

Mencast

PARTNER PERFECT

MENCAST HOLDINGS LTD.

(Co Registration No: 200802235C)

Letter to Shareholders

14 April 2022

To: The Shareholders of Mencast Holdings Ltd.

Dear Sir/Madam

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

This letter should be read with reference to the following:

- (i) The Company’s Notice of AGM dated 14 April 2022 in respect of the AGM to be held on Friday, 29 April 2022 at 10.30 a.m. via electronic means;
- (ii) The Advertisement on Notice of AGM in the Business Times on 14 April 2022.

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 in person. The AGM will be convened and held by the way of electronics means on Friday, 29 April 2022 at 10.30 a.m.**

This Advisory serves to inform/clarify the following:

1. **Participation by electronic means.** Shareholders may participate at the AGM by:
 - a. Observing and/or listening to AGM proceedings via live audio-visual webcast or live audio-only stream;
 - b. Submitting questions in advance of the AGM; and
 - c. Appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.
2. Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out below.
3. **Pre-registration:** The web-link for pre-registration of AGM attendance, <https://smartagm.sg/MencastAGM2022> shall remain active until **10.30 a.m. of Tuesday, 26 April 2022**. 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 by observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream must pre-register at <https://smartagm.sg/MencastAGM2022> **by 10.30 a.m. of Tuesday, 26 April 2022** for the AGM.
- (b) Investors holding shares through Relevant Intermediaries (“**Investors**”) (other than CPF investors and SRS investors) who wish to participate in the AGM by (i) observing and/or listening to the AGM proceedings via “live” audio-visual webcast or “live” audio-only stream should request their Relevant Intermediary to make arrangements to pre-register on their behalf. 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 Share Registrar Boardroom Corporate & Advisory Services Pte. Ltd., at AGM.TeamE@boardroomlimited.com **no later than 10.30 a.m. of Tuesday, 26 April 2022**.

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 5.00 p.m. on Thursday, 28 April 2022** for AGM 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 proceedings. Please also check your junk mail folder in case the email gets directed there instead of your inbox.

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 28 April 2022.

- 4. Questions & Answers:** Shareholders can submit their questions related to the resolutions to be tabled for approval at the AGM 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 CDP, CPF or SRS).

All questions must reach us by 5.00 p.m. on Thursday, 21 April 2022 for AGM.

Responses to substantial and relevant questions received from Shareholders will be published on our corporate website and SGXNet **not later than 10.30 a.m. on Monday, 25 April 2022. Shareholders will not be able to ask questions during the live audio-visual webcast of the AGM 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, 27 April 2022 for AGM** at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.

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 i.e., by 10.30 a.m., Tuesday, 19 April 2022 for the AGM.**

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, i.e., by 10.30 a.m., Tuesday, 19 April 2022 for AGM** 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. 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 Glendle
Executive Chairman & Chief Executive Officer