

## SIA Engineering Company Limited

(Incorporated in the Republic of Singapore)

(Company Registration No.: 198201025C)

40<sup>th</sup> Annual General Meeting

Thursday, 21 July 2022 at 11.00 a.m. (Singapore time)

### Frequently Asked Questions

| A. SIAEC AGM         |   |
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| 1                    | Why is SIAEC not holding a physical AGM given that Singapore is now in the Transition Phase to COVID-19 Resilience?   |
|                      | To keep physical interactions and COVID-19 transmission risk to a minimum, SIAEC will be holding its upcoming AGM scheduled on Thursday, 21 July 2022 at 11.00 a.m. by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020.  |
| B. ATTENDANCE AT AGM |   |
| 2                    | Can I attend the AGM in person?   |
|                      | No, shareholders will not be able to attend the AGM in person.  |
| 3                    | How can I participate in the AGM if I am not allowed to attend the AGM in person?   |
|                      | <p>Shareholders may participate in the AGM by:</p> <ul style="list-style-type: none"><li>(a) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream;</li><li>(b) submitting questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or</li><li>(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>1</sup> via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.</li></ul> <p>Note:</p> <ul style="list-style-type: none"><li>1. You must pre-register online to access the “live” audio-visual webcast or “live” audio-only stream. Following SIAEC’s verification process, authenticated shareholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies), will receive a confirmation email containing instructions on how to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.</li><li>2. Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors will be able to observe and listen to the AGM proceedings, submit questions “live” as well as submit their votes electronically during the AGM.</li></ul> |

<sup>1</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.

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| 4                | Who can attend the AGM?   |
|                  | Only authenticated shareholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies), who have pre-registered by <b>11.00 a.m. on 18 July 2022</b> and whose names appear on the Company's Register of Members/CDP Depository Register/CPF Agent Banks'/SRS Operators' lists as at 11.00 a.m. on 18 July 2022, and beneficial owners whose relevant intermediaries have made the necessary arrangements for their participation in the AGM, can attend the AGM.  |
| <b>C. VOTING</b> |   |
| 5                | How do I vote?  |
|                  | <p>Authenticated shareholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies), may vote "live" via electronic means at the AGM.</p> <p>Alternatively, you may appoint the Chairman of the Meeting as your proxy to vote on your behalf at the AGM.</p> <p>Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, 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>For the avoidance of doubt, CPF and SRS investors will not be able to appoint third party proxy(ies) (other than the Chairman of the Meeting) to vote "live" at the AGM on their behalf.</p>  |
| 6                | Where can I find the Proxy Form?  |
|                  | You may download the Proxy Form from the following link <a href="https://www.siaec.com.sg/shareholder_meetings.html">https://www.siaec.com.sg/shareholder_meetings.html</a> .   |
| 7                | How do I submit the Proxy Form?   |
|                  | <ol style="list-style-type: none"> <li>1. Download the Proxy Form from the Company's website at the URL <a href="https://www.siaec.com.sg/shareholder_meetings.html">https://www.siaec.com.sg/shareholder_meetings.html</a>.</li> <li>2. Complete and sign the Proxy Form, and submit it to the Company in the following manner: <ol style="list-style-type: none"> <li>(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</li> <li>(b) if submitted electronically, be submitted: <ol style="list-style-type: none"> <li>(i) via email to the Company's Share Registrar at <a href="mailto:GPE@mncsingapore.com">GPE@mncsingapore.com</a>; or</li> <li>(ii) via the online process through the pre-registration website at URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</li> </ol> </li> </ol> </li> </ol> <p>All completed and signed Proxy Forms must reach the Company no later than <b>11.00 a.m. on 18 July 2022</b>, being 72 hours before the time appointed for holding the AGM.</p> <p>CPF and SRS investors, as well as shareholders who hold shares through their relevant intermediaries, will not be able to appoint any person who is not the Chairman of the Meeting</p> |

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|                                   | as their proxy(ies). CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective Agent Banks/SRS operators to submit their votes by <b>5.00 p.m. on 8 July 2022.</b>  |
| 8                                 | In view of the COVID-19 situation, is there flexibility in accepting Proxy Forms that are submitted late?  |
|                                   | We regret that Proxy Forms received after 11.00 a.m. on 18 July 2022 will be rejected.   |
| 9                                 | My shares are held through a CPF Agent Bank/SRS Operator. How can I exercise my votes?   |
|                                   | <p>You can vote “live” at the AGM as a proxy of your respective CPF Agent Banks or SRS Operators. You should contact your CPF Agent Banks or SRS Operators if you have any questions regarding your appointment as proxy.</p> <p>In order for you to exercise your votes at the AGM, you must:</p> <p>(a) pre-register to attend and vote “live” via electronic means at the AGM; or</p> <p>(b) 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.</p> |
| 10                                | I am a CPF Agent Bank/SRS Operator and I have been approached by CPF/SRS investors who wish to exercise their votes. What do I need to do?   |
|                                   | <p>You may advise the CPF/SRS investors to pre-register for the AGM and attend and vote “live” via electronic means at the AGM.</p> <p>If the CPF/SRS investors are unable to attend the AGM and wish to appoint the Chairman of the Meeting to vote on their behalf, you may collate all the votes from the CPF/SRS investors and complete the Proxy Form appointing the Chairman of the Meeting as proxy to vote in accordance with the CPF/SRS investors’ instructions.</p>   |
| 11                                | My shares (which were not acquired using CPF/SRS monies) are held through a relevant intermediary (as defined in section 181 of the Companies Act 1967). How can I exercise my votes?  |
|                                   | Please approach your relevant intermediary as soon as possible to inform them of your voting instructions.   |
| 12                                | I am a relevant intermediary (as defined in section 181 of the Companies Act 1967), and I have been approached by beneficial shareholders (other than CPF/SRS investors) who wish to exercise their votes on their shares. What do I need to do?   |
|                                   | Please collate all the votes from the beneficial shareholders and complete the Proxy Form appointing the Chairman of the Meeting as proxy to vote in accordance with the beneficial shareholders’ instructions.  |
| <b>D. SUBMISSION OF QUESTIONS</b> |  |
| 13                                | If I can’t attend the AGM in person, how do I communicate or submit my questions related to the resolutions to be tabled for approval at the AGM?  |
|                                   | <b>A. <u>Submission of substantial and relevant questions in advance</u></b>   |

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|    | <p>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> <ol style="list-style-type: none"> <li>1) <u>Via the pre-registration website</u>: 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>.</li> <li>2) <u>Via email</u>: 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>.</li> <li>3) <u>By post</u>: 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.</li> </ol> <p>When submitting your questions via email or by post, please also provide us with your full name (as it appears on your CDP/CPF/SRS/scrip records), your address, the number of shares held and the manner in which you hold shares (e.g., via CDP, CPF/SRS or scrip).</p> <p>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>B. <u>Submission of substantial and relevant questions "live" at the AGM</u></b></p> <p>Shareholders (including CPF and SRS investors) (and, where applicable, appointed proxy(ies), can 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 text-based questions via the online platform hosting the audio-visual webcast and audio-only stream.</p> <p>Shareholders will have to type in and submit their questions by clicking the "Ask a Question" feature via the online platform.</p> <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> |
| 14 | Is there a deadline to submit questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM?   |
|    | All questions submitted in advance of the AGM must be received by <b>5.00 p.m. on 12 July 2022</b> .   |
| 15 | Do I need to identify myself when submitting questions via email or by post to the Company?  |
|    | <p>Yes, please provide:</p> <ul style="list-style-type: none"> <li>• your full name as it appears on your CDP/CPF/SRS/scrip records,</li> <li>• your address,</li> <li>• the number of shares held, and</li> <li>• the manner in which you hold shares in SIAEC (e.g., via CDP, CPF/SRS or scrip).</li> </ul> <p>We regret that we will not be able to answer your questions if we are unable to verify your shareholder status.</p>   |

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| 16                         | Will all my questions be answered?   |
|                            | <p>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. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</p> <p>We will also publish the minutes of the AGM on our corporate website and on SGXNET, and the minutes will include the responses to the substantial and relevant questions from shareholders which are addressed during the AGM.</p> |
| <b>E. PRE-REGISTRATION</b> |  |
| 17                         | When can I pre-register to participate in the live AGM proceedings?  |
|                            | Pre-registration starts from 9.00 a.m. on 22 June 2022.  |
| 18                         | Is there a closing date for pre-registration to participate in the live AGM proceedings?   |
|                            | Yes, pre-registration closes at <b>11.00 a.m. on 18 July 2022.</b>   |
| 19                         | Who can pre-register on the pre-registration website for the live AGM proceedings?   |
|                            | <p>Only SIAEC shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, will be able to pre-register themselves for the AGM through the pre-registration website.</p> <p>If you hold SIAEC shares through relevant intermediaries (other than CPF and SRS investors), please contact the relevant intermediary through which you hold your SIAEC shares as soon as possible to make the necessary arrangements for your participation in the AGM.</p>  |
| 20                         | I am an individual shareholder. Can I appoint proxy(ies) to attend the AGM on my behalf?   |
|                            | <p>Yes, you can. Individual shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) are encouraged to submit their proxy forms early so that their appointed proxy(ies) have time to pre-register at the pre-registration website. If your appointed proxy(ies) (other than the Chairman of the Meeting) does not pre-register at the pre-registration website by 11:00 a.m. on 18 July 2022, your appointment of proxy(ies) will not be effective.</p> <p>Appointed proxy(ies) (other than the Chairman of the Meeting) will receive an email with a proxy code to pre-register at the pre-registration website at the URL <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a> (click “Register as Proxyholder”) in order to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.</p>  |

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|    | Completion and submission of the instruction appointing a proxy(ies) does not preclude a shareholder from attending, speaking and voting at the AGM. A shareholder who accesses the “live” webcast platform of the AGM proceedings may revoke the appointment of a proxy(ies) at any time before voting commences. In such event, the Company reserves the right to terminate the proxy(ies)’ access to the AGM proceedings.  |
| 21 | How do I pre-register for the live AGM proceedings?   |
|    | <p>You will need to take the following steps:</p> <p><b>Shareholder (including CPF and SRS investors)</b></p> <p>Step 1: Go to the pre-registration website <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p>Step 2: Click “Register Now” and select “Register as Shareholder”.</p> <p>Step 3: Fill out the form with the required information and click “Submit Registration”.</p> <p>Step 4: Review the information to be submitted. If correct, please click “Submit Registration”. To edit the information, please click “Edit”.</p> <p>Step 5: After you have clicked “Submit Registration”, a confirmation will be displayed after a successful registration.</p> <p>Step 6: Check your email inbox for an email from <a href="mailto:agmaccounts@conveneagm.com">agmaccounts@conveneagm.com</a>. Click “Verify Your Email”. You will be redirected to a new page to create your new password to complete your account creation.</p> <p>Step 7: Once you have successfully registered and created an account, you can proceed to sign in with your verified email and password to view AGM information, submit questions in advance of the AGM and submit your proxy form electronically.</p> <p><b>Proxy</b></p> <p>Shareholders who wish to appoint a proxy(ies) (other than the Chairman of the Meeting) are encouraged to submit their proxy forms early so that their appointed proxy(ies) have time to pre-register at the pre-registration website. If your appointed proxy(ies) (other than the Chairman of the Meeting) does not pre-register at the pre-registration website by 11:00 a.m. on 18 July 2022, your appointment of proxy(ies) will not be effective.</p> <p>Appointed proxy(ies) (other than the Chairman of the Meeting) will receive an email with a proxy code 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.</p> <p>Step 1: Go to the pre-registration website <a href="https://conveneagm.sg/siaecagm">https://conveneagm.sg/siaecagm</a>.</p> <p>Step 2: Click “Register Now” and select “Register as Proxyholder”.</p> <p>Step 3: Follow steps 3 to 4 for shareholders above to complete your account creation.</p> |

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|  | <p>Step 4: Following the verification of your status as a proxyholder, you will receive a confirmation email containing instructions on how to access the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings.</p> <p>Notes:</p> <p>i) Authenticated shareholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies), will receive a confirmation email no later than <b>11.00 a.m. on 20 July 2022</b> which will contain instructions on how to access the “live” audio-visual webcast and the “live” audio-only stream of the AGM proceedings.</p> <p>ii) Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors who have pre-registered by 11.00 a.m. on 18 July 2022 but do not receive a confirmation email by 11.00 a.m. on 20 July 2022, please 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> <p>iii) If we are unable to verify your status as a SIAEC shareholder, you and, where applicable, your appointed proxy(ies), will receive an email notification that your registration is not successful 11.00 a.m. on 20 July 2022.</p> |
| <b>E. ACCESSING THE LIVE AGM PROCEEDINGS</b> |   |
| 22   | How do I access the live AGM proceedings?   |
|  | <p>The AGM is scheduled for 11.00 a.m. on Thursday, 21 July 2022 (Singapore time).</p> <p>Pre-registration is required. Please refer to FAQ 21 on how to register. Authenticated shareholders (including CPF and SRS investors) and, where applicable, their appointed proxy(ies) will receive a confirmation email no later than 11.00 a.m. on 20 July 2022 which will contain instructions on how to access the “live” audio-visual webcast and the “live” audio-only stream of the AGM proceedings.</p> <p>For “live” audio-visual webcast</p> <ul style="list-style-type: none"> <li>• Click on the URL link indicated in the confirmation email sent to you.</li> <li>• Log in with the email and password you have created.</li> <li>• You will see a holding page until the AGM commences at 11.00 a.m.</li> </ul> <p>For “live” audio-only stream</p> <ul style="list-style-type: none"> <li>• Click on the URL link indicated in the confirmation email sent to you.</li> <li>• Log in with the email and password you have created.</li> <li>• Click on the “Listen Only” feature.</li> <li>• You will be put on hold until the AGM commences at 11.00 a.m.</li> </ul>  |
| <b>F. GENERAL</b>                            |   |
| 23   | Why do I need to provide the full NRIC/passport number for myself and, where applicable, my proxy(ies)?   |
|  | This is to enable SIAEC to verify your identity as a shareholder of SIAEC and, where applicable, the identity of your appointed proxy(ies).   |
| 24   | If there are any changes to the AGM, how would I know?  |
|  | Shareholders are encouraged to regularly check SIAEC’s website at <a href="https://www.siaec.com.sg/shareholder_meetings.html">https://www.siaec.com.sg/shareholder_meetings.html</a> and SIAEC’s SGXNET announcements on <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> , for any updates concerning the AGM.   |

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| 25 | When will I receive the printed copy of the Notice of AGM and other AGM related documents?   |
|    | Printed copies of the Notice of AGM and Proxy Form will <b>NOT</b> be sent to shareholders. Please refer to the electronic copy of the Notice of AGM and related documents available on the Company's website and on SGXNET. |
| 26 | Can I request for a printed copy of the FY2021/2022 Annual Report?   |
|    | We strongly encourage shareholders to refer to the electronic copy of the Annual Report accessible at <a href="https://www.siaec.com.sg/annual_report.html">https://www.siaec.com.sg/annual_report.html</a> .                |