

## **ADDITIONAL INFORMATION FOR ANNUAL GENERAL MEETING**

SINGAPORE, 5 JULY 2022

### **1) Background**

Boustead Projects Limited (“Boustead Projects” or the “Company”) refers to the following:

- a) the Notice of Annual General Meeting dated 5 July 2022 (“Notice of AGM”), which is available on the Company’s website at <https://www.bousteadprojects.com> and on SGXNet at <https://www.sgx.com/securities/company-announcements>;
- b) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for companies in Singapore to, among others, conduct meetings, whether wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (“Order”) which sets out the alternative arrangements in respect of, among others, general meetings of companies; and
- d) the joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.

### **2) Date, Time and Conduct of AGM**

Due to the evolving nature of the COVID-19 situation in Singapore, the AGM will be convened and held by way of electronic means on **Thursday, 28 July 2022 at 10.30am (Singapore time)**. Boustead Projects’ Chairman, Mr John Lim Kok Min, will conduct the proceedings of the AGM.

### **3) Notice of AGM, Addendum and Proxy Form**

Printed copies of the Notice of AGM and the proxy form will be sent to shareholders.

The Notice of AGM, the Addendum to Shareholders (being an addendum to the Notice of AGM) and the proxy form will be published on Boustead Projects’ website at <https://www.bousteadprojects.com> and on SGXNet at <https://www.sgx.com/securities/company-announcements>.

### **4) No Personal Attendance at AGM**

As a precautionary measure due to the current COVID-19 situation in Singapore, a member will not be able to attend the AGM in person.

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### 5) Alternative Arrangements for Participation in AGM

Shareholders may participate in the AGM by:

- a) observing or listening to the AGM proceedings via a “live” audio-visual webcast and audio-only feed via mobile phones, tablets or computers;
- b) submitting questions in advance of, or “live” at the AGM; and/or
- c) appointing the Chairman of the AGM (“Chairman”) 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 are set out in the **Appendix** to this announcement.

### 6) Investors Who Hold Shares through Relevant Intermediaries (as Defined in Section 181 of Companies Act 1967 of Singapore) (“Investors”)

- a) Investors holding shares through the Central Provident Fund (“CPF”) or Supplementary Retirement Scheme (“SRS”) (“CPF/SRS investors”) who wish to participate in the AGM by:

- i) observing or listening to the AGM proceedings via a “live” audio-visual webcast and audio-only feed via mobile phones, tablets or computers; and/or
- ii) submitting questions in advance of the AGM,

should follow the steps for pre-registration and pre-submission of questions set out in the Appendix.

CPF/SRS investors who wish to request their CPF Agent Banks or SRS Operators to appoint the Chairman as their proxy to attend, speak and vote at the AGM in respect of the shares held by such CPF Agent Banks or SRS Operators on their behalf should approach their CPF Agent Banks or SRS Operators to submit their votes by **5.00pm on 18 July 2022**.

- b) Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to participate in the AGM by:

- i) observing or listening to the AGM proceedings via a “live” audio-visual webcast and audio-only feed via mobile phones, tablets;
- ii) submitting questions in advance of, or “live” at the AGM; and/or
- iii) requesting their relevant intermediaries to appoint the Chairman as their proxy to attend, speak and vote at the AGM in respect of the shares held by such relevant intermediaries on their behalf,

should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.

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### 7) Key Dates/Deadlines

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

Key Dates/Deadlines	Actions
5 July 2022 (Tuesday)	Shareholders may begin to pre-register at <a href="https://go.lumiengage.com/bousteadprojectsagm">https://go.lumiengage.com/bousteadprojectsagm</a> for “live” audio-visual webcast and audio-only feed of the AGM proceedings.
10.30am on 18 July 2022 (Monday)	Deadline for shareholders to submit questions in advance.
5.00pm on 18 July 2022 (Monday)	Deadline for CPF/SRS investors who wish to appoint the Chairman as proxy to approach their CPF Agent Banks or SRS Operators to submit their voting instructions.
10.30am on 25 July 2022 (Monday)	Deadline for shareholders to pre-register for “live” audio-visual webcast and audio-only feed of the AGM proceedings.
10.30am on 26 July 2022 (Tuesday)	Deadline for shareholders to submit proxy forms appointing the Chairman as proxy in respect of the resolutions to be tabled for approval at the AGM.
12.00pm on 27 July 2022 (Wednesday)	<p>Authenticated shareholders who pre-registered for the “live” audio-visual webcast and audio-only feed of the AGM proceedings will receive an email which will contain instructions on how to access the “live” audio-visual webcast and audio-only feed of the proceedings of the AGM (“Confirmation Email”).</p> <p>Shareholders who do not receive the Confirmation Email by 12pm on 27 July 2022, but have registered by the 25 July 2022 deadline, may contact the Company at <a href="mailto:agm.teame@boardroomlimited.com">agm.teame@boardroomlimited.com</a>.</p>
<p>Date and time of AGM</p> <p>10.30am on 28 July 2022 (Thursday)</p>	<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>Click on the link in the Confirmation Email and follow the instructions to access the “live” audio-only feed of the AGM proceedings.</li> </ul> <p>Shareholders must access the AGM proceedings via the “live” audio-visual webcast in order to ask questions “live” at the AGM.</p>

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**8) Annual Report**

The Company's Annual Report for FY2022 which was issued and released on 5 July 2022 can be accessed at SGXNet and at the Company's website at <https://www.bousteadprojects.com>.

**9) Record Date and Dividend Payment Date**

The Transfer Books and Register of Members of the Company will be closed from 5.00pm on 5 August 2022 for the purpose of determining shareholders' entitlements to the final and special dividends to be paid on 18 August 2022, subject to and contingent upon shareholders' approval for the proposed dividends being obtained at the AGM of the Company. Duly completed transfers received by the Company's Registrar, Boardroom Corporate & Advisory Services Pte Ltd at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632 up to 5.00pm on 5 August 2022 will be registered before entitlements to the dividend are determined.

**10) Important Reminder**

**Due to the constantly evolving COVID-19 situation in Singapore, the arrangements for the AGM may be changed at short notice. Shareholders are advised to check Boustead Projects' corporate website and SGXNet regularly for any updates concerning the AGM.**

Boustead Projects would like to thank all shareholders for their patience and cooperation in enabling it to hold the AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

-- END OF COMPANY ANNOUNCEMENT --

By Order of the Board

Tay Chee Wah  
*Company Secretary*

**APPENDIX**

**Steps for pre-registration, pre-submission of questions and voting at the AGM**

Shareholders will be able to observe or listen to the AGM proceedings via the “live” audio-visual webcast and audio-only feed of the AGM proceedings, submit questions in advance of the AGM and vote by appointing the Chairman 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	<ul style="list-style-type: none"> <li>• Shareholders, including CPF/SRS investors (as defined below), can pre-register at the pre-registration website at <a href="https://go.lumiengage.com/bousteadprojectsagm">https://go.lumiengage.com/bousteadprojectsagm</a> from 5 July 2022 up to 10.30am on 25 July 2022 for Boustead Projects to authenticate his/her/its status as shareholders.</li> <li>• Only shareholders whose names appear on Boustead Projects’ Register of Members/CDP Depository Register/CPF Board’s, CPF Agent Bank’s &amp; SRS Operator’s shareholder lists as at 10.30am on 25 July 2022 can be pre-registered via the pre-registration website for the “live” audio-visual webcast and audio-only feed of the AGM proceedings.</li> <li>• Shareholders who hold shares through a Depository Agent (as defined in Section 81SF of the Securities and Futures Act 2001 of Singapore) will have to make a request to the Depository Agent for the pre-registration for the “live” audio-visual webcast and audio-only feed of the AGM proceedings. The Depository Agent must pre-register and inform the Company’s Share Registrar and obtain their approval for the pre-registration.</li> <li>• Upon successful authentication of the registrant’s status as a shareholder, authenticated shareholders will receive a confirmation email of successful registration, which will contain instructions on how to access the “live” audio-visual webcast and audio-only feed of the proceedings of the AGM (“Confirmation Email”) by <b>12.00pm on 27 July 2022</b>.</li> <li>• Shareholders who do not receive the Confirmation Email by <b>12.00pm on 27 July 2022</b>, but have registered by the 25 July 2022 deadline, may contact the Company’s Share Registrar at <a href="mailto:agm.teame@boardroomlimited.com">agm.teame@boardroomlimited.com</a>.</li> <li>• Investors holding shares through relevant intermediaries (as defined in Section 181 of the Companies Act 1967 of Singapore) (“Investors”) (other than Investors holding shares through the Central Provident Fund (“CPF”) or Supplementary Retirement Scheme (“SRS”) (“CPF/SRS investors”)) will not be able to pre-register via the pre-registration website for the “live” audio-visual webcast and audio-only feed of the AGM, and should contact their relevant intermediaries through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.</li> </ul>

<p>2.</p>	<p><b>Pre-submission of questions</b></p>	<ul style="list-style-type: none"> <li>• <b>Shareholders and Investors may submit questions relating to the business of this AGM in the following manner:</b> <ol style="list-style-type: none"> <li>a) via the pre-registration website at <a href="https://go.lumiengage.com/bousteadprojectsagm">https://go.lumiengage.com/bousteadprojectsagm</a>;</li> <li>b) by email to <a href="mailto:bousteadprojects.agm2022@boustead.sg">bousteadprojects.agm2022@boustead.sg</a>; or</li> <li>c) by post to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</li> </ol> <p>Investors (other than CPF/SRS investors) who wish to submit questions should contact the relevant intermediary through which they hold such shares as soon as possible in order to make the necessary arrangements.</p> <p>When submitting questions by post or via email, shareholders and Investors should provide the following details in their submission:</p> <ul style="list-style-type: none"> <li>- Shareholder's or Investor's full name;</li> <li>- Shareholder's or Investor's address;</li> <li>- number of shares held; and</li> <li>- manner in which the shares are held (e.g. via CDP, CPF/SRS and/or scrip).</li> </ul> <p>Shareholders and Investors are strongly encouraged to submit their questions via the pre-registration website or by email.</p> </li> <li>• <b>Deadline to submit questions.</b> All questions must be submitted by <b>10.30am on 18 July 2022.</b></li> <li>• <b>Addressing questions.</b> Boustead Projects will endeavor to answer all substantial and relevant questions prior to, or at the AGM. Responses to substantial and relevant questions which are addressed prior to the AGM will be posted on Boustead Projects' website at <a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> and on SGXNet at <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> prior to the AGM.</li> <li>• <b>Minutes of AGM.</b> Boustead Projects will publish the minutes of the AGM on Boustead Projects' website at <a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> and on SGXNet at <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</li> </ul>
<p>3.</p>	<p><b>Submit proxy forms to vote</b></p>	<ul style="list-style-type: none"> <li>• <b>Appointment of Chairman as proxy.</b> Due to the current COVID-19 control measures in Singapore, a shareholder will not be able to attend in person, and may only attend the AGM by observing or listening to the proceedings of the AGM by electronic means. A shareholder will not be able to vote online on the resolutions to be tabled for approval at the AGM. A shareholder (whether individual or corporate) must appoint the Chairman as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM if such shareholder wishes to exercise his/her/its voting rights at the AGM.</li> </ul>

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		<ul style="list-style-type: none"> <li>• <b>Proxy form.</b> The instrument for the appointment of Chairman as proxy (“proxy form”) may be accessed at the Company’s website at <a href="https://www.bousteadprojects.com">https://www.bousteadprojects.com</a> or the SGXNet.</li> <li>• <b>Specific voting instructions to be given.</b> Where a shareholder (whether individual or corporate) appoints the Chairman as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the Chairman as proxy for that resolution will be treated as invalid.</li> <li>• <b>Submission of proxy forms.</b> The proxy form appointing the Chairman as proxy must be submitted to the Company in the following manner:             <ul style="list-style-type: none"> <li>a) if submitted by post, be lodged with the Company’s Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd, at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</li> <li>b) if submitted electronically, be submitted via email to <a href="mailto:agm.teame@boardroomlimited.com">agm.teame@boardroomlimited.com</a>,</li> </ul> <p>in either case, by <b>10.30am on 26 July 2022</b>, being forty-eight (48) hours before the time appointed for holding the AGM.</p> </li> <li>• A shareholder who wishes to submit the proxy form must complete and sign the proxy form attached with the Annual Report or download it from the Company’s website or the SGXNet, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above.</li> <li>• The instrument appointing the Chairman as proxy must be signed by the appointer or his attorney duly authorised in writing. Where the instrument appointing the Chairman as proxy is executed by a corporation, it must be executed either under its common seal or under the hand of any officer or attorney duly authorised.</li> <li>• The proxy form is not valid for use by Investors (including CPF/SRS investors), and shall be ineffective for all intents and purposes if used or purported to be used by them.</li> <li>• CPFIS/SRS investors who wish to appoint the Chairman as proxy should approach their CPF Agent Banks or SRS Operators to submit their voting instructions by <b>5.00pm on 18 July 2022</b>.</li> <li>• Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to appoint the Chairman as proxy should contact their relevant intermediaries through which they hold such shares as soon as possible to submit their voting instructions.</li> </ul> <p><b>Shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p>
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## About Boustead Projects Limited

Established in 1996 and listed on the SGX Mainboard, Boustead Projects Limited (SGX:AVM) is a leading provider of innovative real estate solutions with a regional presence across Singapore, China, Malaysia and Vietnam. Our core businesses are uniquely integrated to support the business park and industrial real estate ecosystem, comprising:

- Turnkey engineering, full-fledged integrated digital delivery (“IDD”), and project and construction management encompassing design-and-build;
- Real estate development, asset and leasing management; and
- Real estate fund management including being the sponsor and manager of Boustead Industrial Fund, a scalable private real estate trust platform for business park, logistics and industrial properties, and joint owner of Echo Base-BP Capital Pte Ltd, an Asia-centric fund management and services platform focused on smart buildings and integrated developments.

To date, we have constructed and/or developed more than 3,000,000 square metres of real estate for clients including Fortune 500, S&P 500 and Euronext 100 corporations, across diverse sectors like aerospace, business park, food, healthcare and pharmaceutical, high-tech manufacturing, logistics, research & development, technology and waste management, among others. Under the Boustead Development Partnership with a reputable Middle East sovereign wealth fund, we have developed or redeveloped more than half a million square metres of real estate in Singapore including landmark developments like ALICE@Mediapolis and GSK Asia House.

Our in-house capabilities are backed by core engineering expertise, the progressive adoption of transformative methodologies including full-fledged IDD and Industry 4.0 technologies and augmented by strategic partnerships which enable the co-creation of smart, eco-sustainable and future-ready developments. Our wholly-owned engineering & construction subsidiary in Singapore, Boustead Projects E&C Pte Ltd (“BP E&C”) is the eco-sustainability leader in pioneering Green Mark Platinum-rated new private sector industrial developments under the Building & Construction Authority (“BCA”) Green Mark Programme and a national champion of best practices for quality, environmental and workplace safety and health (“WSH”) management. BP E&C’s related achievements include being the quality leader on the BCA CONQUAS all-time top 100 industrial projects list, one of only eight bizSAFE Mentors and also bizSAFE Star, receiving numerous awards for exemplary WSH performance.

We were also awarded the Singapore Corporate Governance Award in the Newly Listed Category at the Securities Investors Association (Singapore) Investors’ Choice Awards 2017 and are one of only 92 SGX-listed corporations on the SGX Fast Track Programme - which aims to affirm listed issuers that have been publicly recognised for high corporate governance standards and for maintaining a good compliance track record - with prioritised clearance for their corporate action submissions. We are also listed on the MSCI World Micro Cap Index and FTSE ST Fledgling Index.

Boustead Projects is a 53%-owned subsidiary of Boustead Singapore Limited (SGX:F9D), a progressive global infrastructure-related engineering and technology group which is separately listed on the SGX Mainboard.

Visit us at [www.bousteadprojects.com](http://www.bousteadprojects.com).

## Contact Information

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