



铭泰国际

**METECH INTERNATIONAL LIMITED**

(Company Registration No. 199206445M)  
(Incorporated in the Republic of Singapore)

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**ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF THE  
COMPANY TO BE HELD ON 30 OCTOBER 2020**

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**1. Background**

Metech International Limited (“**Company**”) refers to the Notice of Annual General Meeting (“**AGM**”) dated 14 October 2020 (“**Notice of AGM**”) in respect of the upcoming AGM to be held on Friday, 30 October 2020 at 10.00 a.m. Resulting from the unprecedented situation due to the COVID-19 situation, the Company wishes to highlight the following that affected its AGM preparation:

- (a) Part 4 of the COVID-19 (Temporary Measures) Act 2020 which was passed by Parliament on 7 April 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) (Amendment No.3) Order 2020 (“**Order**”) which came into operation on 29 September 2020, and sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies where personal attendance is provided for in written law or certain legal instruments;
- (c) the announcement made by the Singapore Exchange Regulation on 7 September 2020 pursuant to the Order, stating that all SGX-listed issuers can have the option to conduct general meetings by electronic means till 30 June 2021 even where they are permitted under the COVID-19 safe distancing regulations to hold physical meetings, to help minimise physical interactions and COVID-19 transmission risks; and
- (d) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation on 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 during the period when elevated safe distancing is in place.

In light of the above, the Company wishes to inform its shareholders that even where the Company is permitted to hold a physical meeting under safe distancing measures, it will be conducting its AGM by way of electronic means pursuant to the Order as part of its efforts to minimise physical interactions and COVID-19 transmission. **Due to the current COVID-19 restriction orders in Singapore, shareholders will NOT be able to attend the AGM in person. Any Shareholder seeking to attend the AGM physically will be declined.**

The Company will arrange for (i) a “live” webcast of the AGM, which allows shareholders to view the proceedings of the AGM (“**Live Webcast**”); and (ii) a “live” audio-means(via telephone), which allows shareholders to observe the proceedings of the AGM contemporaneously (“**Live Audio Stream**”). Shareholders can ONLY participate in the AGM via Live Webcast (collectively, “**electronic means**”)

## 2. **Date and Documents for the AGM**

The Board wishes to inform shareholders that the AGM will be held by way of electronic means on Friday, 30 October 2020 at 10.00 a.m. The following documents have been issued in connection with the AGM:

- (i) the Company’s Annual Report for the financial year ended 30 June 2020 (“**FY2020 AR**”)
- (ii) the Notice of AGM
- (iii) the AGM Proxy Form (as defined below)

In line with the provisions under the Order, **no printed copies of the FY2020 AR, the Notice of AGM, the AGM Proxy Form (“Documents”)** will be despatched to shareholders. An electronic copy of each of the Documents have been published on the Company’s website at URL <https://www.metechinternational.com> and will also be made available on SGXNet at <https://www.sgx.com/securities/company-announcements>.

## 3. **Pre-Registration of AGM**

Shareholders (including Persons who hold SGX shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), other than through the Central Provident Fund (“**CPF**”) Investment Scheme (“**CPFIS**”) or Supplementary Retirement Scheme (“**SRS**”)(“**CPFIS and SRS investors**”)) who would like to view the proceedings of the AGM via Live Webcast or listen to the proceedings of the AGM through Live Audio Stream will need to pre-register online at the pre-registration website at the URL <https://globalmeeting.bigbangdesign.co/metechinternational/> from 14 October 2020 till 10.00 a.m. on 27 October 2020 (being not less than seventy-two (72) hours before the time appointed for holding the AGM) (“**AGM Registration Deadline**”) to enable the Company to verify their status as members.

Following the verification, authenticated members will receive an email by 10.00 a.m. on 29 October 2020. The email will contain unique user credentials and instructions on how to access the Live Webcast and Live Audio Stream of the AGM proceedings. **Shareholders MUST NOT forward the abovementioned link or dial-in number to other persons who are not shareholders and who are not entitled to attend the AGM.** This is also to avoid any technical disruptions or overload to the Live Webcast and the Live Audio Stream. **Recordings of the AGM proceedings in whatever form is strictly prohibited.**

Shareholders who do not receive an email by 12 noon on 29 October 2020 but have registered by the AGM Registration deadline, should contact our Company’s Share Registrar at [rhtcaoscar@rhtcorporate.com](mailto:rhtcaoscar@rhtcorporate.com) for assistance with the following details to be included:

- (i) Shareholder’s full name as per CDP/SRS Account records;
- (ii) his/her/its identification/company registration number; and
- (iii) the manner in which the shares are held (e.g. via CDP, CPF, SRS and/or scrip).

Shareholders, who would have been able to be appointed as proxies by relevant intermediaries under Section 181 of the Companies Act, Chapter 50 of Singapore, such as CPF or SRS investors, will not be able to pre-register at URL <https://globalmeeting.bigbangdesign.co/metechinternational/>

for the Live Webcast of the AGM. An Investor (other than CPFIS/SRS investors) who wish to participate in the Live Webcast of the AGM should instead approach his/her relevant intermediary as soon as possible in order for the relevant intermediary to make the necessary arrangements to pre-register. The relevant intermediary is required to submit a consolidated list of participants (setting out in respect of each participant, his/her name, email address and NRIC/Passport number) to the Company's Share Registrar, RHT Corporate Advisory Pte. Ltd., via email to [rhtcaoscar@rhtcorporate.com](mailto:rhtcaoscar@rhtcorporate.com) no later than 10.00 a.m. on 27 October 2020.

Non-CPF/SRS holders whose shares are registered under Depository Agents ("DAs") must also contact their respective DAs to indicate their interest in order for their respective DAs to make the necessary arrangements for them to participate in the Live Webcast.

#### **4. Submission of Questions**

**Shareholders will not be able to ask questions during the AGM via electronic means, and therefore it is important for shareholders to submit their questions in advance of the AGM.**

Shareholders may submit any questions they may have in advance in relation to any resolution set out in the Notice of AGM by **5.00 p.m. on 20 October 2020 (Tuesday)** via the following means:

- (i) ***Via the 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 the URL <https://globalmeeting.bigbangdesign.co/metechinternational/>; or
- (ii) ***By way of email.*** Shareholders may submit their questions via email to [shareholder@metechinternational.com](mailto:shareholder@metechinternational.com); or
- (iii) ***By post.*** Shareholders may submit their questions by post to the registered office of the Company at 1 Raffles Place, Level 19 Tower 2, Singapore 048616.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit their questions by post, **shareholders are strongly encouraged to submit their questions through (i) and (ii).** In submitting questions to the Company, shareholders are to provide their particulars as follows:

- (i) Full name (for individuals) / company name (for corporates) as per CDP/CPF/SRS Account records;
- (ii) NRIC or Passport Number (for individuals) / Company Registration Number (for corporates);
- (iii) Contact Number; and
- (iv) Email Address.

The Company will provide responses to substantial queries and relevant comments from Shareholders relating to the agenda of the AGM prior to, or at, the AGM via electronic means. The Company will also address any subsequent clarifications sought, or follow-up questions, prior to, or at, the AGM in respect of substantial and relevant matters. The responses from the Board and management of the Company shall thereafter be published on SGXNet, together with the minutes of the AGM, within one (1) month after the conclusion of the AGM.

#### **5. Voting at the AGM**

**Voting at the AGM is by proxy ONLY. Please note that Shareholders will not be able to vote through the LIVE WEBCAST or LIVE AUDIO STREAM and can only vote with their proxy forms which are required to be submitted in accordance with the following paragraphs.**

Shareholders who wish to vote on any or all of the resolutions at the AGM must appoint the Chairman of the AGM as their proxy by completing the proxy form for the AGM. Shareholders should specifically indicate how they wish to vote for or vote against (or abstain from voting on) the resolutions set out in the Notice of AGM.

Shareholders appointing the Chairman of the AGM as proxy, together with the power of attorney or other authority (if any) under which it is signed, or a notarial certified copy ("**AGM Proxy Form**") thereof, must:

- (i) if submitted by post, to the Company at 1 Raffles Place, Level 19 Tower 2, Singapore 048616; or
- (ii) if submitted electronically via email to the Company's email at [shareholder@metechinternational.com](mailto:shareholder@metechinternational.com),

in either case, **by 10.00 a.m. on 27 October 2020**. (being not less than seventy-two (72) hours before the time appointed for holding the AGM) and in default the AGM Proxy Form for the AGM shall not be treated as valid.

CPFIS and SRS investors who hold SGX shares through CPF Agent Banks or SRS Operators and who wish to request their CPF Agent Banks or SRS Operators to appoint the Chairman as their proxy in respect of the SGX shares held by such CPF Agent Banks or SRS Operators on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their votes to the Company through the above means at least seven (7) working days before the AGM by **5.00 p.m. on 20 October 2020**.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed AGM Proxy Form by post, **members are strongly encouraged to submit completed AGM Proxy Form electronically via email as early as possible to enable your votes to be counted, and to follow all government guidance and requirements.**

## 6. Key dates/deadlines.

In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key dates	Actions
14 October 2020 (Wednesday)	Shareholders may begin to pre-register at the URL <a href="https://globalmeeting.bigbangdesign.co/metechinternational/">https://globalmeeting.bigbangdesign.co/metechinternational/</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
5.00 p.m. on 20 October 2020 (Tuesday)	Deadline for: <ul style="list-style-type: none"> <li>• CPFIS 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; and</li> <li>• Shareholders to submit questions in advance via post to 1 Raffles Place, Level 19 Tower 2, Singapore 048616 or email to <a href="mailto:shareholder@metechinternational.com">shareholder@metechinternational.com</a>; or the pre-registration site.</li> </ul>

Key dates	Actions
10.00 a.m. on 27 October 2020 (Tuesday)	<p>Deadline for shareholders to:</p> <ul style="list-style-type: none"> <li>• pre-register for “live” audio-visual webcast and audio-only feed of the AGM proceedings; and</li> <li>• submit AGM Proxy Forms appointing the Chairman as proxy in respect of the resolutions to be tabled for approval at the AGM.</li> </ul>
10.00 a.m. on 29 October 2020 (Thursday)	<p>Authenticated members will receive an email, which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (“<b>Confirmation Email</b>”).</p> <p>Members who do not receive the Confirmation Email by 12 noon on 29 October 2020 but have registered by the 27 October 2020 deadline, should contact our Share Registrar, RHT Corporate Advisory Pte. Ltd., at <a href="mailto:rhtcaoscar@rhtcorporate.com">rhtcaoscar@rhtcorporate.com</a>.</p>
Date and time of AGM 10.00 a.m. on 30 October 2020 (Friday)	<ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or</li> <li>• 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.</li> </ul>

## 7. Important reminder

Due to the evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice (including but not limited to any applicable alternative arrangements as may be prescribed or permitted (as the case may be) under the Order and any regulations promulgated thereunder (including the Order) as well as other guidelines issued by the relevant authorities). Shareholders are reminded to check our corporate website at the URL <https://www.metechinternational.com> or SGXNet 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.

For and on behalf of the Board of Directors of  
**METECH INTERNATIONAL LIMITED**

**Liu ChangSheng**  
Non-Executive Non-Independent Chairman  
14 October 2020

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*This announcement has been prepared by the Company and its contents have been reviewed by the Company's Sponsor, RHT Capital Pte. Ltd. (the "**Sponsor**") for compliance with the relevant rules of the Singapore Exchange Securities Trading Limited (the "**SGX-ST**"). The Sponsor has not independently verified the contents of this announcement.*

*This announcement has not been examined or approved by the SGX-ST and the SGX-ST assume no responsibility for the contents of this announcement, including the correctness of any of the statements or opinions made or reports contained in this announcement.*

*The contact person for the Sponsor is: Name: Mr. Lay Shi Wei, Registered Professional, RHT Capital Pte. Ltd. Address: 9 Raffles Place, #29-01 Republic Plaza Tower 1, Singapore 048619 Telephone: (65) 6381 6966*