

**ANNUAL GENERAL MEETING::VOLUNTARY**

## Issuer &amp; Securities

## Issuer/ Manager

METRO HOLDINGS LTD

## Security

METRO HOLDINGS LIMITED - SG1I11878499 - M01

## Announcement Details

## Announcement Title

Annual General Meeting

## Date &amp; Time of Broadcast

14-Jul-2021 06:36:40

## Status

New

## Announcement Reference

SG210714MEETDC4K

## Submitted By (Co./ Ind. Name)

Tan Ching Chek

## Designation

Company Secretary

## Financial Year End

31/03/2021

## Event Narrative

Narrative Type	Narrative Text
Additional Text	<p>Please refer to the attached files for:</p> <ol style="list-style-type: none"> <li>1. Notice of Annual General Meeting ;</li> <li>2. Proxy Form ; and</li> <li>3. Announcement on participation in the Annual General Meeting by electronic means.</li> </ol>

## Event Dates

## Meeting Date and Time

29/07/2021 11:00:00

## Response Deadline Date

26/07/2021 11:00:00

## Event Venue(s)

## Place

Venue(s)	Venue details
Meeting Venue	The Forty-Eighth Annual General Meeting of the Company will be convened and held by electronic means on Thursday, 29 July 2021 at 11.00 a.m. (Singapore time). Shareholders will not be able to attend the Annual General Meeting in person.

## Attachments

[Notice of AGM.pdf](#)[Proxy Form.pdf](#)[Announcement on participation in the AGM.pdf](#)

Total size =282K MB



## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Forty-Eighth Annual General Meeting of the Company will be convened and held by way of electronic means on Thursday, 29 July 2021 at 11.00 a.m. (Singapore time) for the purpose of transacting the following business:

### ORDINARY BUSINESS

1. To receive and adopt the Directors' Statement, Auditor's Report and Audited Financial Statements for the year ended 31 March 2021. **Resolution 1**
  2. To declare the payment of a first and final tax exempt (one-tier) dividend of 2.0 cents per ordinary share for the year ended 31 March 2021. **Resolution 2**
  3. To declare the payment of a special tax exempt (one-tier) dividend of 0.25 cent per ordinary share for the year ended 31 March 2021. **Resolution 3**
  4. To re-elect Mr Gerald Ong Chong Keng, a Director retiring pursuant to Article 94 of the Company's Constitution. [refer to explanatory note (a)] **Resolution 4**
  5. To re-elect Ms Deborah Lee Siew Yin, a Director retiring pursuant to Article 94 of the Company's Constitution. [refer to explanatory note (b)] **Resolution 5**
- To note that Mr Phua Bah Lee will be retiring pursuant to Article 94 of the Company's Constitution and he will not be seeking re-election at this Annual General Meeting.
6. To re-elect Mr Ng Ee Peng, a Director retiring pursuant to Article 100 of the Company's Constitution. [refer to explanatory note (c)] **Resolution 6**
  7. To approve the Directors' Fees of \$915,500 (2020: \$915,500) for the year ended 31 March 2021. **Resolution 7**
  8. To re-appoint Ernst & Young LLP as the Company's Auditor and to authorise the Directors to fix its remuneration. **Resolution 8**

### SPECIAL BUSINESS

To consider and, if thought fit, to pass the following resolutions as ordinary resolutions:

#### 9. Share Issue Mandate

That authority be and is hereby given to the Directors of the Company to:

- (a) (i) issue shares of the Company ("**shares**") whether by way of rights, bonus or otherwise; and/or
- (ii) make or grant offers, agreements or options (collectively, "**Instruments**") that might or would require shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) warrants, debentures or other instruments convertible into shares,

at any time and upon such terms and conditions and for such purposes and to such persons as the Directors may in their absolute discretion deem fit; and

- (b) (notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue shares in pursuance of any Instrument made or granted by the Directors while this Resolution was in force,

## NOTICE OF ANNUAL GENERAL MEETING

provided that:

- (1) the aggregate number of shares to be issued pursuant to this Resolution (including shares to be issued in pursuance of Instruments made or granted pursuant to this Resolution) does not exceed 50% of the total number of issued shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of shares to be issued other than on a *pro rata* basis to shareholders of the Company (including shares to be issued in pursuance of Instruments made or granted pursuant to this Resolution) does not exceed 20% of the total number of issued shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below);
- (2) (subject to such manner of calculation as may be prescribed by the Singapore Exchange Securities Trading Limited) for the purpose of determining the aggregate number of shares that may be issued under sub-paragraph (1) above, the total number of shares (excluding treasury shares and subsidiary holdings) shall be based on the total number of issued shares (excluding treasury shares and subsidiary holdings) at the time this Resolution is passed, after adjusting for:
  - (a) new Shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which were issued and are outstanding or subsisting at the time this Resolution is passed; and
  - (b) any subsequent bonus issue, consolidation or subdivision of shares,

and, in sub-paragraph (1) above and this sub-paragraph (2), “**subsidiary holdings**” has the meaning given to it in the Listing Manual of the Singapore Exchange Securities Trading Limited;

- (3) in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Listing Manual of the Singapore Exchange Securities Trading Limited for the time being in force (unless such compliance has been waived by the Singapore Exchange Securities Trading Limited) and the Constitution for the time being of the Company; and
- (4) (unless revoked or varied by the Company in general meeting) the authority conferred by this Resolution shall continue in force until the conclusion of the next Annual General Meeting of the Company or the date by which the next Annual General Meeting of the Company is required by law to be held, whichever is the earlier.  
[refer to explanatory note (d)]

### Resolution 9

#### 10. Renewal of the Share Purchase Mandate

That:

- (a) for the purposes of Sections 76C and 76E of the Companies Act, Chapter 50 of Singapore (the “**Companies Act**”), the exercise by the Directors of the Company of all the powers of the Company to purchase or otherwise acquire ordinary shares of the Company (“**Shares**”) not exceeding in aggregate the Maximum Limit (as hereafter defined), at such price or prices as may be determined by the Directors from time to time up to the Maximum Price (as hereafter defined), whether by way of:
  - (i) market purchase(s) on the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) and/or any other stock exchange on which the Shares may for the time being be listed and quoted (“**Other Exchange**”); and/or
  - (ii) off-market purchase(s) (if effected otherwise than on the SGX-ST or, as the case may be, Other Exchange) in accordance with any equal access scheme(s) as may be determined or formulated by the Directors as they consider fit, which scheme(s) shall satisfy all the conditions prescribed by the Companies Act,

## NOTICE OF ANNUAL GENERAL MEETING

and otherwise in accordance with all other laws and regulations and rules of the SGX-ST or, as the case may be, Other Exchange as may for the time being be applicable, be and is hereby authorised and approved generally and unconditionally (the “**Share Purchase Mandate**”);

- (b) unless varied or revoked by the Company in general meeting, the authority conferred on the Directors of the Company pursuant to the Share Purchase Mandate may be exercised by the Directors at any time and from time to time during the period commencing from the date of the passing of this Resolution and expiring on the earliest of:
- (i) the date on which the next Annual General Meeting of the Company is held;
  - (ii) the date by which the next Annual General Meeting of the Company is required by law to be held; and
  - (iii) the date on which purchases or acquisitions of Shares pursuant to the Share Purchase Mandate are carried out to the full extent mandated;

- (c) in this Resolution:

“**Average Closing Price**” means the average of the closing market prices of the Shares over the last five market days on which the Shares were transacted on the SGX-ST or, as the case may be, Other Exchange, before the date of the market purchase by the Company, and deemed to be adjusted in accordance with the listing rules of the SGX-ST for any corporate action which occurs during the relevant five-day period and the date of the market purchase by the Company;

“**date of the making of the offer**” means the date on which the Company makes an offer for the purchase or acquisition of Shares from shareholders, stating therein the purchase price (which shall not be more than the Maximum Price) for each Share and the relevant terms of the equal access scheme for effecting the off-market purchase;

“**Maximum Limit**” means that number of Shares representing 10% of the total number of issued Shares as at the date of the passing of this Resolution (excluding treasury shares and subsidiary holdings (as defined in the Listing Manual of the SGX-ST));

“**Maximum Price**” in relation to a Share to be purchased or acquired, means the purchase price (excluding brokerage, commission, applicable goods and services tax and other related expenses) which shall not exceed:

- (i) in the case of a market purchase of a Share, 5% above the Average Closing Price; and
- (ii) in the case of an off-market purchase of a Share pursuant to an equal access scheme, the NTAV of a Share; and

“**NTAV of a Share**” means the net tangible asset value of a Share taken from the latest announced consolidated financial statements of the Company preceding the date of the making of the offer pursuant to the off-market purchase; and

- (d) the Directors of the Company and/or any of them be and are hereby authorised to complete and do all such acts and things (including executing such documents as may be required) as they and/or he may consider expedient or necessary to give effect to the transactions contemplated and/or authorised by this Resolution. [refer to explanatory note (e)]

**Resolution 10**

## NOTICE OF ANNUAL GENERAL MEETING

### 11. “Tier-1” approval for Lt-Gen (Retd) Winston Choo Wee Leong

That for the purposes of Rule 210(5)(d)(iii)(A) of the Listing Manual of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 12 (relating to his “Tier-2” approval) by shareholders of the Company (excluding the Directors and the Chief Executive Officer of the Company and their respective associates (as defined in the Listing Manual of the SGX-ST)):

- (a) the continued appointment of Lt-Gen (Retd) Winston Choo Wee Leong as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Lt-Gen (Retd) Winston Choo Wee Leong as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 11**

### 12. “Tier-2” approval for Lt-Gen (Retd) Winston Choo Wee Leong

That for the purposes of Rule 210(5)(d)(iii)(B) of the Listing Manual of the Singapore Exchange Securities Trading Limited (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 11 (relating to his “Tier-1” approval) by shareholders of the Company:

- (a) the continued appointment of Lt-Gen (Retd) Winston Choo Wee Leong as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Lt-Gen (Retd) Winston Choo Wee Leong as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 12**

### 13. “Tier-1” approval for Mrs Fang Ai Lian

That for the purposes of Rule 210(5)(d)(iii)(A) of the Listing Manual of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 14 (relating to her “Tier-2” approval) by shareholders of the Company (excluding the Directors and the Chief Executive Officer of the Company and their respective associates (as defined in the Listing Manual of the SGX-ST)):

- (a) the continued appointment of Mrs Fang Ai Lian as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Mrs Fang Ai Lian as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 13**

### 14. “Tier-2” approval for Mrs Fang Ai Lian

That for the purposes of Rule 210(5)(d)(iii)(B) of the Listing Manual of the Singapore Exchange Securities Trading Limited (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 13 (relating to her “Tier-1” approval) by shareholders of the Company:

- (a) the continued appointment of Mrs Fang Ai Lian as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Mrs Fang Ai Lian as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 14**

## NOTICE OF ANNUAL GENERAL MEETING

### 15. “Tier-1” approval for Mr Tan Soo Khoon

That for the purposes of Rule 210(5)(d)(iii)(A) of the Listing Manual of the Singapore Exchange Securities Trading Limited (“**SGX-ST**”) (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 16 (relating to his “Tier-2” approval) by shareholders of the Company (excluding the Directors and the Chief Executive Officer of the Company and their respective associates (as defined in the Listing Manual of the SGX-ST)):

- (a) the continued appointment of Mr Tan Soo Khoon as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Mr Tan Soo Khoon as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 15**

### 16. “Tier-2” approval for Mr Tan Soo Khoon

That for the purposes of Rule 210(5)(d)(iii)(B) of the Listing Manual of the Singapore Exchange Securities Trading Limited (which will take effect from 1 January 2022), and subject to and contingent upon the passing of Resolution 15 (relating to his “Tier-1” approval) by shareholders of the Company:

- (a) the continued appointment of Mr Tan Soo Khoon as an independent Director be and is hereby approved; and
- (b) such approval shall continue in force until (i) the retirement or resignation of Mr Tan Soo Khoon as a Director; or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of this Resolution, whichever is earlier. [refer to explanatory note (f)] **Resolution 16**

## NOTICE OF ANNUAL GENERAL MEETING

### NOTICE OF RECORD DATE

**NOTICE IS HEREBY GIVEN** that the Transfer Books and Register of Members of the Company will be closed on 4 August 2021 for the purpose of determining shareholders' entitlements to the proposed first and final tax exempt (one-tier) dividend of 2.0 cents per ordinary share and special tax exempt (one-tier) dividend of 0.25 cent per ordinary share for the financial year ended 31 March 2021 (the "**Proposed Dividends**").

Duly completed transfers received by the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898 up to 5.00 p.m. on 3 August 2021 (the "**Record Date**") will be registered before shareholders' entitlements to the Proposed Dividends are determined.

Shareholders (being Depositors) whose securities accounts with The Central Depository (Pte) Limited are credited with shares as at 5.00 p.m. on the Record Date will rank for the Proposed Dividends.

The Proposed Dividends, if approved at the Forty-Eighth Annual General Meeting of the Company to be held on 29 July 2021, will be paid on 11 August 2021.

By Order of the Board  
Tan Ching Chek and Eve Chan Bee Leng  
Joint Company Secretaries

14 July 2021  
Singapore

## NOTICE OF ANNUAL GENERAL MEETING

### Explanatory Notes:

- (a) Mr Gerald Ong Chong Keng, if re-elected, will continue to serve as a member of the Audit, Nominating and Investment Committees. Information pursuant to Rule 720(6) of the Listing Manual of the SGX-ST on Mr Gerald Ong Chong Keng can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2021.
- (b) Ms Deborah Lee Siew Yin, if re-elected, will continue to serve as a member of the Audit and Remuneration Committees. Information pursuant to Rule 720(6) of the Listing Manual of the SGX-ST on Ms Deborah Lee Siew Yin can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2021.
- (c) Information pursuant to Rule 720(6) of the Listing Manual of the SGX-ST on Mr Ng Ee Peng can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2021.
- (d) The proposed ordinary resolution 9 above, if passed, will empower the Directors of the Company from the date of the Annual General Meeting to issue shares of the Company up to the limits as specified in the resolution for such purposes as they consider would be in the interests of the Company. This authority will continue in force until the next Annual General Meeting of the Company, unless previously revoked or varied at a general meeting. As at 15 June 2021, the Company had 3,512,800 treasury shares and no subsidiary holdings.
- (e) The proposed ordinary resolution 10 above, if passed, will empower the Directors of the Company, effective until the date of the next Annual General Meeting of the Company, or the date by which the next Annual General Meeting of the Company is required by law to be held or the date on which such authority is carried out to the full extent mandated or is varied or revoked by the Company in a general meeting, whichever is the earliest, to exercise the power of the Company to purchase or acquire its Shares. The Company intends to use internal sources of funds, external borrowings, or a combination of internal resources and external borrowings, to finance purchases or acquisitions of its Shares. The amount of financing required for the Company to purchase or acquire its Shares, and the impact on the Company’s financial position, cannot be ascertained as at the date of this Notice as these will depend on, *inter alia*, whether the Shares are purchased or acquired out of capital and/or profits of the Company, the aggregate number of Shares purchased or acquired, and the consideration paid at the relevant time. For illustrative purposes only, the financial effects of an assumed purchase or acquisition by the Company of 10% of its issued Shares (excluding treasury shares and subsidiary holdings) as at 15 June 2021, at a purchase price equivalent to the Maximum Price per Share, in the case of a market purchase and an off-market purchase respectively, based on the audited financial statements of the Group and the Company for the financial year ended 31 March 2021 and certain assumptions, are set out in Paragraph 2.7 of the Company’s Letter to Shareholders dated 14 July 2021.
- (f) The proposed ordinary resolutions 11 and 12, 13 and 14, and 15 and 16, above, are to approve the continued appointment of each of Lt-Gen (Retd) Winston Choo Wee Leong (“**Lt-Gen (Retd) Winston Choo**”), Mrs Fang Ai Lian (“**Mrs Fang**”) and Mr Tan Soo Khoon (“**Mr Tan**”) respectively, as an independent Director for the purposes of Rule 210(5)(d)(iii) of the Listing Manual of the SGX-ST, which will take effect from 1 January 2022. This Rule provides that a Director will not be independent if he/she has been a Director for an aggregate period of more than nine years and his/her continued appointment as an independent Director has not been sought and approved in separate resolutions by (i) all shareholders; and (ii) shareholders excluding the Directors and the Chief Executive Officer of the Company (being in the case of the latter, the Company’s Group Chief Executive Officer and Executive Director), and their respective associates (as defined in the Listing Manual of the SGX-ST).

## NOTICE OF ANNUAL GENERAL MEETING

Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan are independent Directors who have each served for an aggregate of more than nine years on the Board. (Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan were appointed to the Board on 18 June 2007, 16 July 2008 and 9 December 2011, respectively). The Company is accordingly seeking the requisite approvals from shareholders for the continued appointment of each of Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan as an independent Director from 1 January 2022 via the two-tier voting process under Rule 210(5)(d)(iii)(A) and Rule 210(5)(d)(iii)(B). If obtained, the requisite approvals will remain in force until (I) in the case of Lt-Gen (Retd) Winston Choo, the earlier of (i) his retirement or resignation as a Director, or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of ordinary resolutions 11 and 12; (II) in the case of Mrs Fang, the earlier of (i) her retirement or resignation as a Director, or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of ordinary resolutions 13 and 14; and (III) in the case of Mr Tan, the earlier of (i) his retirement or resignation as a Director, or (ii) the conclusion of the third Annual General Meeting of the Company following the passing of ordinary resolutions 15 and 16. Otherwise, Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan will be regarded as non-independent from 1 January 2022.

If ordinary resolutions 11 to 16 are not passed, and assuming that (i) each of the Directors seeking re-election at this Annual General Meeting (being Mr Gerald Ong Chong Keng, Ms Deborah Lee Siew Yin and Mr Ng Ee Peng) is re-elected, and (ii) there is no further change to the Board size and composition from the conclusion of this Annual General Meeting until 1 January 2022, the Board would comprise 2 independent and 5 non-independent Directors from 1 January 2022. In such event, the Company will re-constitute the Board to ensure that independent Directors continue to comprise at least one-third of the Board for the purposes of Rule 210(5)(c) of the Listing Manual of the SGX-ST, which will take effect from 1 January 2022.

In seeking the requisite approvals under Rule 210(5)(d)(iii) for each of Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan to continue as an independent Director, the Company seeks to strike an appropriate balance between tenure of service, continuity of experience and refreshment of the Board. The Board believes that the Company will benefit from the continued appointment of Lt-Gen (Retd) Winston Choo, Mrs Fang, and Mr Tan as independent Directors given their deep knowledge of the Group's business and operations which are gained over the course of their tenure as Board members. The Nominating Committee and the Board have observed that Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan continue to demonstrate independence in conduct, character and judgment, and that their length of service on the Board neither interferes with their exercise of independent judgment nor hinders their ability to act in the best interests of the Company. After a rigorous review, the Nominating Committee and the Board have determined that Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan continue to be independent despite each having served for more than nine years on the Board. Each of Lt-Gen (Retd) Winston Choo, Mrs Fang and Mr Tan has recused himself/herself from all Nominating Committee (where applicable) and Board deliberations and decisions relating to his/her continued independence.

Under Rule 210(5)(d)(iii)(A), all shareholders may vote on ordinary resolutions 11, 13 and 15. In compliance with Rule 210(5)(d)(iii)(B), the Directors (including the Group Chief Executive Officer) of the Company, and their respective associates (as defined in the Listing Manual of the SGX-ST) will abstain from voting on ordinary resolutions 12, 14 and 16. The Company will disregard any votes cast by the Directors (including the Group Chief Executive Officer) of the Company, and their respective associates, in respect of their holdings of shares (if any) on ordinary resolutions 12, 14 and 16. The Chairman of the Meeting will accept appointment as proxy for any other shareholder to vote in respect of ordinary resolutions 12, 14 and 16, where such shareholder has given specific instructions in a validly completed and submitted proxy form as to voting, or abstention from voting, in respect of ordinary resolutions 12, 14 and 16.

If ordinary resolution 11 is not passed, ordinary resolution 12 will be withdrawn. If ordinary resolution 13 is not passed, ordinary resolution 14 will be withdrawn. If ordinary resolution 15 is not passed, ordinary resolution 16 will be withdrawn.

## NOTICE OF ANNUAL GENERAL MEETING

### Notes:

1. The Annual General Meeting is being convened, and will be held, by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Printed copies of this Notice will not be sent to members. Instead, this Notice will be sent to members by electronic means via publication on the Company's corporate website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings). This Notice will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
2. Alternative arrangements relating to attendance at the Annual General Meeting via electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the Annual General Meeting, addressing of substantial and relevant questions at, or prior to, the Annual General Meeting and voting by appointing the Chairman of the Meeting as proxy at the Annual General Meeting, are set out in the accompanying Company's announcement dated 14 July 2021. This announcement may be accessed at the Company's corporate website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings), and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
3. **As a precautionary measure due to the current COVID-19 situation in Singapore, a member will not be able to attend the Annual General Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member wishes to exercise his/her/its voting rights at the Annual General Meeting.** The accompanying proxy form for the Annual General Meeting may be accessed at the Company's corporate website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings), and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 16 July 2021**.

4. The Chairman of the Meeting, as proxy, need not be a member of the Company.
5. The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:
  - (a) if submitted by post, be lodged at the office of the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or
  - (b) if submitted electronically, be submitted via email to the Company's Share Registrar at [sg.is.Metroproxy@sg.tricorglobal.com](mailto:sg.is.Metroproxy@sg.tricorglobal.com),

in either case by 11.00 a.m. on 26 July 2021, being 72 hours before the time appointed for holding the Annual General Meeting.

## NOTICE OF ANNUAL GENERAL MEETING

A member 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.

**In view of the current COVID-19 situation in Singapore, members are strongly encouraged to submit completed proxy forms electronically via email.**

6. The Company's Annual Report 2021 and the Letter to Shareholders dated 14 July 2021 (in relation to the proposed renewal of share purchase mandate) have been published on the Company's corporate website and may be accessed as follows:
- (a) the Company's Annual Report 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_annual-report](https://www.metroholdings.com.sg/investor_annual-report) by clicking on the hyperlink for "Annual Report 2021"; and
  - (b) the Letter to Shareholders dated 14 July 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_letter-to-shareholders](https://www.metroholdings.com.sg/investor_letter-to-shareholders) by clicking on the hyperlink for "Letter to Shareholders in Relation to the Renewal of the Share Purchase Mandate".

The above documents will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

7. Any reference to a time of day is made by reference to Singapore time.

### **Personal Data Privacy:**

By submitting an instrument appointing the Chairman of the Meeting as proxy to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company consents to the collection, use and disclosure of the member's personal data by the Company (or its agents or service providers) for the purpose of the processing, administration and analysis by the Company (or its agents or service providers) of the appointment of the Chairman of the Meeting as proxy for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, take-over rules, regulations and/or guidelines.

## ANNUAL GENERAL MEETING PROXY FORM

### IMPORTANT

1. The Annual General Meeting is being convened, and will be held, by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Printed copies of the Notice of Annual General Meeting will not be sent to members. Instead, the Notice of Annual General Meeting will be sent to members by electronic means via publication on the Company's website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings). The Notice of Annual General Meeting will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
2. Alternative arrangements relating to attendance at the Annual General Meeting via electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the Annual General Meeting, addressing of substantial and relevant questions at, or prior to, the Annual General Meeting and voting by appointing the Chairman of the Meeting as proxy at the Annual General Meeting, are set out in the accompanying Company's announcement dated 14 July 2021. This announcement may be accessed on the Company's website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings), and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
3. **As a precautionary measure due to the current COVID-19 situation in Singapore, a member will not be able to attend the Annual General Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member wishes to exercise his/her/its voting rights at the Annual General Meeting.**
4. CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 16 July 2021**.
5. **Please read the notes overleaf which contain instructions on, *inter alia*, the appointment of the Chairman of the Meeting as a member's proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting.**

### PERSONAL DATA PRIVACY

By submitting an instrument appointing the Chairman of the Meeting as proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 14 July 2021.

I/We \_\_\_\_\_ (Name), \_\_\_\_\_ (NRIC/Passport No./Co. Regn. No.)

of \_\_\_\_\_ (Address)

being a member/members of Metro Holdings Limited (the "**Company**") hereby appoint the Chairman of the Meeting as my/our proxy to attend, speak and vote for me/us and on my/our behalf at the Forty-Eighth Annual General Meeting of the Company to be convened and held by way of electronic means on Thursday, 29 July 2021 at 11.00 a.m. (Singapore time) and at any adjournment thereof, in the following manner:

No.	Resolutions	For	Against	Abstain
<b>ORDINARY BUSINESS</b>				
1.	To receive and adopt the Directors' Statement, Auditor's Report and Audited Financial Statements			
2.	To declare First and Final Dividend			
3.	To declare Special Dividend			
4.	To re-elect Mr Gerald Ong Chong Keng, a Director retiring under Article 94 of the Company's Constitution			
5.	To re-elect Ms Deborah Lee Siew Yin, a Director retiring under Article 94 of the Company's Constitution			
6.	To re-elect Mr Ng Ee Peng, a Director retiring under Article 100 of the Company's Constitution			
7.	To approve Directors' Fees			
8.	To re-appoint Ernst & Young LLP as Auditor and authorise the Directors to fix its remuneration			
<b>SPECIAL BUSINESS</b>				
9.	To approve the Share Issue Mandate			
10.	To approve the Renewal of the Share Purchase Mandate			
11.	"Tier-1" Approval for Lt-Gen (Retd) Winston Choo Wee Leong			
12.	"Tier-2" Approval for Lt-Gen (Retd) Winston Choo Wee Leong			
13.	"Tier-1" Approval for Mrs Fang Ai Lian			
14.	"Tier-2" Approval for Mrs Fang Ai Lian			
15.	"Tier-1" Approval for Mr Tan Soo Khoon			
16.	"Tier-2" Approval for Mr Tan Soo Khoon			

Voting will be conducted by poll. If you wish the Chairman of the Meeting as your proxy to cast all your votes For or Against a resolution, please indicate with a "✓" in the For or Against box provided in respect of that resolution. Alternatively, please indicate the number of votes For or Against in the For or Against box provided in respect of that resolution. If you wish the Chairman of the Meeting as your proxy to abstain from voting on a resolution, please indicate with a "✓" in the Abstain box provided in respect of that resolution. Alternatively, please indicate the number of shares that the Chairman of the Meeting as your proxy is directed to abstain from voting in the Abstain box provided in respect of that resolution. **In the absence of specific directions in respect of a resolution, the appointment of the Chairman of the Meeting as your proxy for that resolution will be treated as invalid.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature(s) of Member(s)/Common Seal

Total Number of  
Shares Held

**IMPORTANT: PLEASE READ NOTES OVERLEAF**

## NOTES:

1. A member should insert the total number of shares held. If the member has shares entered against his/her/its name in the Depository Register (maintained by The Central Depository (Pte) Limited), he/she/it should insert that number of shares. If the member has shares registered in his/her/its name in the Register of Members (maintained by or on behalf of the Company), he/she/it should insert that number of shares. If the member has shares entered against his/her/its name in the Depository Register and registered in his/her/its name in the Register of Members, he/she/it should insert the aggregate number of shares. If no number is inserted, this form of proxy will be deemed to relate to all the shares held by the member.
2. **As a precautionary measure due to the current COVID-19 situation in Singapore, a member will not be able to attend the Annual General Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the Annual General Meeting if such member wishes to exercise his/her/its voting rights at the Annual General Meeting.** This proxy form may be accessed on the Company's website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings), and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 16 July 2021.

3. The Chairman of the Meeting, as proxy, need not be a member of the Company.
4. The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:
  - (a) if submitted by post, be lodged at the office of the Company's Share Registrar, Tricor Barbinder Share Registration Services, 80 Robinson Road #11-02, Singapore 068898; or
  - (b) if submitted electronically, be submitted via email to the Company's Share Registrar at [sg.is.Metroproxy@sg.tricorglobal.com](mailto:sg.is.Metroproxy@sg.tricorglobal.com),

in either case by 11.00 a.m. on 26 July 2021, being 72 hours before the time appointed for holding the Annual General Meeting.

A member 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.

**In view of the current COVID-19 situation in Singapore, members are strongly encouraged to submit completed proxy forms electronically via email.**

5. The instrument appointing the Chairman of the Meeting as proxy must be under the hand of the appointor or of his/her attorney duly authorised in writing. Where the instrument appointing the Chairman of the Meeting as proxy is executed by a corporation, it must be executed either under its common seal or under the hand of its attorney or a duly authorised officer. Where an instrument appointing the Chairman of the Meeting as proxy is signed on behalf of the appointor by an attorney, the letter or power of attorney or a duly certified copy thereof must (failing previous registration with the Company) be lodged with the instrument of proxy or, if the instrument appointing the Chairman of the Meeting as proxy is submitted electronically via email, be emailed with the instrument of proxy, failing which the instrument may be treated as invalid.
6. Any reference to a time of a day is made by reference to Singapore time.
7. The Company shall be entitled to reject an instrument appointing the Chairman of the Meeting as proxy if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument of proxy appointing the Chairman of the Meeting as proxy (including any related attachment). In addition, in the case of shares entered in the Depository Register, the Company may reject any instrument appointing the Chairman of the Meeting as proxy if the member, being the appointor, is not shown to have shares entered against his/her/its name in the Depository Register as at seventy-two (72) hours before the time appointed for holding the Annual General Meeting, as certified by The Central Depository (Pte) Limited to the Company.



## METRO HOLDINGS LIMITED

(Company Registration No. 197301792W)  
(Incorporated in the Republic of Singapore)

### ANNOUNCEMENT

#### **ANNUAL GENERAL MEETING TO BE HELD ON 29 JULY 2021**

1. **Background.** Metro Holdings Limited (“**Metro**” or the “**Company**”) refers to:
  - (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
  - (b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “**Order**”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
  - (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of AGM.** The Company is pleased to announce that pursuant to the Order, its Forty-Eighth Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Thursday, 29 July 2021 at 11.00 a.m.** (Singapore time).

Our Chairman, Lt-Gen (Retd) Winston Choo Wee Leong, will conduct the proceedings of the AGM.
3. **Notice of AGM and Proxy Form.** The Notice of AGM and Proxy Form will be sent to shareholders solely by electronic means via publication on the Company’s corporate website and will also be made available on the SGX website<sup>1</sup>. Printed copies of these documents will not be sent to shareholders.

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<sup>1</sup> The Notice of AGM and Proxy Form may be accessed on the Company’s corporate website at the URL [https://www.metroholdings.com.sg/investor\\_shareholder-meetings](https://www.metroholdings.com.sg/investor_shareholder-meetings) and on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

4. **No personal attendance at the AGM.** As a precautionary measure due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
5. **Alternative arrangements for participation in the AGM.** Shareholders may participate in the AGM by:
  - (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
  - (b) submitting questions in advance of the AGM; and/or
  - (c) appointing the Chairman of the Meeting 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 by shareholders, including CPF and SRS investors, are set out in the Appendix to this announcement. In particular, CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 16 July 2021**. There will be no live voting at the AGM.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold Metro shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), other than CPF and SRS investors, and who wish to participate in the AGM by:
  - (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
  - (b) submitting questions in advance of the AGM; and/or
  - (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM,

should contact the relevant intermediary through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2021 and Letter to Shareholders.** The Company's Annual Report 2021 and the Letter to Shareholders dated 14 July 2021 (in relation to the proposed renewal of the share purchase mandate) have been published on the Company's corporate website and may be accessed as follows:
  - (a) the Company's Annual Report 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_annual-report](https://www.metroholdings.com.sg/investor_annual-report) by clicking on the hyperlink for "Annual Report 2021"; and
  - (b) the Letter to Shareholders dated 14 July 2021 may be accessed at the URL [https://www.metroholdings.com.sg/investor\\_letter-to-shareholders](https://www.metroholdings.com.sg/investor_letter-to-shareholders) by clicking on the

hyperlink for “Letter to Shareholders in Relation to the Renewal of the Share Purchase Mandate”.

The above documents will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Record date and payment date for first and final dividend and special dividend.** The Transfer Books and Register of Members of the Company will be closed on 4 August 2021 for the purpose of determining shareholders’ entitlements to the proposed first and final tax exempt (one-tier) dividend of 2.0 cents per ordinary share and special tax exempt (one-tier) dividend of 0.25 cent per ordinary share for the financial year ended 31 March 2021 (the “**Proposed Dividends**”).

Duly completed transfers received by the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898 up to 5.00 p.m. on 3 August 2021 (the “**Record Date**”) will be registered before shareholders’ entitlements to the Proposed Dividends are determined.

Shareholders (being Depositors) whose securities accounts with The Central Depository (Pte) Limited are credited with shares as at 5.00 p.m. on the Record Date will rank for the Proposed Dividends.

The Proposed Dividends, if approved at the AGM, will be paid on 11 August 2021.

9. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders may wish to take note of are set out in the table below:

Key dates	Actions
<b>From 9.00 a.m. on 14 July 2021 (Wednesday)</b>	Shareholders may begin to pre-register at <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a> for the live audio-visual webcast or live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 16 July 2021 (Friday)</b>	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
<b>11.00 a.m. on 26 July 2021 (Monday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• pre-register for the live audio-visual webcast or live audio-only stream of the AGM proceedings;</li> <li>• submit questions in advance; and</li> <li>• submit proxy forms.</li> </ul>
<b>By 11.00 a.m. on 28 July 2021 (Wednesday)</b>	Authenticated shareholders who have pre-registered for the live audio-visual webcast or live audio-only stream of the AGM proceedings will receive an email which will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream of the AGM proceedings, depending on the option selected at pre-registration (the “ <b>Confirmation Email</b> ”).

Key dates	Actions
<b>By 11.00 a.m. on 28 July 2021 (Wednesday)</b>  <b>(Continued)</b>	Shareholders who do not receive the Confirmation Email by <b>11.00 a.m. on 28 July 2021</b> , but have registered by the 26 July 2021 deadline should email the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a> or call (65) 6236 3550/3555 for assistance.
<b>Date and time of AGM - 11.00 a.m. on 29 July 2021 (Thursday)</b>	Follow the instructions in the Confirmation Email to access the live audio-visual webcast or call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 3 August 2021 (Tuesday)</b>	Record date for determining entitlements to first and final dividend and special dividend, subject to shareholders' approval at the AGM.
<b>11 August 2021 (Wednesday)</b>	Payment date for first and final dividend and special dividend, subject to shareholders' approval at the AGM.

10. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check the Company's corporate website at the URL <https://www.metroholdings.com.sg> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their co-operation in enabling us to hold our AGM with the optimum safe management measures amid the ongoing COVID-19 pandemic.

By Order of the Board

Tan Ching Chek and Eve Chan Bee Leng  
 Joint Company Secretaries  
 14 July 2021

## APPENDIX

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

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting 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.	<b>Pre-registration</b>	<p><b>Shareholders, including CPF and SRS investors, must pre-register at the pre-registration website at <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a> from 9.00 a.m. on 14 July 2021 till 11.00 a.m. on 26 July 2021 to enable the Company to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>11.00 a.m. on 28 July 2021</b>. The email will contain login credentials and the link to access the live audio-visual webcast, or a toll-free telephone number to access the live audio-only stream of the AGM proceedings, depending on the option selected at pre-registration.</p> <p>Shareholders who do not receive an email by <b>11.00 a.m. on 28 July 2021</b>, but have registered by the <b>26 July 2021</b> deadline should email the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a> or call (65) 6236 3550/3555 for assistance.</p>
2.	<b>Submit questions in advance</b>	<p><b>Shareholders will not be able to ask questions at the AGM live during the live audio-visual webcast or audio-only stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</b></p> <p><b>Submission of questions.</b> Shareholders, including CPF and SRS investors, 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:</p> <p>(a) <b>Via pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at <a href="https://online.meetings.vision/metroholdings-agm-registration">https://online.meetings.vision/metroholdings-agm-registration</a>.</p> <p>(b) <b>Via email.</b> Shareholders may submit their questions via email to <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a>.</p>

No.	Steps	Details
2.	<p><b>Submit questions in advance</b></p> <p><b>(Continued)</b></p>	<p>(c) <b>By post.</b> Shareholders may submit their questions by post to the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898.</p> <p>When sending in your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>• your full name &amp; NRIC/FIN/Passport Number;</li> <li>• your address; and</li> <li>• the manner in which you hold shares in Metro (e.g., via CDP, CPF/SRS and/or scrip).</li> </ul> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>11.00 a.m. on 26 July 2021.</b></p> <p><b>Addressing questions.</b> The Company will address all substantial and relevant questions received from shareholders during the AGM through live audio-visual webcast and live audio-only stream, or publish the responses to such questions on the Company's website and on SGXNet prior to the AGM.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on its corporate website and on SGXNet, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>
3.	<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form. There will be no live voting at the AGM.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged with the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or</p>

No.	Steps	Details
3.	<p><b>Submit proxy forms to vote</b></p> <p><b>(Continued)</b></p>	<p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at <a href="mailto:sg.is.Metroproxy@sg.tricorglobal.com">sg.is.Metroproxy@sg.tricorglobal.com</a>, in either case, by <b>11.00 a.m. on 26 July 2021</b>.</p> <p>A shareholder 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 before scanning and sending it by email to the email address provided above.</p> <p><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPF and SRS Investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 16 July 2021</b>.</p>