

STRACO CORPORATION LIMITED
Registration Number: 200203482R
(Incorporated in the Republic of Singapore)

**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S
ANNUAL GENERAL MEETING ON 27 APRIL 2022**

- (1) NO DESPATCH OF PRINTED COPIES OF ANNUAL REPORT 2021, CIRCULAR, NOTICE OF ANNUAL GENERAL MEETING AND PROXY FORM**
- (2) NO PHYSICAL ATTENDANCE AT ANNUAL GENERAL MEETING**
- (3) ALTERNATIVE ARRANGEMENTS TO PARTICIPATE AT ANNUAL GENERAL MEETING**

The Board of Directors (the “**Board**”) of Straco Corporation Limited (the “**Company**”) refers to:

- (a) the Company’s Notice of Annual General Meeting dated 5 April 2022 (“**Notice of AGM**”) in respect of the Company’s Annual General Meeting which is now scheduled to be held on 27 April 2022 at 10.00 a.m. (the “**AGM**”);
- (b) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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; and
- (c) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (“**Meetings Order**”), deemed to have come into operation on 27 March 2020 and subsequently amended on 29 September 2020 and 6 April 2021, provides legal certainty that issuers are able to hold general meetings via electronic means amid the COVID-19 situation, and will continue to be in force until revoked or amended by the Ministry of Law (“**MinLaw**”).
- (d) 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.
- (e) Following the issuance of the Regulator’s Column on 16 December 2021 entitled “What SGX RegCo expects on the conduct of general meetings amid the ongoing COVID-19 situation” by the Singapore Exchange Regulation (“**SGX RegCo**”) (“**16 December 2021 Regulator’s Column**”), SGX RegCo together with the Monetary

Authority of Singapore (“MAS”) and the Accounting and Corporate Regulatory Authority (“ACRA”) had released a joint statement on 4 February 2022 announcing that they have refreshed the checklist which guides issuers and non-listed entities on the conduct of general meetings (“Checklist”) under the Meetings Order to provide that the 16 December 2021 Regulator’s Column will form part of the Checklist. The Checklist was first issued amid the evolving COVID-19 situation on 13 April 2020 and updated on 27 April 2020 and 22 June 2020.

- (f) Accordingly, issuers conducting their general meetings must follow the practices set out in the 16 December 2021 Regulator’s Column when conducting their general meetings amid the extension of the temporary legislative relief which allows entities to hold general meetings via electronic means amid the COVID-19 situation. This legislation will continue to be in force until revoked or amended by the MinLaw. In this regard, issuers which do not utilise both (i) real-time remote electronic voting and (ii) real-time electronic communication at their general meetings, must also incorporate the practices set out in the 16 December 2021 Regulator’s Column in their conduct of general meetings.

IMPORTANT NOTICE

Shareholders must note the following in relation to the AGM

LIVE WEBCAST

1. The Board of Directors is pleased to announce that the AGM will be convened and held by way of electronic means on Wednesday, 27 April 2022 at 10.00 a.m.
2. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be sent to shareholders by electronic means via publication on the Company’s website and on the SGX website.
3. **No personal attendance at 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.
4. **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 text-based questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
 - (c) voting at the AGM;
 - (i) “live” by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or

- (ii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

Details of the steps for pre-registration, 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 should note that they:-

- (a) may vote “live” via electronic means at the AGM 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 AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 14 April 2022.

5. **Persons who hold shares through relevant intermediaries.** Persons who hold shares through relevant intermediaries (as defined in section 181 of the Companies Act 1967), 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 text-based questions to the Chairman of the Meeting in advance of, or “live” at, the AGM; and/or
- (c) voting at the AGM (i) “live” via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to 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.

6. **Submission of Questions in advance of, or ‘live’ at the AGM.** Shareholders may submit questions relating to the items on the agenda of the AGM via one of the following means:

- (a) through pre-registration website: <https://conveneagm.com/sg/stracoagm>;
- (b) by mail to the registered office of the Company at 10 Anson Road, #30-15 International Plaza, Singapore 079903;
- (c) email to email address: sg.is.proxy@sg.tricorglobal.com; and
- (d) by submitting text-based questions “live” at the AGM.

Shareholders will need to identify themselves when posing questions by email or by mail by providing the following details:

- (a) the shareholder’s full name as it appears on his/her/its CDP/CPF/SRS share records;
- (b) the shareholder’s NRIC/Passport/UEN number;
- (c) the shareholder’s contact number and email address; and
- (d) the manner in which the shareholder holds his/her/its shares in the Company (e.g. via CDP, CPF or SRS).

Please note that the Company will not be able to answer questions from persons who provide insufficient details to enable the Company to verify his/her/its shareholder status.

All questions submitted via mail or email must be submitted by **11:59 p.m. on 14 April 2022**. The Company will endeavour to address the substantial and relevant questions before the AGM. The responses to such questions from shareholders will be posted on the SGXNet and the Company’s website by **20 April 2022**.

- 7. **2021 Annual Report and Letter to Shareholders.** The 2021 Annual Report and the Letter to Shareholders dated 5 April 2022 (in relation to the proposed renewal of the share buy-back mandate) have been published and may be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> and the Company’s website at www.stracocorp.com.
- 8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key Dates	Actions
5 April 2022 (Tuesday)	Shareholders and, where applicable, their appointed proxy(ies), may begin to pre-register at the pre-registration website at the URL https://conveneagm.com/sg/stracoagm for “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.
14 April 2022 (Thursday)	Deadline for CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
14 April 2022 at 11.59 pm (Thursday)	Deadline for shareholders to submit questions in advance

24 April 2022 at 10.00 am (Sunday)	<p>Deadline for shareholders to:</p> <ul style="list-style-type: none"> • pre-register for “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings; and • submit instruments appointing (a) proxy(ies). <p>Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their proxy forms early, and should request their proxy(ies) to pre-register for “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings by this deadline.</p>
26 April 2022 at 10.00am (Tuesday)	<p>Authenticated shareholders and, where applicable, their appointed proxy(ies), who have pre-registered via the pre-registration website will receive a confirmation email via the email address provided on pre-registration. Shareholders and, where applicable, their appointed proxy(ies), who do not receive the confirmation email by 10.00 a.m. on 26 April 2022, but have registered by the 24 April 2022 deadline, should email support@conveneagm.com or call the Singapore toll-free telephone number +65 6856 7330.</p>
27 April 2022 at 10.00 am (Wednesday)	<p>Date and time of AGM - Use the login credentials created during pre-registration to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.</p>

Due to the constantly evolving COVID-19 situation, the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to regularly check the Company’s website or announcements released on SGXNET for updates on the AGM. Further, in light of the current COVID-19 measures, which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via the registration link or email.

BY ORDER OF THE BOARD

Lotus Isabella Lim Mei Hua
Company Secretary
5 April 2022

APPENDIX

Steps for pre-registration, 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, or “live” at, the AGM and vote at the AGM (i) “live” by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre-registration	<p>Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, can pre-register for access to the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings at the pre-registration website at the URL https://conveneagm.com/sg/stracoagm from 5 April 2022 up to 10.00 a.m. on 24 April 2022 to enable the Company to verify their status.</p> <p>Following the verification, authenticated shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who have pre-registered via the pre-registration website will receive a confirmation email by 10.00 a.m. on 26 April 2022.</p> <p>Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who do not receive the confirmation email by 10.00 a.m. on 26 April 2022, but have registered by the 24 April 2022 deadline, should email support@conveneagm.com or call the Singapore toll-free telephone number +65 6856 7330.</p> <p>The login credentials created during pre-registration can then be used to access the “live” audio-visual webcast or “live” audio-only stream of the AGM proceedings.</p>
2.	Submit questions in advance of, or “live” at, the AGM	<p>Shareholders, including CPF and SRS investors, can submit questions in advance of, or “live” at, the AGM.</p> <p>Submission of substantial and relevant questions in advance of the AGM.</p> <p>Shareholders, including CPF and SRS investors, can submit substantial and relevant 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) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their</p>

questions via the pre-registration website at the URL <https://conveneagm.com/sg/stracoagm>.

(b) **Via email.** Shareholders may submit their questions via email to sg.is.proxy@sg.tricorglobal.com.

(c) **By post.** Shareholders may submit their questions by post to the Company's Registered Office address at 10 Anson Road, #30-15 International Plaza, Singapore 079903.

When sending in your questions via email or by post, please also provide us with the following details:

- your full name;
- your NRIC/Passport/UEN number;
- your address; and
- the manner in which you hold shares in Straco (e.g., via CDP, CPF, SRS and/or scrip).

Deadline to submit questions in advance of the AGM.

All questions submitted in advance of the AGM via any of the above channels must be received by 11.59 p.m. on 14 April 2022.

Pre-register to ask substantial and relevant questions “live” at the AGM.

Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), can also ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, “live” at the AGM, by typing in and submitting their questions via the online platform hosting the audio-visual webcast and audio-only stream.

Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions “live” at the AGM must first pre-register at the pre-registration website at the URL <https://conveneagm.com/sg/stracoagm>.

Addressing questions.

We will endeavour to address all substantial and relevant questions received from shareholders prior to the AGM by publishing our responses to such questions on our corporate website and on SGXNet prior to the AGM. If we are unable to do so, we will address those substantial and relevant questions which have not already been addressed prior to the AGM, as well as those received “live” at the AGM itself, during the AGM through the “live” audio-visual webcast and “live” audio-only stream of the AGM proceedings. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.

		<p>Minutes of the AGM. We will publish the minutes of the AGM on the Company’s 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>
<p>3.</p>	<p>Submit instruments appointing a proxy(ies) to vote, or vote “live”, at the AGM</p>	<p>Shareholders who wish to exercise their voting rights at the AGM may:</p> <ul style="list-style-type: none"> (a) (where such shareholders are individuals) vote “live” via electronic means at the AGM; or (b) (where such shareholders are individuals or corporates) appoint (a) proxy(ies) (other than the Chairman of the Meeting) to vote “live” via electronic means at the AGM on their behalf; or (c) (where such shareholders are individuals or corporates) appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM. <p>Pre-register to vote “live” at the AGM. Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to vote “live” at the AGM must first pre-register at the pre-registration website at the URL https://conveneagm.com/sg/stracoagm.</p> <p>Submission of instruments of proxy. Shareholders who wish to submit instruments appointing (a) proxy(ies) must do so in the following manner:</p> <ul style="list-style-type: none"> (a) if submitted by post, the instrument must be lodged with the Company’s Share Registrar, Tricor Barbinder Share Registration Services (a division of Tricor Singapore Pte. Ltd.), at 80 Robinson Road #11-02, Singapore 068898; or (b) if submitted electronically, the instrument must be submitted: <ul style="list-style-type: none"> (i) via email to the Company’s Share Registrar at sg.is.proxy@sg.tricorglobal.com; or (ii) via the online process through the pre-registration website at the URL https://conveneagm.com/sg/stracoagm, <p>in each case, by 10.00 a.m. on 24 April 2022</p> <p>A shareholder who wishes to submit an instrument appointing (a) proxy(ies) by post or via email can either download a copy of the proxy form from the Company’s website or the SGX website, and complete and sign the proxy form, before submitting it by post to the</p>

address provided above or before scanning and sending it by email to the email address provided above. A shareholder may also appoint (a) proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.com/sg/stracoagm>.

Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email or appoint (a) proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.com/sg/stracoagm>.

Appointed proxy(ies) (other than the Chairman of the Meeting) will be prompted via email (within 2 business days after the Company's receipt of a validly completed and submitted proxy form) to pre-register at the pre-registration website at the URL <https://conveneagm.com/sg/stracoagm> in order to access the "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings. Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their proxy forms early, and should request their proxy(ies) to pre-register by 10.00 a.m. on 24 April 2022.

CPF and SRS investors.

CPF and SRS investors:

- (a) may vote "live" via electronic means at the AGM 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 AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 14 April 2022.