



南方包装集团有限公司
Southern Packaging Group Limited

SOUTHERN PACKAGING GROUP LIMITED
(Company Registration No.: 200313312N)
(Incorporated in Singapore on 30 December 2003)

ALTERNATIVE ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 27 APRIL 2023

1. INTRODUCTION

The Board of Directors (the “**Board**”) of Southern Packaging Group Limited (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 (“**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, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022), read together with the FAQs on “The Holding of General Meetings” dated 23 May 2022 issued by the Singapore Exchange Regulation, which provides guidance on the conduct of general meetings amid the evolving Covid-19 situation.

2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

The Board wishes to inform shareholders of the Company (“**Shareholders**”) that the Company will conduct its Annual General Meeting (“**AGM**”) on **Thursday, 27 April 2023 at 10 a.m. (Singapore time)** by way of electronic means pursuant to the Order.

3. NOTICE OF AGM, PROXY FORM AND ANNUAL REPORT

The Notice of AGM, proxy form and Annual Report have been made available on the Company website at <http://www.southern-packaging.com/en/notice/list.aspx> and on the SGX website at <https://www.sgx.com/securities/company-announcements>. **Printed copies of these documents will not be despatched to Shareholders.**

4. NO PERSONAL ATTENDANCE AT THE AGM

Shareholders will **NOT** be able to attend the AGM in person but will be able to submit live questions and vote live on the resolutions to be tabled for approval at the AGM.

5. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT THE AGM

The Company has made the following alternative arrangements for Shareholders (including CPF/SRS investors) to participate in the AGM via electronic means by:

- (a) observing and/or listening to the AGM proceedings contemporaneously through “live” audio-visual webcast (“**Live Webcast**”) and “live” audio-only stream (“**Audio Only Means**”) (collectively, “**electronic means**”);
- (b) submitting questions in advance of the AGM;
- (c) submitting text-based questions during the Live Webcast and Audio only Means of the AGM by clicking on the “Ask Question” feature, followed by selecting a resolution and entering the text-based question; and/or
- (d) voting live at the AGM by Shareholders themselves or their duly appointed proxies (other than the Chairman of the AGM) or appointing Chairman of AGM as proxy to attend and vote on their behalf. For avoidance of doubt, CPF and SRS Investors will not be able to appoint third party proxy(ies) (i.e. persons other than the Chairman of AGM) to vote at the AGM on their behalf.

Details of the steps for pre-registration, submission of questions and voting at the AGM by Shareholders and proxyholders, including CPF and SRS investors, are set out in the Appendix to this announcement. CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by **5.00 p.m. on 18 April 2023**.

6. PERSONS WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES

Investors holding shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967 (“**Investors**”) (other than CPF/SRS investors) who wish to participate in the AGM by:

- (a) participating in the AGM via electronic means;
- (b) submitting questions in advance of the AGM;
- (c) submitting text-based questions during the Live Webcast and Audio Only Means of the AGM by clicking on the “Ask Question” feature, followed by selecting a resolution and enter the text-based question; and/or
- (d) voting live at the AGM or appointing the Chairman of the AGM as their 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.

7. KEY DATES/DEADLINES

In summary, the key dates/deadlines which Shareholders should take note of are set out in the table below (which is to be read in conjunction with the Appendix to this announcement):

Key Dates	Actions
Wednesday, 12 April 2023 at 8 a.m.	Shareholders and CPF/SRS investors may begin to pre-register at https://conveneagm.sg/SPGAGM2023 for the Live Webcast and Audio Only Means of the AGM proceedings.

Key Dates	Actions
Tuesday, 18 April 2023 by 5 p.m.	<p>Deadline for Shareholders and CPF/SRS investors to submit questions in advance:</p> <p>(i) via the pre-registration website at https://conveneagm.sg/SPGAGM2023; or</p> <p>(ii) by email to the Company's share registrar at srs.teamd@boardroomlimited.com.</p> <p>Deadline for CPF/SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent banks or SRS Operators to submit their voting instructions.</p>
By Friday, 21 April 2023	The Company will publish the responses to all substantive questions relating to the resolutions to be tabled at the AGM, received in advance of the AGM.
Tuesday, 25 April 2023 by 10 a.m. (" Registration Cut-Off Time ")	<p>Deadline for Shareholders and CPF/SRS investors to pre-register for the Live Webcast and Audio Only Means of the AGM proceedings.</p> <p>Deadline for Shareholders to submit instrument appointing a proxy or proxies in the following manner:</p> <p>a) if submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>b) if submitted electronically, be submitted via email to the Company's Share Registrar at srs.teamd@boardroomlimited.com.</p>
Wednesday, 26 April 2023 by 12 p.m.	<p>Authenticated registrants will receive an email ("Confirmation Email") on their authentication status and a link to access the Live Webcast and Audio Only Means of the AGM proceedings via logging in to the pre-registration website using their login credentials created during pre-registration to observe and/or listen to the proceedings of the Meeting on the actual AGM day.</p> <p>Registrants who do not receive the Confirmation Email by 12 p.m. on 26 April 2023, but have registered by the Registration Cut-Off Time should contact the Company's share registrar via email at srs.teamd@boardroomlimited.com before 5 p.m. on 26 April 2023 for assistance.</p>
Date and Time of AGM – Thursday, 27 April 2023 at 10 a.m.	<p>Click on the link provided in the Confirmation Email and sign in with the credentials created during the pre-registration to access the Live Webcast and Audio Only Means of the AGM proceedings.</p> <p>Shareholders are advised to join the conference at least 5 minutes before the time appointed for the AGM.</p>

8. IMPORTANT NOTICE

Shareholders should continually check for announcements by the Company for updates (if any) on the AGM via the SGX website.

BY ORDER OF THE BOARD

PAN SHUN MING

Executive Chairman and Chief Executive Officer
12 April 2023

APPENDIX

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

Shareholders will need to complete the following steps to be able to observe and/or listen to the AGM proceedings through a Live Webcast and Audio Only Means via their mobile phones, tablets or computers, submit questions in advance of, or live at the AGM and vote live at the AGM or appoint proxy(ies) to attend and vote on their behalf at the AGM.

(All references to dates and times are to Singapore dates and times.)

No.	Steps	Details
1.	Pre-registration	<p>Shareholders and CPF/SRS investors must pre-register at the pre-registration website which is accessible at the URL https://conveneagm.sg/SPGAGM2023 from 12 April 2023 at 8 a.m. till 25 April 2023 at 10 a.m. (“Registration Cut-Off Time”) to enable the Company to verify their status as shareholders.</p> <p>Shareholders and CPF/SRS investors will be required to fill in their full name (for individual)/company name (for corporate), NRIC/Passport Number/company registration number, shareholding type, email address and contact number during the pre-registration.</p> <p>Following the verification, authenticated Shareholders and CPF/SRS investors will receive an email by 12 p.m. on 26 April 2023 (the “Confirmation Email”) on their authentication status and link to access the Live Webcast and Audio Only Means of the AGM proceedings.</p> <p>Shareholders and CPF/SRS investors who do not receive the Confirmation Email by 12 p.m. on 26 April 2023, but have registered by the Registration Cut-Off Time should contact the Company’s share registrar via email at srs.teamd@boardroomlimited.com by 5 p.m. on 26 April 2023 for assistance with the details such as full name, NRIC/Passport number, contact number, email address and shareholding type.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at the pre-registration website for the Live Webcast and Audio Only Means of the AGM. If they wish to participate in the Live Webcast or Audio Only Means of the AGM, they should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for their participation in the Live Webcast or Audio Only Means of the AGM.</p>

2.	<p>Submit questions in advance of, or live at the AGM</p>	<p>Submission of questions. Shareholders and CPF/SRS investors who wish to ask questions related to the resolutions to be tabled for approval at the AGM should do so in the following manner:</p> <p>a) by submitting text-based questions during the Live Webcast and Audio Only Means of the AGM by clicking on the “Ask Question” feature, followed by selecting a resolution and enter the text-based question; or</p> <p>b) by submitting questions in advance of the AGM no later than 5 p.m. on 18 April 2023 (i) via the pre-registration website at https://conveneagm.sg/SPGAGM2023; or (ii) by email to the Company’s Share Registrar at srs.teamd@boardroomlimited.com.</p> <p>When sending questions, Shareholders and CPF/SRS investors should also provide their full name (for individuals) / company name (for corporates), NRIC/Passport Number/company registration number, shareholding type (e.g. via CDP, CPF or SRS), email address and contact number. Contact numbers provided will help the Company to reach out more easily if clarification is required.</p> <p>Deadline to submit questions in advance of the AGM. All questions submitted in advance of the AGM must be submitted by 5 p.m. on 18 April 2023.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) who wish to submit questions related to the resolutions to be tabled for approval at the AGM should approach the relevant intermediaries through which they hold shares as soon as possible in order for the necessary arrangements to be made for them to submit questions in advance of the AGM.</p> <p>Addressing questions in advance of the AGM. All substantive and relevant questions related to the resolutions to be tabled for approval at the AGM will be addressed and published by 21 April 2023 via SGX website and the Company’s website. This is to allow Shareholders sufficient time and opportunity to consider the Company’s responses before the deadline for the submission of Proxy Forms, which is 10 a.m. on 25 April 2023.</p> <p>Any subsequent clarifications sought, or follow-up questions, or substantial and relevant questions received after 5 p.m. on 18 April 2023 will be consolidated and addressed at the AGM.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on the SGX website and the minutes will include the responses to substantial and relevant questions from Shareholders.</p>
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3.	<p>Vote, or submit instruments appointing a proxy(ies) to vote, at the AGM</p>	<p>Shareholders and proxyholders may vote for the resolutions tabled at the AGM in the following manner:</p> <p>(a) Live voting: Shareholders and proxyholders attending the Live Webcast and Audio Only Means may cast their votes in real time via the live voting feature for each resolution to be tabled through the login credentials created during the pre-registration. It is important for Shareholders and proxyholders to have their web-browser enabled devices for voting during the Live Webcast and Audio Only Means.</p> <p>(b) Voting via appointing Chairman of the AGM as proxy: Shareholders may also vote at the AGM by appointing the Chairman of AGM as its/his/her proxy to vote on their behalf in accordance with the instructions as set out in the respective proxy forms.</p> <p>Voting live at the AGM. Shareholders and, where applicable, appointed proxies who wish to vote live at the AGM must pre-register at https://conveneagm.sg/SPGAGM2023 by 10 a.m. on 25 April 2023. Upon successful verification, authenticated Shareholders and, where applicable, appointed proxies will receive the Confirmation Email by 12 p.m. on 26 April 2023, which will contain instructions to vote live at AGM.</p> <p>Specific voting instructions to be given. Where Shareholders 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>Submission of proxy forms. Completed proxy forms must be submitted in the following manner:</p> <p>(a) if submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or</p> <p>(b) if submitted electronically, be submitted via email to the Company's Share Registrar at srs.teamd@boardroomlimited.com,</p> <p>in either case, by 10 a.m. on 25 April 2023.</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>Deemed revocation of proxy appointment if shareholder attends the AGM in person. Completion and submission of the instrument appointing a proxy(ies) by a Shareholder will not prevent him/her from attending, speaking and voting at the AGM if he/she so wishes. The appointment of the proxy(ies) for the AGM will be deemed to be revoked if the Shareholder attends the AGM in person, and in such event, the Company reserves the right to refuse to admit any person or persons appointed under the relevant instrument appointing a proxy(ies) to the AGM.</p> <p>CPF and SRS investors. CPF/SRS investors:</p>
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		<p>(a) may vote live at the AGM via electronic means 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</p> <p>(b) may appoint the Chairman of the AGM as proxy, in which case they should approach their respective CPF agent banks or SRS operators to submit their votes by 5 p.m. on 18 April 2023 (that is, at least seven (7) working days before the date of the AGM).</p>
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