

**INTRACO LIMITED**  
(Company Registration No. 196800526Z)  
Incorporated in the Republic of Singapore

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**UPDATES TO THE COMPANY'S ANNUAL GENERAL MEETING ON 24 JUNE 2020**

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**“LIVE” WEBCAST AND “LIVE” AUDIO FEED OF ANNUAL GENERAL MEETING**

The Board of Directors (the “**Board**”) of Intraco Limited (the “**Company**”) refers to:

- (a) the Company’s Notice of Annual General Meeting (“**AGM**”) dated 13 April 2020;
- (b) the joint statement by the Accounting and Corporate Regulatory Authority (“**ACRA**”), the Monetary Authority of Singapore (“**MAS**”) and the Singapore Exchange Regulation (“**SGX RegCo**”) on 31 March 2020 providing guidance for issuers on safe distancing measures when conducting general meetings;
- (c) the implementation of the circuit breaker measures (enhanced safe distancing measures and closure of non-essential workplace premises) announced by the Singapore Government on 3 April 2020 to curb the further spread of COVID-19;
- (d) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 and the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 issued by the Minister for Law on 13 April 2020 which provide, among others, legal certainty to enable issuers to make alternative arrangements to hold general meetings where personal attendance is required under written law or legal instruments (such as a company’s constitution);
- (e) the joint statement by ACRA, MAS and SGX RegCo on 13 April 2020 providing guidance for listed and non-listed entities on the manner in which general meetings are to be conducted during the period when elevated safe distancing measures are in place; and
- (f) the regulatory announcement by SGX RegCo on 28 April 2020 on Update to Additional Guidance on the Conduct of general meetings during elevated safe distancing period.

In light of the above developments, the Company will arrange for a “live” webcast and “live” audio feed of the AGM proceedings, which will take place on 24 June 2020 at 10:00 a.m. as specified in the Notice of AGM.

Shareholders must note the following in relation to the AGM:

**“LIVE” WEBCAST AND “LIVE” AUDIO FEED**

- (1) As the AGM will be held by way of electronic means, shareholders will **NOT** be able to attend the AGM in person. Any shareholder seeking to attend the AGM physically in person will be declined. All shareholders or their corporate representatives (in the case of shareholders which are legal entities) will be able to participate in the AGM proceedings by watching a “live” webcast (the “**Live AGM Webcast**”) or listen to a “live” audio feed (the “**Live AGM Audio Feed**”). To do so, shareholders will need to register at <https://sg.conveneagm.com/intracoagm2020> (the “**Pre-registration Link**”) by 10:00 a.m. on 21 June 2020 (the “**Registration Deadline**”) for verification of their status as shareholders (or the corporate representatives of such shareholders) of the Company. Shareholders/Investors holding shares through relevant intermediaries (**other than CPF/SRS investors**) will not be able to pre-register for the “live” broadcast of the AGM. Such shareholders/investors who wish to participate in the AGM

proceedings should instead approach his/her relevant intermediary as soon as possible in order to make the necessary arrangements

- (2) Following successful verification, each such shareholder or its corporate representative(s) will receive an email confirmation (“**Confirmation Email**”) by 10.00 a.m. on 23 June 2020 containing instructions to access the live AGM proceedings.
- (3) Shareholders or their corporate representative(s) must not forward the abovementioned information to any other persons who are not shareholders and who are not eligible to attend the AGM. This is also to avoid any potential technical disruptions to the Live AGM Webcast or Live AGM Audio Feed due to overloading.
- (4) Shareholders or their corporate representatives who have registered by the Registration Deadline but do not receive an email confirmation by 10.00 a.m. on 23 June 2020 may contact the Company for assistance at +65 6586 6771 or email [AGMregistration@intraco.com](mailto:AGMregistration@intraco.com).

### **SUBMISSION OF PROXY FORMS TO VOTE**

- (1) Shareholders may only exercise their voting rights at the AGM via proxy voting (see paragraphs 2 to 6 below).
- (2) Shareholders who wish to vote on any or all of the resolutions at the AGM **must** appoint the Chairman of the Meeting as their proxy to do so on their behalf. A revised proxy form is attached together with this announcement.
- (3) The duly executed proxy form must be deposited at or returned to the Company’s Share Registrar Office at Boardroom Corporate & Advisory Services Pte. Ltd. at 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623 or emailed to [eproxyform@intraco.com](mailto:eproxyform@intraco.com) by 10:00 a.m. on 21 June 2020, being 72 hours before the commencement of the AGM.
- (4) CPF or SRS investors who wish to vote should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM (i.e. by 10:00 a.m. on 15 June 2020) in order to allow sufficient time for their respective intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf by the cut-off date. Other investors holding shares through other relevant intermediaries who wish to vote should approach his/her relevant intermediary as soon as possible to specify voting instructions.
- (5) Shareholders who had submitted their proxy forms before the date of this announcement and who had earlier indicated how they wish to vote on each resolution, are not required to re-submit their proxy forms. Should they choose to withdraw their proxy forms, they may do so by notifying the Company via email to [withdrawproxyform@intraco.com](mailto:withdrawproxyform@intraco.com) by 10:00 a.m. on 21 June 2020. The Company shall be entitled to, and will, treat any valid proxy forms appointing the Chairman of the AGM or other person(s) as proxy(ies) which was delivered by a shareholder to the Company before the date of this announcement as a valid instrument appointing the Chairman of the AGM as the shareholder’s proxy to attend, speak and vote at the AGM if: (a) the shareholder had indicated how he/she/it wished to *vote for* or *vote against* or *abstain from voting* on each resolution; and (b) the shareholder has not withdrawn the appointment.
- (6) Shareholders who had submitted their proxy forms before the date of this announcement but did not indicate how they wish to vote on each resolution are advised to re-submit their proxy forms to appoint the Chairman of the AGM as their proxy and indicate their vote for each of the resolutions. Submission by a shareholder of a valid instrument appointing the Chairman of the AGM as proxy at least 72 hours before the commencement of the AGM will supersede any previous instrument(s) appointing a proxy(ies) submitted by that shareholder.
- (7) Please note that shareholders will not be able to vote physically or electronically during the live AGM proceedings and can only do so using their proxy forms, which are to be submitted in accordance with the foregoing paragraphs.

## SUBMISSION OF QUESTIONS

- (1) Shareholders may submit questions relating to the items on the agenda of the AGM via <https://sg.conveneagm.com/intracoagm2020> so that these may be addressed in advance of or during the AGM proceedings. All questions must be submitted by 10.00 am on 17 June 2020.
- (2) The Company will endeavour to address substantial and relevant questions received (as may be determined by the Company at its sole discretion) in advance of or at the AGM. The responses to such questions from shareholders, together with the minutes of the AGM, will be posted on SGXNet and the Company's website within one month from the date of the AGM.

## KEY DATES / DEADLINES

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

Key Dates	Actions
<b>Monday, 1 June 2020</b>	Shareholders may begin to pre-register for the Live AGM Webcast or Live AGM Audio Feed at <a href="https://sg.conveneagm.com/intracoagm2020">https://sg.conveneagm.com/intracoagm2020</a> and follow the instructions in the link.
<b>10.00 a.m on Monday, 15 June 2020</b>	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.
<b>10.00 a.m on Wednesday, 17 June 2020</b>	Deadline for shareholders to submit their questions in advance.
<b>10.00 a.m on Sunday, 21 June 2020</b>	Deadline for shareholders to: <ul style="list-style-type: none"><li>• pre-register for the Live AGM Webcast or Live AGM Audio Feed</li><li>• submit proxy forms at <a href="mailto:eproxyform@intraco.com">eproxyform@intraco.com</a></li><li>• withdraw proxy forms at <a href="mailto:withdrawproxyform@intraco.com">withdrawproxyform@intraco.com</a></li></ul>
<b>10.00 a.m. on Tuesday, 23 June 2020</b>	Authenticated shareholders would have received a Confirmation Email containing instructions to access the AGM proceedings.  Shareholders who did not receive the Confirmation Email by 10.00 a.m. on 23 June 2020, but have registered by the Pre-Registration deadline should contact the Company for assistance at +65 6586 6771 or email <a href="mailto:AGMregistration@intraco.com">AGMregistration@intraco.com</a> (between 10.00 a.m. and 5.00 p.m on 23 June 2020).
<b>Date and Time of AGM – 10.00 a.m on Wednesday, 24 June 2020</b>	For the Live AGM Webcast or Live AGM Audio Feed:  Authenticated shareholders may login to the URL with the log-in and password contained in the Confirmation Email at <a href="https://sg.conveneagm.com/intracoagm2020">https://sg.conveneagm.com/intracoagm2020</a> and follow the instructions in the link.  Authenticated shareholders provided with login details (Meeting ID and password) in the Confirmation Email will be able to see a dial-in number on the webcast portal after log-in as an alternative method to access the Live AGM Webcast or Live AGM Audio Feed.

For further information or enquiries, shareholders may email the Company at [AGMquiries@intraco.com](mailto:AGMquiries@intraco.com) for assistance.

## **IMPORTANT REMINDER**

In view of the evolving COVID-19 situation, the Company reserves the right to take such further precautionary measures as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by government agencies, in order to curb the spread of COVID-19. Shareholders should continually check for announcements by the Company for updates on the AGM. The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to continue holding its AGM amidst the COVID-19 situation.

By Order of the Board

Josephine Toh  
Company Secretary  
1 June 2020

### **Notes:**

#### **Personal Data Privacy:**

By (a) submitting an instrument appointing the Chairman of the Meeting as a proxy to vote at the AGM and/or any adjournment thereof, or (b) completing the Pre-registration in accordance with this Notice, or (c) submitting any question(s) prior to the AGM in accordance with this Notice, a member of Intraco Limited consents to the collection, use and disclosure of the member's personal data by Intraco Limited (or its agents or service providers) for the following purposes:

- (i) processing and administering by Intraco Limited (or its agents or service providers) of proxy forms appointing the Chairman of the Meeting as a proxy for the AGM (including any adjournment thereof);
- (ii) processing the Pre-registration including the granting of access to members (or their corporate representatives in the case of members which are legal entities) to the live webcast of the AGM proceedings and providing them with any technical assistance, where necessary;
- (iii) addressing substantial and relevant questions from members received before the AGM and if necessary, following up with the relevant members in relation to such questions;
- (iv) preparing and compiling the attendance lists, proxy lists, minutes and other documents relating to the AGM (including any adjournment thereof); and
- (v) enabling Intraco Limited (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines.