



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

## 40<sup>TH</sup> ANNUAL GENERAL MEETING TO BE HELD ON 21 JULY 2022

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, 22 June 2020, 1 October 2020 and 4 February 2022) which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of AGM.** SIAEC is pleased to announce that pursuant to the Order, its 40<sup>th</sup> Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Thursday, 21 July 2022 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 by electronic means via publication on our corporate website and the SGX website<sup>1</sup>. Printed copies of these documents will not be sent to shareholders.
4. **No personal attendance at AGM.** To keep physical interactions and COVID-19 transmission risk to a minimum, **the Company is not providing for physical attendance by shareholders at the AGM.**

---

<sup>1</sup> The Notice of AGM and proxy form may be accessed at our corporate website at the URL [https://www.siaec.com.sg/shareholder\\_meetings.html](https://www.siaec.com.sg/shareholder_meetings.html) and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

The AGM will be conducted virtually. To facilitate shareholder engagement, SIAEC 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 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 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 shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting)<sup>2</sup> via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on their 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 should note that they (i) 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 if they have any queries regarding their appointment as proxies; or (ii) 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 **5.00 p.m. on 8 July 2022**.

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 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 the Chairman of the Meeting as proxy to vote on their behalf at the AGM,

should (if the relevant intermediary has not already contacted them) 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.

---

<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.

7. **Annual Report FY2021/22 and Letter to Shareholders.** The Annual Report FY2021/22 and the Letter to Shareholders dated 22 June 2022 (in relation to the proposed renewal of the mandate for interested person transactions and the proposed renewal of the share buy back mandate) may be accessed at our corporate website as follows:

- (a) the Annual Report FY2021/22 may be accessed at the URL [https://www.siaec.com.sg/annual\\_report.html](https://www.siaec.com.sg/annual_report.html) by clicking on the hyperlink for “FY2021/22 Annual Report”; and
- (b) the Letter to Shareholders dated 22 June 2022 may be accessed at the URL [https://www.siaec.com.sg/shareholder\\_meetings.html](https://www.siaec.com.sg/shareholder_meetings.html) by clicking on the hyperlink for “Letter to Shareholders” under “2022”.

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

8. **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>9.00 a.m. on 22 June 2022 (Wednesday)</b>	Shareholders and, where applicable, their appointed proxy(ies), may begin to pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a> for the “live” audio-visual webcast/“live” audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 8 July 2022 (Friday)</b>	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
<b>5.00 p.m. on 12 July 2022 (Tuesday)</b>	Deadline for shareholders to submit questions in advance of the AGM.
<b>Before trading hours on 15 July 2022 (Friday)</b>	The Company will publish its responses to the substantial and relevant questions submitted by shareholders by the 12 July 2022 deadline on our corporate website at the URL <a href="https://www.siaec.com.sg/shareholder_meetings.html">https://www.siaec.com.sg/shareholder_meetings.html</a> and the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> .

<b>11.00 a.m. on 18 July 2022 (Monday)</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 third party proxy(ies) are encouraged to submit their instruments appointing a proxy(ies) early, and should request their proxy(ies) to pre-register for the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings by this deadline.</b></p>
<b>By 11.00 a.m. on 20 July 2022 (Wednesday)</b>	<p>Authenticated shareholders and, where applicable, their appointed proxy(ies), who have pre-registered via the pre-registration website will receive a confirmation email via the email address provided on pre-registration.</p> <p>Shareholders and, where applicable, their appointed proxy(ies), who do not receive the confirmation email by <b>11.00 a.m. on 20 July 2022</b>, but have pre-registered by the 18 July 2022 deadline, should email <a href="mailto:support@conveneagm.com">support@conveneagm.com</a> for assistance, or call the Singapore toll-free telephone number 800 852 3335.</p>
<b>Date and time of AGM - 11.00 a.m. on 21 July 2022 (Thursday)</b>	<p>Authenticated shareholders and, where applicable, their appointed proxy(ies) may access:</p> <ul style="list-style-type: none"> <li>• the “live” audio-visual webcast; or</li> <li>• the “live” audio-only stream of the AGM proceedings by following the instructions in the confirmation email.</li> </ul>

9. **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](https://www.siaec.com.sg/shareholder_meetings.html).
10. **Important reminder.** Shareholders are reminded to check our corporate website at the URL [https://www.siaec.com.sg/shareholder\\_meetings.html](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.

BY ORDER OF THE BOARD

Lu Ling Ling  
Company Secretary  
22 June 2022  
Singapore

## APPENDIX

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

Authenticated 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, or “live” at, the AGM and 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; or (ii) 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.	Pre-registration	<p>Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, who wish to observe and/or listen to the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings must pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a> from 9.00 a.m. on 22 June 2022 till 11.00 a.m. on 18 July 2022 to enable SIAEC to verify their status.</p> <p>Following the verification, authenticated shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who have pre-registered via the pre-registration website will receive a confirmation email by <b>11.00 a.m. on 20 July 2022</b>. The email will contain instructions on how to access the “live” audio-visual webcast and the “live” audio-only stream of the AGM proceedings.</p> <p>Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies) who do not receive the confirmation email by <b>11.00 a.m. on 20 July 2022</b>, but have pre-registered by the 18 July 2022 deadline, should email <a href="mailto:support@conveneagm.com">support@conveneagm.com</a> for assistance, or call the Singapore toll-free telephone number 800 852 3335.</p>

---

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

No.	Steps	Details
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 for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>Via 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 at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions by email to the Company's Share Registrar at <a href="mailto:GPE@mncsingapore.com">GPE@mncsingapore.com</a> or the Company at <a href="mailto:siaec_agm@singaporeair.com.sg">siaec_agm@singaporeair.com.sg</a>.</p> <p>(c) <b>By post.</b> Shareholders may submit their questions by post to the Company's Share Registrar, M &amp; C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902.</p> <p>When submitting your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>• your full name;</li> <li>• your address;</li> <li>• number of shares held; and</li> <li>• the manner in which you hold shares in SIAEC (e.g., via CDP, CPF, SRS and/or scrip).</li> </ul> <p><b>Deadline to submit questions in advance of the AGM.</b> All questions submitted in advance of the AGM via any of the above channels must be received by <b>5.00 p.m. on 12 July 2022</b>.</p> <p><b>Submission of substantial and relevant questions “live” at the AGM.</b> Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), 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 submitting relevant text-based questions via the online platform hosting the audio-visual webcast and audio-only stream.</p>

No.	Steps	Details
		<p>Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions “live” at the AGM must first pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p><b>Addressing questions.</b> We will address substantial and relevant questions received from shareholders by the 12 July 2022 deadline by publishing our responses to such questions on our corporate website at the URL <a href="https://www.siaec.com.sg/shareholder_meetings.html">https://www.siaec.com.sg/shareholder_meetings.html</a> and the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> before trading hours on 15 July 2022.</p> <p>We 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 12 July 2022 deadline for the submission of questions in advance of the AGM 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.</p> <p><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> We will publish the minutes of the AGM on our corporate website and the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>, and the minutes will include the responses to the substantial and relevant questions from shareholders which are addressed during the AGM.</p>

No.	Steps	Details
3.	Vote “live”, or submit instruments appointing a proxy(ies) to vote “live”, at the AGM	<p>Shareholders who wish to exercise their voting rights at the AGM may:</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) and, where applicable, appointed proxy(ies), who wish to vote “live” at the AGM must first pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p><b>Submission of instruments of proxy.</b> The instrument appointing a proxy(ies) must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged with the Company’s Share Registrar, M &amp; C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902; or</p> <p>(b) if submitted electronically, be submitted:</p> <p>(i) via email to the Company’s Share Registrar at <a href="mailto:GPE@mncsingapore.com">GPE@mncsingapore.com</a>; or</p> <p>(ii) via the online process through the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p>in each case, by <b>11.00 a.m. on 18 July 2022</b>.</p> <p>A shareholder who wishes to submit an instrument appointing a proxy(ies) by post or via email must first download a copy of the proxy form from our corporate 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</p>

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



No.	Steps	Details
		<p>submitting it via email to the email address provided above. A shareholder may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p><b>Shareholders are strongly encouraged to submit completed instruments appointing a proxy(ies) electronically via email or appoint a proxy(ies) via the online process through the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</b></p> <p>Appointed proxy(ies) (other than the Chairman of the Meeting) will be prompted via email (within 2 business days after the Company's receipt of a validly completed and submitted instrument appointing a proxy(ies)) to pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a> in order to access the "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings. <b>Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instrument appointing a proxy(ies) early, and should request their proxy(ies) to pre-register by 11.00 a.m. on 18 July 2022.</b></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 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 8 July 2022.</b></li> </ul>