**Nor Hafiza Alwi**  
Company Secretary

29 March 2023

## APPENDIX

### Steps for pre-registration, submission of questions and voting at the AGM

Shareholders, including CPF and SRS investors, will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their phones, tablets and/or computers, submit questions to the Chairman of the Meeting in advance of, or “live” at, the AGM and/or vote at the AGM (i) “live” by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting)<sup>3</sup> via electronic means; (ii) “live” by the CPF or SRS investors themselves via electronic means if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators; or (iii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	<b>Pre-registration</b>	<p><b>Shareholders, including CPF and SRS investors, can pre-register themselves, or, where applicable, their appointed proxy(ies) for the AGM at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a> from now till 4.00 p.m. on 25 April 2023 to enable YHS to verify their status.</b></p> <p>Following the verification, authenticated shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) who have (or have been) pre-registered via the pre-registration website will receive a Confirmation Email by <b>4.00 p.m. on 27 April 2023</b>. The Confirmation Email will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) who do not receive the Confirmation Email by 4.00 p.m. on 27 April 2023, but who have (or have been) pre-registered by 4.00 p.m. on 25 April 2023, should contact the Company’s Polling Agent, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at +65 6536 5355 from 9.00 a.m. to 4.00 p.m. on 28 April 2023.</p>
2.	<b>Submit questions in advance of, or “live” at, the AGM</b>	<p><b>Shareholders, including CPF and SRS investors, can submit questions in advance of, or “live” at, the AGM.</b></p> <p><b>Submission of substantial and relevant questions in advance of the AGM.</b> Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>Via the pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email</p>

<sup>3</sup> See footnote 2 above.

to [agm2023@yeos.com](mailto:agm2023@yeos.com).

- (c) **By post.** Shareholders may submit their questions by post to Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057.

When submitting questions via email or by post, please also provide the Company with the following details:

- your full name;
- your address; and
- the manner in which you hold shares in YHS (e.g., via CDP, CPF, SRS and/or scrip).

**Deadline to submit questions in advance of the AGM.** All questions submitted in advance of the AGM via any of the above channels must be received by the Company by **4.00 p.m. on 6 April 2023**.

**Submission of substantial and relevant questions “live” at the AGM.** Shareholders, including CPF and SRS investors, or, where applicable, duly appointed proxies can also ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, “live” at the AGM, by typing in and submitting their questions through the “live” chat function via the audio-visual webcast platform.

**Pre-register to ask questions “live” at the AGM.** Shareholders, including CPF and SRS investors, who wish to ask questions “live” at the AGM must first pre-register themselves at the pre-registration website which is accessible at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/>.

Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) to ask questions “live” at the AGM on their behalf must, in addition to completing and submitting an instrument appointing a proxy(ies), pre-register their appointed proxy(ies) at the pre-registration website which is accessible at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/>.

**Access AGM proceedings via live audio-visual webcast to ask questions “live” at the AGM.** Shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to ask questions “live” at the AGM, and will not be able to do so via the live audio-only stream of the AGM proceedings.

**Addressing questions.** We will address all substantial and relevant questions received from shareholders by the 6 April 2023 submission deadline by publishing our responses to such questions on our corporate website at the URL <https://www.yeos.com.sg/investor-relations/agm-updates/> and the SGX website **after trading hours on 21 April 2023**.

The Company will address any subsequent clarifications sought, or substantial and relevant follow-up questions (which are related to the resolutions to be tabled for approval at the AGM) received after the

		<p>6 April 2023 submission deadline which have not already been addressed prior to the AGM, as well as those substantial and relevant questions received “live” at the AGM itself, during the AGM through the live audio-visual webcast and live audio-only stream of the AGM proceedings. <b>Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</b></p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the Company’s website and the SGX website, and the minutes will include the responses to substantial and relevant questions and clarifications from shareholders (if any) which are addressed during the AGM.</p>
3.	<p><b>Vote “live”, or submit instruments appointing a proxy(ies) to vote “live”, at the AGM</b></p>	<p><b>Shareholders who wish to exercise their voting rights at the AGM may:</b></p> <p>(a) (where such shareholders are individuals) vote “live” via electronic means at the AGM or (whether such shareholders are individuals or corporates) appoint a proxy(ies) (other than the Chairman of the Meeting)<sup>4</sup> to vote “live” via electronic means at the AGM on their behalf; or</p> <p>(b) (whether such shareholders are individuals or corporates) appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM.</p> <p><b>Pre-register to vote “live” at the AGM.</b> Shareholders, including CPF and SRS investors, who wish to vote “live” at the AGM must first pre-register themselves at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</p> <p>Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) to vote “live” at the AGM on their behalf must, in addition to completing and submitting an instrument appointing a proxy(ies), pre-register their appointed proxy(ies) at the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>.</p> <p><b>Access AGM proceedings via live audio-visual webcast to vote “live” at the AGM.</b> Shareholders, including CPF and SRS investors, or, where applicable, appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to vote “live” at the AGM, and will not be able to do so via the live audio-only stream of the AGM proceedings.</p> <p><b>Submission of instruments appointing a proxy(ies).</b> The instrument appointing a proxy(ies) must be submitted to the Company in the following manner:</p> <p>(a) if submitted by post, be lodged at the registered office of the Company, Yeo Hiap Seng Limited, Attn: The Company Secretary, 3 Senoko Way, Singapore 758057; or</p>

<sup>4</sup> See footnote 2 above.

		<p>(b) if submitted electronically, be submitted:</p> <ul style="list-style-type: none"><li>(i) via email to the Company's Polling Agent at <a href="mailto:yeosagm2023@boardroomlimited.com">yeosagm2023@boardroomlimited.com</a>; or</li><li>(ii) via the pre-registration website which is accessible at the URL <a href="https://www.yeos.com.sg/investor-relations/agm-updates/">https://www.yeos.com.sg/investor-relations/agm-updates/</a>,</li></ul> <p>in each case, by <b>4.00 p.m. on 25 April 2023</b>.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy(ies) must first 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 via email to the email address provided above or via the pre-registration website which is accessible at the URL provided above.</p> <p><b>CPF and SRS investors.</b> CPF and SRS investors:</p> <ul style="list-style-type: none"><li>(a) may vote "live" via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators as soon as practicable if they have any queries regarding their appointment as proxies; or</li><li>(b) may appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 18 April 2023</b>.</li></ul>
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