



## METRO HOLDINGS LIMITED

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

### ANNOUNCEMENT

#### **ANNUAL GENERAL MEETING TO BE HELD ON 29 JULY 2021**

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; 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 and 1 October 2020) which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation.
  
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, its Forty-Eighth Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Thursday, 29 July 2021 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 website<sup>1</sup>. Printed copies of these documents will not be sent to shareholders.

---

<sup>1</sup> 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](https://www.metroholdings.com.sg/investor_shareholder-meetings) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

4. **No personal attendance at the AGM.** As a precautionary measure due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
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 to submit their votes by **5.00 p.m. on 16 July 2021**. There will be no live voting at the AGM.

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 2021 and Letter to Shareholders.** The Company's Annual Report 2021 and the Letter to Shareholders dated 14 July 2021 (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 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_annual-report](https://www.metroholdings.com.sg/investor_annual-report) by clicking on the hyperlink for "Annual Report 2021"; and
  - (b) the Letter to Shareholders dated 14 July 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_letter-to-shareholders](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 and special dividend.** The Transfer Books and Register of Members of the Company will be closed on 4 August 2021 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 and special tax exempt (one-tier) dividend of 0.25 cent per ordinary share for the financial year ended 31 March 2021 (the “**Proposed Dividends**”).

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 3 August 2021 (the “**Record Date**”) will be registered before shareholders’ entitlements to the Proposed Dividends 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 Dividends.

The Proposed Dividends, if approved at the AGM, will be paid on 11 August 2021.

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
<b>From 9.00 a.m. on 14 July 2021 (Wednesday)</b>	Shareholders may begin to pre-register at <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a> for the live audio-visual webcast or live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 16 July 2021 (Friday)</b>	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.
<b>11.00 a.m. on 26 July 2021 (Monday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings;</li> <li>• submit questions in advance; and</li> <li>• submit proxy forms.</li> </ul>
<b>By 11.00 a.m. on 28 July 2021 (Wednesday)</b>	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 “ <b>Confirmation Email</b> ”).

Key dates	Actions
<b>By 11.00 a.m. on 28 July 2021 (Wednesday)</b>  <b>(Continued)</b>	Shareholders who do not receive the Confirmation Email by <b>11.00 a.m. on 28 July 2021</b> , but have registered by the 26 July 2021 deadline should email the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a> or call (65) 6236 3550/3555 for assistance.
<b>Date and time of AGM - 11.00 a.m. on 29 July 2021 (Thursday)</b>	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.
<b>5.00 p.m. on 3 August 2021 (Tuesday)</b>	Record date for determining entitlements to first and final dividend and special dividend, subject to shareholders' approval at the AGM.
<b>11 August 2021 (Wednesday)</b>	Payment date for first and final dividend and special 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 co-operation in enabling us to hold our AGM with the optimum safe management measures amid the ongoing COVID-19 pandemic.

By Order of the Board

Tan Ching Chek and Eve Chan Bee Leng  
 Joint Company Secretaries  
 14 July 2021

## 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.	<b>Pre-registration</b>	<p><b>Shareholders, including CPF and SRS investors, must pre-register at the pre-registration website at <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a> from 9.00 a.m. on 14 July 2021 till 11.00 a.m. on 26 July 2021 to enable the Company to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>11.00 a.m. on 28 July 2021</b>. 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 <b>11.00 a.m. on 28 July 2021</b>, but have registered by the <b>26 July 2021</b> deadline should email the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a> or call (65) 6236 3550/3555 for assistance.</p>
2.	<b>Submit questions in advance</b>	<p><b>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.</b></p> <p><b>Submission of questions.</b> 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) <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 <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a>.</p>

No.	Steps	Details
2.	<p><b>Submit questions in advance</b></p> <p><b>(Continued)</b></p>	<p>(c) <b>By post.</b> 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"> <li>• your full name &amp; NRIC/FIN/Passport Number;</li> <li>• your address; and</li> <li>• the manner in which you hold shares in Metro (e.g., via CDP, CPF/SRS and/or scrip).</li> </ul> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>11.00 a.m. on 26 July 2021.</b></p> <p><b>Addressing questions.</b> 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><b>Minutes of AGM.</b> 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.	<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> 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. There will be no live voting at the AGM.</p> <p><b>Specific voting instructions to be given.</b> 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><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <p>(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</p>

No.	Steps	Details
3.	<p><b>Submit proxy forms to vote</b></p> <p><b>(Continued)</b></p>	<p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a>,</p> <p>in either case, by <b>11.00 a.m. on 26 July 2021</b>.</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><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></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 to submit their votes by <b>5.00 p.m. on 16 July 2021</b>.</p>