



(Incorporated in the Republic of Singapore)
(Company Registration No.: 198201025C)

ANNUAL GENERAL MEETING TO BE HELD ON 17 JULY 2020

1. **Background.** SIA Engineering Company Limited (“**SIAEC**” 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 and 22 June 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020.
2. **Date, time and conduct of AGM.** SIAEC is pleased to announce that pursuant to the Order, its Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Friday, 17 July 2020 at 11.00 a.m.** (Singapore time).

Our Chairman, Mr Tang Kin Fei, will conduct the proceedings of the AGM.
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be sent to shareholders solely by electronic means via publication on our corporate website and will also be made available on the SGX website¹. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at AGM.** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**

¹ The Notice of AGM and proxy form may be accessed on our corporate website at the URL https://www.siaec.com.sg/shareholder_meetings.html and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

5. **Alternative arrangements for participation in the AGM.** Shareholders 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;
- (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.

Details of the steps for pre-registration, pre-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 addition, CPF or 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 7 July 2020**.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold SIAEC shares 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. **Annual Report FY2019/20 and Letter to Shareholders.** The Annual Report FY2019/20 and the Letter to Shareholders dated 25 June 2020 (in relation to the proposed renewal of the mandate for interested person transactions and the proposed renewal of the share buy back mandate) have been published on our corporate website, and may be accessed as follows:

- (a) the Annual Report FY2019/20 may be accessed at the URL https://www.siaec.com.sg/annual_report.html by clicking on the hyperlink for “FY2019/20”; and
- (b) the Letter to Shareholders dated 25 June 2020 may be accessed at the URL https://www.siaec.com.sg/shareholder_meetings.html by clicking on the hyperlink for “Letter to Shareholders” under “2020”.

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

8. **Record date and payment date for final dividend.** Subject to the approval of shareholders to the final dividend at the AGM, the Share Transfer Books and Register of Members of the Company will be closed on 24 July 2020 for the preparation of dividend warrants. Duly completed and stamped transfers (together with all relevant documents of or evidencing title) received by the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902, up to 5.00 p.m. on 23 July 2020 will be registered to determine shareholders' entitlements to the final dividend, subject to approval of shareholders to the final dividend at the AGM to be convened and held on 17 July 2020. Subject as aforesaid, shareholders (being depositors) whose Securities Accounts with The Central Depository (Pte) Limited are credited with ordinary shares of the Company as at 5.00 p.m. on 23 July 2020 will be entitled to the final dividend. The final dividend, if so approved by shareholders, will be paid on 7 August 2020.
9. **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 |
|---|---|
| 25 June 2020 (Thursday) | Shareholders may begin to pre-register at https://www.singaporeair.com/home/siaec-agm from 9.00 a.m. for the live audio-visual webcast/live audio-only stream of the AGM proceedings. |
| 5.00 p.m. on 7 July 2020 (Tuesday) | 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. |
| 11.00 a.m. on 14 Jul 2020 (Tuesday) | Deadline for shareholders to: <ul style="list-style-type: none"> • pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms. |
| By 11.00 a.m. on 16 July 2020 (Thursday) | Authenticated shareholders will receive an email which will contain the link and unique login credentials to access the live audio-visual webcast, and the telephone number and access code to access the live audio-only stream of the AGM proceedings (the "Confirmation Email"). Shareholders who do not receive the Confirmation |

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| | Email by 11.00 a.m. on 16 July 2020 , but have pre-registered by the 14 July 2020 deadline, please email siaec_agm@singaporeair.com.sg for assistance. |
| Date and time of AGM - 11.00 a.m. on 17 July 2020 (Friday) | <ul style="list-style-type: none"> Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or 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. |
| 5.00 p.m. on 23 July 2020 (Thursday) | Record date for determining entitlements to final dividend, subject to shareholders' approval at the AGM. |
| 7 August 2020 (Friday) | Payment date for final dividend, subject to shareholders' approval at the AGM. |

10. **Further information.** For more information, shareholders can refer to the FAQs on our corporate website at the URL https://www.siaec.com.sg/shareholder_meetings.html.
11. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check at the URL https://www.siaec.com.sg/shareholder_meetings.html or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

SIAEC would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Lu Ling Ling
Company Secretary
25 June 2020
Singapore

APPENDIX

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

Shareholders 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 mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

| No. | Steps | Details |
|-----|------------------------------------|---|
| 1. | Pre-registration | <p>Shareholders, including CPF and SRS investors, can pre-register at the pre-registration website at https://www.singaporeair.com/home/siaec-agm from 9.00 a.m. on 25 June 2020 till 11.00 a.m. on 14 July 2020 to enable SIAEC to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 11.00 a.m. on 16 July 2020. The email will contain the link and unique login credentials to access the live audio-visual webcast, and the telephone number and access code to access the live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive an email by 11.00 a.m. on 16 July 2020, but have pre-registered by the 14 July 2020 deadline, please email siaec_agm@singaporeair.com.sg for assistance.</p> |
| 2. | Submit questions in advance | <p>Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders, including CPF and SRS investors, can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the</p> |

| No. | Steps | Details |
|-----|-----------------------------------|--|
| | | <p>pre-registration website at https://www.singaporeair.com/home/siaec-agm.</p> <p>(b) By post. Shareholders may submit their questions by post to the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902.</p> <p>When sending in your questions by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name; • your address; • number of shares held; and • the manner in which you hold shares in SIAEC (e.g., via CDP, CPF/SRS and/or scrip). <p>Deadline to submit questions. All questions must be submitted by 11.00 a.m. on 14 July 2020.</p> <p>Addressing questions. We will address substantial and relevant questions received from shareholders during the AGM through live audio-visual webcast and live audio-only stream, or publish our responses to such questions on our corporate website and on SGXNET prior to the AGM.</p> <p>Minutes of AGM. We will publish the minutes of the AGM on our corporate website and on SGXNET, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p> |
| 3. | Submit proxy forms to vote | <p>Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p>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,</p> |

| No. | Steps | Details |
|-----|-------|---|
| | | <p>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.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged with the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at GPE@mncsingapore.com,</p> <p>in either case, by 11.00 a.m. on 14 July 2020.</p> <p>A shareholder who wishes to submit a proxy form must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above.</p> <p>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF or 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 7 July 2020.</p> |