

Mencast

PARTNER PERFECT

MENCAST HOLDINGS LTD.

(Co Registration No: 200802235C)

Letter to Shareholders

15 April 2021

To: The Shareholders of Mencast Holdings Ltd.

Dear Sir/Madam

Advisory (“Advisory”) on Mencast Holdings Ltd. (“Company”) Annual General Meeting (“AGM”) and Extraordinary General Meeting (“EGM”)

This letter should be read with reference to the following:

- (i) The Company’s Notice of AGM and EGM dated 15 April 2021 in respect of the AGM and EGM to be held on Friday, 30 April 2021 at 10.30 a.m. and at 12.30 p.m. (or immediately after the conclusion of the AGM) respectively via electronic means;
- (ii) Circular to Shareholders in relation to the proposed adoption of the Mencast Performance Share Award Scheme 2021 (the “**PSAS 2021**”), the Proposed participation of Mr. Sim Soon Ngee Glenndle, a Controlling Shareholder, in the PSAS 2021 and the Proposed grant of an Award to Mr. Sim Soon Ngee Glenndle, a Controlling Shareholder, under the PSAS 2021 dated 15 April 2021; and
- (iii) The Advertisement on Notice of AGM and EGM in the Business Times on 15 April 2021.

Due to on-going challenges brought about by the COVID-19 pandemic and prevailing safe management measures, the Board wishes to inform Shareholders that **Shareholders will not be able to attend the AGM and EGM in person. The AGM and EGM will be convened and held by the way of electronics means on Friday, 30 April 2021 at 10.30 a.m and at 12.30 p.m (or immediately after the conclusion of the AGM) respectively.**

This Advisory serves to inform/clarify the following:

1. **Participation by electronic means.** Shareholders may participate at the AGM and EGM by:
 - a. Observing and/or listening to AGM and EGM proceedings via live audio-visual webcast or live audio-only stream;
 - b. Submitting questions in advance of the AGM and EGM; and
 - c. Appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM and EGM.
2. Details of the steps for pre-registration, pre-submission of questions and voting at the AGM and EGM are set out below.
3. **Pre-registration:** The web-link for pre-registration of AGM and EGM attendance, <http://smartagm.sg/MencastAEGM2021> shall remain active until **10.30 a.m of Tuesday, 27 April 2021**. Shareholders **must** pre-register at the web-link for online pre-registration to enable the Company to verify their status as Shareholders.

Persons who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Cap. 50 of Singapore) ("**Relevant Intermediaries**"):

- (a) Persons holding shares through Central Provident Fund ("**CPF**") and Supplementary Retirement Scheme ("**SRS**") ("**CPF investors and SRS investors**") who wish to participate in the AGM and EGM by observing and/or listening to the AGM and EGM proceedings via "live" audio-visual webcast or "live" audio-only stream must pre-register at <http://smartagm.sg/MencastAEGM2021> **by 10.30 a.m. of Tuesday, 27 April 2021** for the AGM and EGM.
- (b) Investors holding shares through Relevant Intermediaries ("**Investors**") (other than CPF investors and SRS investors) who wish to participate in the AGM and EGM by (i) observing and/or listening to the AGM and EGM proceedings via "live" audio-visual webcast or "live" audio-only stream **by 10.30 a.m., 27 April 2021** in order to make the necessary arrangements for them to participate in the AGM and EGM.

We will be providing both live audio-visual webcast as well as live audio-only stream on a dedicated telephone line. Shareholders must select their preferred option via the pre-registration web-link.

All verified Shareholders who have successfully pre-registered shall receive a confirmation email by 12.00 p.m. of Thursday, 29 April 2021 for AGM and EGM which will contain login details to access the live audio-visual webcast or telephone number with details to access the live audio-only stream of the AGM and EGM proceedings. Please also check your junk mail folder in case the email gets directed there instead of your inbox.

All Shareholders whose status as Shareholders cannot be verified will be notified via the same email. Shareholders who do not receive the confirmation email or cannot be verified as Shareholders may contact our Share Registrar, Boardroom Corporate & Advisory Services Pte Ltd at AGM.TeamE@boardroomlimited.com, or alternatively at +65 6536 5355 between 9.00 a.m. to 12.30 p.m. and 1.30 p.m. to 4.00 p.m. on 29 April 2021.

- 4. Questions & Answers:** Shareholders can submit their questions related to the resolutions to be tabled for approval at the AGM and EGM in advance via email at AGM.TeamE@boardroomlimited.com. Please indicate the following details in your email:

- (i) Full name;
- (ii) Contact number;
- (iii) Address;
- (iv) NRIC, passport number or company registration number;
- (v) Number of shares held; and
- (vi) The manner in which the shares in the Company are held (e.g. via scrip, CDP, CPF or SRS).

All questions must reach us by 10.30 a.m. on Tuesday, 27 April 2021 for AGM and EGM.

Responses to substantial and relevant questions received from Shareholders will be published on our corporate website and SGXNet before the AGM and EGM. **Shareholders will not be able to ask questions during the live audio-visual webcast of the AGM and EGM due to administrative limitations.**

- 5. Proxy Form:** Shareholders are allowed to submit proxy forms through electronic means. Shareholders who wish to do so may send signed PDF copies of the proxy form to the following email AGM.TeamE@boardroomlimited.com, as an alternative to physical delivery of the instrument of proxy **not later than 10.30 a.m. on Wednesday, 28 April 2021 for AGM and 12.30 p.m. on Wednesday, 28 April 2021 for EGM** at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 50 Raffles Place, #32-01 Singapore Land Tower, Singapore 048623.

CPF investors and SRS investors who wish to appoint the Chairman of the meeting as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions **not less than 7 working days before the AGM and EGM, i.e. by 10.30 a.m., 20 April 2021 for the AGM and by 12.30 p.m., 20 April 2021 for the EGM.**

Investors who have deposited their shares into a nominee account who wish to appoint the Chairman of the meeting as proxy to attend, speak and vote on their behalf should also approach their depository agent and Relevant Intermediaries as soon as possible but **not less than 7 working days before the AGM and EGM, i.e. by 10.30 a.m., Tuesday, 20 April 2021 for AGM and by 12.30 p.m., Tuesday, 20 April 2021 for EGM** if they wish to vote.

Shareholders must not forward the above web-link to other persons who are not Shareholders and who are not entitled to attend the AGM and EGM. This is to avoid any technical disruption or overload to the live audio-visual webcast or live audio-only stream.

As the COVID-19 situation remains fluid, the Company will continue to closely monitor developments and will take into account recommendations or guidelines issued by all relevant governmental agencies, as well as comply with new regulations as and when they come into force.

Yours sincerely,
For and on behalf of the Board of Directors
Mencast Holdings Ltd.

Sim Soon Ngee Glenndle
Executive Chairman & Chief Executive Officer