



METRO HOLDINGS LIMITED

(Company Registration No. 197301792W)
(Incorporated in the Republic of Singapore)

ANNOUNCEMENT

ANNUAL GENERAL MEETING TO BE HELD ON 11 SEPTEMBER 2020

1. **Background.** Metro Holdings Limited (“**Metro**” 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;
 - (c) the joint statement by the Accounting and Corporate Regulatory Authority (“**ACRA**”), Monetary Authority of Singapore and Singapore Exchange Regulation (“**SGX RegCo**”) 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; and
 - (d) the Company’s announcement dated 6 May 2020 on, *inter alia*, the automatic extension of time granted by ACRA and SGX RegCo for the Company to hold its Annual General Meeting (“**AGM**”).
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, the AGM will be convened and held by way of electronic means on **Friday, 11 September 2020 at 11.00 a.m.** (Singapore time).

Our Chairman, Lt-Gen (Retd) Winston Choo Wee Leong, 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 the Company’s 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 the 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 the Company’s corporate website at the URL https://www.metroholdings.com.sg/investor_shareholder-meetings. The Notice of AGM and Proxy Form may also be accessed 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 particular, CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators by **5.00 p.m. on 1 September 2020** to submit their votes.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold Metro 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 2020 and Letter to Shareholders.** The Company's Annual Report 2020 and the Letter to Shareholders dated 27 August 2020 (in relation to the proposed renewal of the share purchase mandate) have been published on the Company's corporate website and may be accessed as follows:
- (a) the Company's Annual Report 2020 may be accessed at the URL <https://www.metroholdings.com.sg/investor-annual-report> by clicking on the hyperlink for "Annual Report 2020"; and
 - (b) the Letter to Shareholders dated 27 August 2020 may be accessed at the URL <https://www.metroholdings.com.sg/investor-letter-to-shareholders> by clicking on the hyperlink for "Letter to Shareholders in Relation to the Renewal of the Share Purchase Mandate".

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 first and final dividend.** The Transfer Books and Register of Members of the Company will be closed on 16 September 2020 for the purpose of determining shareholders' entitlements to the proposed first and final tax exempt (one-tier) dividend of 2.0 cents per ordinary share for the financial year ended 31 March 2020 (the "**Proposed Dividend**").

Duly completed transfers received by the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898 up to 5.00 p.m. on 15 September 2020 (the "**Record Date**") will be registered before shareholders' entitlements to the Proposed Dividend are determined.

Shareholders (being Depositors) whose securities accounts with The Central Depository (Pte) Limited are credited with shares as at 5.00 p.m. on the Record Date will rank for the Proposed Dividend.

The Proposed Dividend, if approved at the AGM, will be paid on 22 September 2020.

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

Key dates	Actions
From 9.00 a.m. on 27 August 2020 (Thursday)	Shareholders may begin to pre-register at https://online.meetings.vision/metroholdings-agm-registration for the live audio-visual webcast or live audio-only stream of the AGM proceedings.
5.00 p.m. on 1 September 2020 (Tuesday)	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.
11.00 a.m. on 8 September 2020 (Tuesday)	Deadline for shareholders to: <ul style="list-style-type: none"> • pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings; • submit questions in advance; and • submit proxy forms
By 11.00 a.m. on 10 September 2020 (Thursday)	Authenticated shareholders who have pre-registered for the live audio-visual webcast or live audio-only stream of the AGM proceedings will receive an email which will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream of the AGM proceedings, depending on the option selected at pre-registration (the " Confirmation Email "). Shareholders who do not receive the Confirmation Email by 11.00 a.m. on 10 September 2020 , but have registered by the 8 September 2020 deadline should email the Company's Share Registrar at sg.is.metroproxy@sg.tricorglobal.com or call (65) 6236 3550 for assistance.

Key dates	Actions
Date and time of AGM - 11.00 a.m. on 11 September 2020 (Friday)	Follow the instructions in the Confirmation Email to access the live audio-visual webcast or call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.
5.00 p.m. on 15 September 2020 (Tuesday)	Record date for determining entitlements to first and final dividend, subject to shareholders' approval at the AGM.
22 September 2020 (Tuesday)	Payment date for first and final dividend, subject to shareholders' approval at the AGM.

10. **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 the Company's corporate website at the URL <https://www.metroholdings.com.sg> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

The Company 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

Tan Ching Chek and Eve Chan Bee Leng
Joint Company Secretaries
27 August 2020

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, must pre-register at the pre-registration website at https://online.meetings.vision/metroholdings-agm-registration from 9.00 a.m. on 27 August 2020 till 11.00 a.m. on 8 September 2020 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 11.00 a.m. on 10 September 2020. The email will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream of the AGM proceedings, depending on the option selected at pre-registration.</p> <p>Shareholders who do not receive an email by 11.00 a.m. on 10 September 2020, but have registered by the 8 September 2020 deadline should email the Company's Share Registrar at sg.is.metroproxy@sg.tricorglobal.com or call (65) 6236 3550 for assistance.</p>
2.	Submit questions in advance	<p>Shareholders will not be able to ask questions at the AGM live during the live audio-visual webcast or audio-only 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 pre-registration website at https://online.meetings.vision/metroholdings-agm-registration.</p> <p>(b) Via email. Shareholders may submit their questions via email to sg.is.proxy@sg.tricorglobal.com.</p>

No.	Steps	Details
		<p>(c) By post. Shareholders may submit their questions by post to the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898.</p> <p>When sending in your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name & NRIC / FIN / Passport Number; • your address; and • the manner in which you hold shares in Metro (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 8 September 2020.</p> <p>Addressing questions. The Company will address all substantial and relevant questions received from shareholders during the AGM through live audio-visual webcast and live audio-only stream, or publish the responses to such questions on the Company's website and on SGXNet prior to the AGM.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on its 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, 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> <ul style="list-style-type: none"> (a) if submitted by post, be lodged with the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or (b) if submitted electronically, be submitted via email to the Company's Share Registrar at sq.is.proxy@sg.tricorglobal.com,

No.	Steps	Details
		<p>in either case, by 11.00 a.m. on 8 September 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 and SRS Investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators by 5.00 p.m. on 1 September 2020 to submit their votes.</p>