



新興重型機械有限公司  
**SIN HENG HEAVY MACHINERY LIMITED**

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**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING TO BE HELD ON 26 JUNE 2020**

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**1. INTRODUCTION**

The Board of Directors (the “**Board**”) of Sin Heng Heavy Machinery Limited (the “**Company**”) refer to:-

- a) the Notice of Annual General Meeting issued on 5 June 2020 (the “**AGM Notice**”) to convene the Annual General Meeting for FY2019 of the Company (the “**AGM**”) to be held on 26 June 2020 at 10.00 a.m.;
- b) the implementation of the circuit breaker measures (enhanced safe distancing measures and closure of workplace premises) announced by the Singapore Government on 3 April 2020 to curb the further spread of COVID-19;
- c) the COVID-19 (Temporary Measures) Act 2020 passed by the Parliament on 7 April 2020 (“**COVID-19 Act**”) which enables the Minister for Law by order to prescribe alternative arrangements for companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- d) the COVID-19 (Temporary Measures) Act 2020 (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 published on 13 April 2020 (“**COVID-19 Order**”) which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020, and which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- e) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (and updated on 27 April 2020) providing a checklist (which provides further guidance on COVID-19 Act and COVID-19 Order) to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.

This announcement is circulated with and forms part of the AGM Notice in respect of the AGM. The AGM Notice and proxy form will also be available on the Company's website at <http://www.sinheng.com.sg> and on the SGX's website <https://www.sgx.com/securities/company-announcements>. Printed copies of the AGM Notice and proxy form will not be despatched to Shareholders.

In light of the above developments and the evolving COVID-19 situation, the Board wishes to inform shareholders of the Company ("**Shareholders**") that the Company will conduct the AGM by way of electronic means pursuant to First Schedule of the COVID-19 Order, and the physical location for the AGM is purely to facilitate the conduct of the AGM by way of electronic means.

## **2. NO PHYSICAL ATTENDANCE AT THE AGM**

Due to current Covid-19 restriction orders in Singapore, Shareholders will NOT be able to attend the AGM in person.

## **3. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM**

Shareholders may participate at the AGM by:

- (a) observing and / or listening to the AGM proceedings via live audio-visual webcast or audio-only stream only;
- (b) submitting questions in advance in relation to any resolution set out in the AGM Notice; and
- (c) appointing the Chairman of the Meeting as proxy to vote on behalf at the AGM.

Investors who hold their shares through relevant intermediaries (including under Central Provident Fund Investment Scheme ("**CPF Investors**") and Supplementary Retirement Scheme ("**SRS Investors**")) and who wish to participate in the AGM should contact their relevant intermediaries (which include, in the case of CPF Investors and SRS Investors, their respective CPF Agent Banks and SRS Operators) through which they hold shares as soon as possible so that the necessary arrangements can be made by the relevant agents for them to participate in the AGM.

Shareholders who wish to participate in the AGM proceedings through the Live AGM audio-visual webcast or audio-only stream via their smart phones, tablets or computers must register for an account at <https://sg.conveneagm.com/sinheng> (the "**Registration**") by 10.00 a.m. on 23 June 2020 (the "**Registration Deadline**") to enable the Company to verify their status. The Registration will start from 5 June 2020.

Following the verification, authenticated Shareholders will receive an email by 10.00 a.m. on 25 June 2020 and will be able to access the Live AGM audio-visual webcast or audio-only stream using the account created.

Shareholders who register by the Registration Deadline but do not receive an email response by 10.00 a.m. on 25 June 2020 may contact [support@conveneagm.com](mailto:support@conveneagm.com) for assistance.

Shareholders must not forward the aforesaid access information 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 AGM proceedings.

#### 4. SUBMISSION OF QUESTIONS

Shareholders will not be able to ask questions at the AGM during the Live AGM Webcast, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.

Shareholders 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:

- (i) **Via registration website.** Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website <https://sg.conveneagm.com/sinheng>.
- (ii) **Via Company's email.** Shareholders may submit their questions to [agm2020@sinheng.com.sg](mailto:agm2020@sinheng.com.sg). When sending your questions to the Company's email, please also provide us with your full name, NRIC/Passport No./Company UEN No., contact number and emails.

The Company will endeavour to address substantial and relevant questions received from shareholders prior to or during the AGM. The Company will, within one month after the date of AGM, publish the minutes of the AGM on SGXNET and the Company's website, and the minutes will include the responses to the questions referred as above.

All questions must be submitted by 10.00 a.m. on 20 June 2020.

#### 5. SUBMISSION OF PROXY FORMS

Voting at the AGM is by proxy ONLY. Please note that Shareholders will not be able to vote during the live proceedings of the AGM 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 Meeting as their proxy to vote on their behalf by completing the proxy form for the AGM. Shareholders must specifically indicate how they wish to vote for or vote against (or abstain from voting on) in respect of a resolution set out in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

The completed Proxy Form must:

- (a) mail to office of the Company's share registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623;
- (b) scanned and email to [agm2020@sinheng.com.sg](mailto:agm2020@sinheng.com.sg); OR
- (c) digital submission at <https://sg.conveneagm.com/sinheng>.

by no later than 24 June 2020 at 10.00 a.m., being 48 hours before the time appointed for holding the AGM.

A member of the Company who wishes to submit an instrument of proxy 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

Investors who hold shares through relevant intermediaries, including under the CPF Investors or the SRS Investors, and who wish to appoint the Chairman of the Meeting as their proxy should approach their respective relevant intermediaries, including CPF Agent Bank or SRS Operators to submit their votes at least seven (7) working days before the Meeting (i.e. by 10.00 a.m. on 16 June 2020).

## 6. DOCUMENTS FOR THE AGM

The Notice of AGM and accompanying proxy form will be sent to shareholders solely by electronic means via (i) the SGX's website at <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's website at <https://www.sinheng.com.sg>. There will **NOT** be printed copies of these documents sent to shareholders.

The Company's annual report for the financial year ended 31 December 2019 (the "**Annual Report**") which had been sent to Shareholders by post on 15 April 2020 is also available on (i) the SGX's website at <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's website at <https://www.sinheng.com.sg>.

## 7. OTHERS

**As the COVID-19 pandemic continue to evolve, further measures and/or changes to the AGM arrangements may be made on short notice. Shareholders are advised to check regularly the SGX's website at <https://www.sgx.com/securities/company-announcements> for the latest updates with respect to the Company's AGM.**

Should Shareholders have any questions that has not been addressed above, you are advised to forward your questions to [agm2020@sinheng.com.sg](mailto:agm2020@sinheng.com.sg). The Company will endeavour to provide the answers in as timely a manner as possible but the Company seek your understanding if there are any delays.

The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

**BY ORDER OF THE BOARD**

Tan Ah Lye  
Executive Director and Chief Executive Officer  
5 June 2020