

ANNUAL GENERAL MEETING::VOLUNTARY

Issuer & Securities

Issuer/ Manager

METRO HOLDINGS LTD

Security

METRO HOLDINGS LIMITED - SG1I11878499 - M01

Announcement Details

Announcement Title

Annual General Meeting

Date & Time of Broadcast

28-Jun-2023 06:02:07

Status

New

Announcement Reference

SG230628MEETF0BJ

Submitted By (Co./ Ind. Name)

Tan Ching Chek

Designation

Company Secretary

Financial Year End

31/03/2023

Event Narrative

Narrative Type	Narrative Text
Additional Text	Please refer to the attached files for: (1) Notice of Annual General Meeting; (2) Proxy Form; and (3) Request Form

Event Dates

Meeting Date and Time

20/07/2023 15:00:00

Response Deadline Date

17/07/2023 15:00:00

Event Venue(s)

Place

Venue(s)	Venue details
Meeting Venue	The Fiftieth Annual General Meeting of the Company will be held at Grand Ballroom, Level 3, Singapore Marriott Tang Plaza Hotel, 320 Orchard Road, Singapore 238865 on Thursday, 20 July 2023 at 3.00 p.m.

Attachments

[Metro AR2023 Notice of AGM.pdf](#)

[Metro AR2023 PROXY.pdf](#)

[Metro AR23 Request Form.pdf](#)

Total size =157K MB

METRO HOLDINGS LIMITED
Company Registration No.: 197301792W
(Incorporated in the Republic of Singapore)

Please note that only beverages will be served at this Annual General Meeting.

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Fiftieth Annual General Meeting of the Company will be held at Grand Ballroom, Level 3, Singapore Marriott Tang Plaza Hotel, 320 Orchard Road, Singapore 238865 on Thursday, 20 July 2023 at 3.00 p.m. 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 2023. **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 2023. **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 2023. **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 Mr Ng Ee Peng, a Director retiring pursuant to Article 94 of the Company's Constitution. [refer to explanatory note (b)] **Resolution 5**

To note that Mrs Fang Ai Lian will be retiring pursuant to Article 94 of the Company's Constitution and she will not be seeking re-election at this Annual General Meeting.

6. To re-elect Mr Soong Hee Sang, a Director retiring pursuant to Article 100 of the Company's Constitution. [refer to explanatory note (c)] **Resolution 6**
7. To re-elect Mr Ong Sek Hian (Wang ShiXian), a Director retiring pursuant to Article 100 of the Company's Constitution. [refer to explanatory note (d)] **Resolution 7**
8. To approve the Directors' Fees of \$1,095,800 (2022: \$996,371) for the year ended 31 March 2023. **Resolution 8**
9. To re-appoint Ernst & Young LLP as the Company's Auditor and to authorise the Directors to fix its remuneration. **Resolution 9**

SPECIAL BUSINESS

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

10. 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,

NOTICE OF ANNUAL GENERAL MEETING

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,

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 (e)]

Resolution 10

11. **Renewal of the Share Purchase Mandate**

That:

- (a) for the purposes of Sections 76C and 76E of the Companies Act 1967 (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

NOTICE OF ANNUAL GENERAL MEETING

- (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,

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 (f)]

Resolution 11

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 28 July 2023 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 2023 (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 27 July 2023 (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 Fiftieth Annual General Meeting of the Company to be held on 20 July 2023, will be paid on 8 August 2023.

By Order of the Board

Tan Ching Chek and Eve Chan Bee Leng
Joint Company Secretaries
28 June 2023
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 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 2023.
- (b) Mr Ng Ee Peng, 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 Mr Ng Ee Peng can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2023.
- (c) Mr Soong Hee Sang, if re-elected, will continue to serve as a member of the Investment Committee. Information pursuant to Rule 720(6) of the Listing Manual of the SGX-ST on Mr Soong Hee Sang can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2023.
- (d) Information pursuant to Rule 720(6) of the Listing Manual of the SGX-ST on Mr Ong Sek Hian (Wang ShiXian) can be found in the “Information on Directors Seeking Re-election” section of the Company’s Annual Report 2023.
- (e) The proposed ordinary resolution 10 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 29 May 2023, the Company had 3,512,800 treasury shares and no subsidiary holdings.
- (f) The proposed ordinary resolution 11 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 29 May 2023, 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 2023 and certain assumptions, are set out in Paragraph 2.7 of the Company’s Letter to Shareholders dated 28 June 2023.

Notes:

1. The Annual General Meeting will be held, in a wholly physical format, at the venue, date and time stated above. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies or representatives will be able to ask questions and vote at the Annual General Meeting by attending the Annual General Meeting in person. There will be no option for shareholders to participate virtually.

Printed copies of this Notice and the accompanying proxy form will be sent by post to members. These documents will also be published on the Company’s corporate website at the URL <https://www.metroholdings.com.sg/investor-shareholder-meetings> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

2. (a) A member who is not a relevant intermediary is entitled to appoint not more than two proxies to attend, speak and vote at the Annual General Meeting. Where such member’s instrument appointing a proxy(ies) appoints more than one proxy, the proportion of the shareholding concerned to be represented by each proxy shall be specified in the instrument.

NOTICE OF ANNUAL GENERAL MEETING

- (b) A member who is a relevant intermediary is entitled to appoint more than two proxies to attend, speak and vote at the Annual General Meeting, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's instrument appointing a proxy(ies) appoints more than two proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the instrument.

"Relevant intermediary" has the meaning ascribed to it in Section 181 of the Companies Act 1967.

A member who wishes to appoint a proxy(ies) must complete the instrument appointing a proxy(ies), before submitting it in the manner set out below.

3. A proxy need not be a member of the Company. A member may choose to appoint the Chairman of the Meeting as his/her/its proxy.
4. The instrument appointing a proxy(ies) 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,

in either case by 3.00 p.m. on 17 July 2023, being 72 hours before the time appointed for holding the Annual General Meeting.

5. CPF and SRS investors:
- (a) may vote at the Annual General Meeting if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or
- (b) may appoint the Chairman of the Meeting as proxy to vote on their behalf at the Annual General Meeting, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 10 July 2023**.
6. Shareholders, including CPF and SRS investors, may submit substantial and relevant questions related to the resolutions to be tabled for approval at the Annual General Meeting in advance of the Annual General Meeting:
- (a) by post to the Company's Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898; or
- (b) via email to the Company's Share Registrar, Tricor Barbinder Share Registration Services, at sg.is.metroproxy@sg.tricorglobal.com.

When submitting questions by post or via email, shareholders should also provide the following details: (i) the shareholder's full name; (ii) the shareholder's email address; and (iii) the manner in which the shareholder hold shares in the Company (e.g., via CDP, CPF, SRS and/or scrip), for verification purposes.

All questions submitted in advance must be received by 12.00 a.m. on 6 July 2023.

7. The Company will address all substantial and relevant questions received from shareholders by the 6 July 2023 deadline by publishing its responses to such questions on the Company's corporate website at the URL https://www.metroholdings.com.sg/investor_shareholder-meetings and the SGX website at the URL <https://www.sgx.com/securities/company-announcements> at least 48 hours prior to the closing date and time for the lodgement of instruments appointing a proxy(ies). The Company will respond to questions or follow-up questions submitted after the 6 July 2023 deadline either within a reasonable timeframe before the Annual General Meeting, or at the Annual General Meeting itself. Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed.

NOTICE OF ANNUAL GENERAL MEETING

8. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies or representatives can also ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the Annual General Meeting, at the Annual General Meeting itself.
9. The Company's Annual Report 2023 and the Letter to Shareholders dated 28 June 2023 (in relation to the proposed renewal of share purchase mandate) may be accessed at the Company's corporate website as follows:
 - (a) the Company's Annual Report 2023 may be accessed at the URL https://www.metroholdings.com.sg/investor_annual-report by clicking on the hyperlink for "Annual Report 2023"; and
 - (b) the Letter to Shareholders dated 28 June 2023 may be accessed at the URL 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>. Members may request for printed copies of these documents by completing and submitting the request form sent to them by post together with printed copies of this Notice and the accompanying proxy form.

Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company (i) 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 proxies and/or representatives appointed 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 (collectively, the "**Purposes**"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents or service providers), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents or service providers) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.



ANNUAL GENERAL MEETING PROXY FORM

IMPORTANT

- The Annual General Meeting will be held, in a wholly physical format, at the venue, date and time stated below. There will be no option for shareholders to participate virtually.
- Please read the notes overleaf which contain instructions on, *inter alia*, the appointment of a proxy(ies).**
- This Proxy Form is not valid for use and shall be ineffective for all intents and purposes if used or purported to be used by CPF and SRS investors. CPF and SRS investors:
 - may vote at the Annual General Meeting if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or
 - may appoint the Chairman of the Meeting as proxy to vote on their behalf at the Annual General Meeting, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 10 July 2023.**

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s), the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 28 June 2023.

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

of _____ (Address)

being a member(s) of Metro Holdings Limited (the "**Company**") hereby appoint:

Name	Address	NRIC/ Passport Number	Proportion of Shareholdings (%)

and/or (delete as appropriate)

Name	Address	NRIC/ Passport Number	Proportion of Shareholdings (%)

or failing the person, or either or both of the persons, referred to above, the Chairman of the Meeting, as my/our proxy(ies) to attend, speak and vote for me/us on my/our behalf at the Fiftieth Annual General Meeting of the Company to be held at Grand Ballroom, Level 3, Singapore Marriott Tang Plaza Hotel, 320 Orchard Road, Singapore 238865 on Thursday, 20 July 2023 at 3.00 p.m. and at any adjournment thereof, in the following manner:

No.	Resolutions	For	Against	Abstain
ORDINARY BUSINESS				
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 Mr Ng Ee Peng, a Director retiring under Article 94 of the Company's Constitution			
6.	To re-elect Mr Soong Hee Sang, a Director retiring under Article 100 of the Company's Constitution			
7.	To re-elect Mr Ong Sek Hian (Wang ShiXian), a Director retiring under Article 100 of the Company's Constitution			
8.	To approve Directors' Fees			
9.	To re-appoint Ernst & Young LLP as Auditor and authorise the Directors to fix its remuneration			
SPECIAL BUSINESS				
10.	To approve the Share Issue Mandate			
11.	To approve the Renewal of the Share Purchase Mandate			

Voting will be conducted by poll. If you wish your proxy(ies) 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 your proxy(ies) 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 your proxy(ies) is(are) directed to abstain from voting in the Abstain box provided in respect of that resolution. In any other case, the proxy(ies) may vote or abstain as the proxy(ies) deem(s) fit on any of the above resolutions if no voting instruction is specified, and on any other matter arising at the Annual General Meeting.

Dated this _____ day of _____ 2023

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

IMPORTANT: PLEASE READ NOTES OVERLEAF

**Total Number of
Shares Held**

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AFFIX
POSTAGE
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METRO HOLDINGS LIMITED

c/o TRICOR BARBINDER SHARE REGISTRATION SERVICES
80 Robinson Road #11-02
Singapore 068898

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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 instrument appointing a proxy(ies) will be deemed to relate to all the shares held by the member.
2. (a) A member who is not a relevant intermediary is entitled to appoint not more than two proxies to attend, speak and vote at the Annual General Meeting. Where such member's instrument appointing a proxy(ies) appoints more than one proxy, the proportion of the shareholding concerned to be represented by each proxy shall be specified in the instrument.
(b) A member who is a relevant intermediary is entitled to appoint more than two proxies to attend, speak and vote at the Annual General Meeting, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's instrument appointing a proxy(ies) appoints more than two proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the instrument.

"Relevant intermediary" has the meaning ascribed to it in Section 181 of the Companies Act 1967.

A member who wishes to appoint a proxy(ies) must complete the instrument appointing a proxy(ies), before submitting it in the manner set out below.

3. A proxy need not be a member of the Company. A member may choose to appoint the Chairman of the Meeting as his/her/its proxy.
4. The instrument appointing a proxy(ies) 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

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(b) if submitted electronically, be submitted via email to the Company's Share Registrar at sg.is.metroproxy@sg.tricorglobal.com, in either case by 3.00 p.m. on 17 July 2023, being 72 hours before the time appointed for holding the Annual General Meeting.

5. The instrument appointing a proxy(ies) must be under the hand of the appointor or of his/her attorney duly authorised in writing. Where the instrument appointing a proxy(ies) 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 a proxy(ies) 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), if the instrument is submitted by post, be lodged with the instrument or, if the instrument is submitted electronically via email, be emailed with the instrument, failing which the instrument may be treated as invalid.
6. Completion and return of the instrument appointing a proxy(ies) shall not preclude a member from attending, speaking and voting at the Annual General Meeting. Any appointment of a proxy(ies) shall be deemed to be revoked if a member attends the Annual General Meeting in person, and in such event, the Company reserves the right to refuse to admit any person(s) appointed under the relevant instrument appointing a proxy(ies) to the Annual General Meeting.
7. The Company shall be entitled to reject an instrument appointing a proxy(ies) 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 appointing a proxy(ies) (including any related attachment). In addition, in the case of shares entered in the Depository Register, the Company may reject any instrument appointing a proxy(ies) lodged or submitted, 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.
8. A corporation which is a member may authorise by resolution of its directors or other governing body such person as it thinks fit to act as its representative at the Meeting, in accordance with Section 179 of the Companies Act 1967.

METRO HOLDINGS LIMITED

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



28 June 2023

Dear Shareholder,

We are pleased to enclose printed copies of the Notice and Proxy Form for the upcoming Fiftieth Annual General Meeting of Metro Holdings Limited ("**Metro**") to be held, in a wholly physical format, on Thursday, 20 July 2023.

In line with Metro Group's sustainability strategy, we have discontinued the practice of mailing printed copies of Metro's Annual Reports and Letters to Shareholders. Instead, our Annual Report for the financial year ended 31 March 2023 ("**Annual Report 2023**") and Letter to Shareholders dated 28 June 2023 ("**Letter to Shareholders**") in relation to the proposed renewal of the share purchase mandate will be available for download from Metro's corporate website from the date of this letter. You will need an internet browser and PDF reader to view these documents.

- The Annual Report 2023 may be accessed at the URL https://www.metroholdings.com.sg/investor_annual-report by clicking on the hyperlink or image for "Annual Report 2023".
- The Letter to Shareholders may be accessed at the URL https://www.metroholdings.com.sg/investor_letter-to-shareholders by clicking on the hyperlink "Letter to Shareholders in Relation to the Renewal of the Share Purchase Mandate" opposite the date "28 June 2023".

You may also access the above documents on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

We sincerely hope that you will join our sustainability efforts and embrace e-communications. However, if you still wish to receive printed copies of the Annual Report 2023 and/or the Letter to Shareholders dated 28 June 2023, please complete the Request Form and submit it by post to us c/o our Share Registrar, Tricor Barbinder Share Registration Services, at 80 Robinson Road #11-02, Singapore 068898 or, alternatively, you may submit your completed Request Form by email to our Share Registrar at sg.is.metroproxy@sg.tricorglobal.com, in either case, no later than Friday, 7 July 2023.

By completing, signing and submitting the Request Form to us, you agree and acknowledge that we and/or our service provider(s) may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

Yours Faithfully
For and on behalf of
Metro Holdings Limited

Tan Ching Chek and Eve Chan Bee Leng
Joint Company Secretaries

REQUEST FORM

To: Metro Holdings Limited
c/o Tricor Barbinder Share Registration Services

(Please tick accordingly and submit this form to us by 7 July 2023. Incomplete, illegible or incorrectly completed forms will not be processed.)

☐ I/We wish to receive printed copies of the Annual Report for the financial year ended 31 March 2023 and the Letter to Shareholders dated 28 June 2023

The shares are held by me/us under or through:

☐ CDP Securities Account Number: _____

☐ CPF/SRS Account

☐ Physical scrip(s)

Name(s) of Shareholder(s): _____

Mailing Address : _____

Signature(s): _____ Date: _____

Note: This request is valid for the Annual Report 2023 and Letter to Shareholders dated 28 June 2023 only.

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AFFIX
POSTAGE
STAMP

METRO HOLDINGS LIMITED

c/o TRICOR BARBINDER SHARE REGISTRATION SERVICES
80 Robinson Road #11-02
Singapore 068898

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1st fold here