

**F J BENJAMIN HOLDINGS LTD**  
(Company Registration No.: 197301125N)  
(Incorporated in Singapore with limited liability)

**INSTRUCTIONS TO SHAREHOLDERS FOR ANNUAL GENERAL MEETING 2020**

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be able to attend the Annual General Meeting for the financial year ended 30 June 2020 (the "**Meeting**") of **F J Benjamin Holdings Ltd** (the "**Company**") to be held on **Tuesday, 27 October 2020** at **11.00 a.m.** in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the Meeting by (a) viewing the Meeting proceedings via live audio-visual webcast ("**live webcast**") or listening to the Meeting proceedings via live audio-only stream ("**live audio feed**"), (b) submitting questions in advance of the Meeting, and (c) appointing the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting.

Please see paragraphs I to III below for these alternative arrangements.

The documents relating to the business of the Meeting, which comprise of the Company's Annual Report for the financial year ended 30 June 2020 as well as the Notice of the Meeting and the Proxy Form (as defined herein) for the Meeting, have been made available on SGX website at the URL <https://www.sgx.com/securities/company-announcements> and at the Company's website at the URL <https://www.fjbenjamin.com/investors-annual-reports.php>.

**I. To vote at the virtual Meeting**

Shareholders (whether individual or corporate) who wish to exercise their votes must submit their instrument appointing the Chairman of the Meeting ("**Proxy Form**") to vote on their behalf.

Shareholders (whether individual or corporate) appointing the Chairman of the Meeting as proxy must give specific instructions as to his/her/its manner of voting, or abstention from voting, in the Proxy Form, failing which, the appointment will be treated as invalid.

The duly completed and signed Proxy Form must either be submitted to the Company in the following manner:

- (a) if submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01 Singapore Land Tower Singapore 048623; **or**
- (b) if submitted electronically, be submitted via email to [AGM.TeamE@boardroomlimited.com](mailto:AGM.TeamE@boardroomlimited.com).

in either case, **by 11.00 a.m. on 25 October 2020 (being at least forty-eight (48) hours before the time for holding the Meeting).**

A member 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 by scanning and sending it by email to the email address provided above.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed Proxy Forms personally or by post, members are strongly encouraged to submit the completed Proxy Forms electronically via email.

Investors who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (including CPF members or SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should contact their respective relevant intermediaries (including their respective CPF agent banks or SRS Approved Banks) to submit their voting instructions by **11.00 a.m. on 15 October 2020**, in order to allow sufficient time for their respective relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the Meeting to vote on their behalf by **11.00 a.m. on 25 October 2020**.

**II. Registration for the live webcast or live audio feed**

Shareholders will be able to watch the Meeting proceedings through a live webcast via their mobile phones, tablets or computers or listen to the Meeting proceedings through a live audio feed via telephone. In order to do so, shareholders must follow these steps:

Shareholders who wish to watch the live webcast or listen to the live audio feed of the Meeting must pre-register at <http://bit.ly/FJB2020AGM> by **11.00 a.m. on 24 October 2020** (the “**Registration Deadline**”) to enable the Company to verify their status as shareholders.

Investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act (Chapter 50) of Singapore) (other than CPF/SRS Investors) (“**Investors**”) will not be able to pre-register at the above website, for the live webcast or live audio feed of the Meeting. An Investor (other than CPF/SRS Investors) who wish to participate in the live webcast or live audio feed of the Meeting 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 Shares Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., via email to [AGM.TeamE@boardroomLtd.com](mailto:AGM.TeamE@boardroomLtd.com) no later than **11.00 a.m. on 24 October 2020**.

Following the verification, authenticated shareholders will receive an email by **12.00 p.m. on 26 October 2020**. The email will contain user ID and password, as well as the details to access the live webcast and live audio feed of the Meeting proceedings. As this is a private Meeting, shareholders must not disclose such details to others. Shareholders who have registered by **11.00 a.m. on 24 October 2020** but have not received the confirmation email by **12.00 p.m. on 26 October 2020**, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd, by telephone at +65 6536 5355 during Mondays to Fridays between 9.00 a.m. to 5.00 p.m. (excluding Public Holidays) or by email to [AGM.TeamE@boardroomLtd.com](mailto:AGM.TeamE@boardroomLtd.com) for assistance. The Company advises all shareholders to register as early as possible.

Shareholders who would have been able to be appointed as proxies by relevant intermediaries under Section 181(C) of the Companies Act, Chapter 50 of Singapore, such as CPF members and SRS investors, should approach their CPF agent banks or SRS Approved Banks, to participate in the Meeting via live webcast or live audio feed.

### **III. Submission of Questions**

Shareholders may also submit questions related to resolutions to be tabled at the Meeting by email to [AGM.TeamE@boardroomlimited.com](mailto:AGM.TeamE@boardroomlimited.com). All questions for the Meeting must be submitted by **11.00 a.m. on 21 October 2020**.

Please note that shareholders will not be able to ask questions during the live webcast and the live audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

The Board of Directors of the Company will endeavour to address all substantial and relevant questions received from shareholders prior to the Meeting by publishing the responses to those questions on SGX website at the URL <https://www.sgx.com/securities/company-announcements> and the Company’s website at the URL <https://www.fjbenjamin.com/investors-annual-reports.php>. Where substantial relevant questions submitted by shareholders could not be addressed prior to the Meeting, the Company will address them during the Meeting through the live webcast and live audio feed.

The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) received. The Company will publish the minutes of the Meeting via SGXNet on SGX website and the Company’s website within one (1) month from the date of the Meeting.

**The Company would like to remind shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its Meeting arrangements at short notice. Shareholders are encouraged to check the Company’s website or announcements released on SGXNet regularly for the latest updates on the status of the Meeting.**

By Order of the Board

Karen Chong Mee Keng  
Company Secretary  
12 October 2020