



BUMITAMA AGRI LTD.

(Incorporated in Singapore)

(Co. Reg. No: 200516741R)

IMPORTANT NOTICE RELATING TO ANNUAL GENERAL MEETING

1. INTRODUCTION

The Board of Directors (“**Board**”) of Bumitama Agri Ltd. (“**Company**”) wishes to announce important Notice relating to Annual General Meeting (“**AGM**”) refers to the COVID-19 (Temporary Measures) Act 2020 passed by the Singapore Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangements for companies in Singapore to, *inter alia*, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing and/or other electronic means. 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**”) sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies in Singapore. The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 3) Order 2020 extended the application of alternative arrangements in respect of, *inter alia*, general meetings of companies in the Order up to 30 June 2021. On 6 April 2021, the Ministry of Law announced the extension of temporary legislative relief, which allows entities to conduct general meetings via electronic means, beyond 30 June 2021. Such legislation allows entities 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.

2. DATE OF ANNUAL GENERAL MEETING

The Board of the Company wishes to inform the Shareholders that the Company has today issued the Notice of AGM dated 7 April 2022 (“**Notice of AGM**”). Pursuant to the Order, the AGM will be convened and held at Sofitel Singapore City Centre, Saga Room, Level 5, 9 Wallich Street, Singapore 078885 (the “**Physical Meeting**”) and by way of electronic means concurrently (the “**Virtual Meeting**”) on **Friday, 22 April 2022 at 10.00 a.m.** (Singapore time).

3. DOCUMENTS IN CONNECTION WITH THE AGM

The Company has today issued the following documents in connection with the AGM:

- (a) Annual Report for the financial year ended 31 December 2021 (“**AR FY2021**”);
- (b) Notice of AGM dated 7 April 2022;
- (c) Proxy Form;
- (d) Appendix in relation to the proposed renewal of the Share Buyback Mandate and renewal of the Shareholders’ Mandate for Interested Persons Transaction;
- (e) Annual Report Request Form; and
- (f) Important Notice Relating to AGM;

(collectively, the “**AGM Documents**”).

Electronic copies of the AGM Documents are available on:

- (a) the Company’s website at URL <https://bumitama-agri.com/>; and
- (b) the SGX website at URL <https://www.sgx.com/securities/company-announcements>.

Notwithstanding the use of electronic communications to the extent required under applicable laws, the Company will send physical copies of certain documents to the Shareholders including:

- (a) Notice of AGM;
- (b) Proxy Form; and
- (c) Annual Report Request Form.

Shareholders may request for a copy of the AR FY2021 by submitting the Annual Report Request Form to the designated channel/portal.

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4. CONDUCT OF PHYSICAL AND VIRTUAL AGM

(a) Conduct of Physical Meeting:

- i. As a precautionary measure to minimise physical interactions and COVID-19 transmission risk, the number of shareholders allowed to attend the AGM in person will be kept at **50** shareholders, including investors who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act 1967 of Singapore) (“**Relevant Intermediary Participants**”) and Central Provident Fund Investment Scheme (“**CPF**”) and Supplementary Retirement Scheme (“**SRS**”) investors (collectively known as “**Shareholders**”) at the Physical Meeting. It should be noted that this limit for in-person attendees at the Physical Meeting may be subject to change taking into account any regulations, directives, measures or guidelines that may be issued by any government and regulatory agency in light of the COVID-19 situation from time to time. Precautionary measures will be taken at the Physical Meeting to ensure the safety of attendees and minimise the risk of community spread of COVID-19. Attendees must abide by all measures notified to them, failing which they may be asked to leave the Physical Meeting.
- ii. In order to do so, Shareholders must pre-register latest by **10.00 a.m. on 19 April 2022** (the “**Registration Deadline**”) at the Company’s pre-registration website at URL <https://agm.bumitama.com/>.
- iii. Following the successful verification, authenticated Shareholders who have successfully pre-registered for the Physical Meeting will received the following by **1.00 p.m. on 20 April 2022**:
 - a confirmation email for the Physical Meeting containing details as well as instructions on attending the Physical Meeting (the “**Confirmation Email for Physical Meeting**”); and
 - a confirmation email which contains instructions on how to register and access the live webcast and audio-feed of the AGM proceedings (the “**Confirmation Email for Virtual Meeting**”), which can also be used to attend the Virtual Meeting in the event the shareholder is unable to attend the Physical Meeting for unforeseen reason.
- iv. Shareholders who have received the Confirmation Email for Physical Meeting will be required to bring their original NRIC/ Passport for registration on the day of the AGM. **We regret to inform that Shareholders who did not receive the Confirmation Email for Physical Meeting or do not bring their original NRIC/ Passport for registration on that day of the AGM will not be allowed entry into the Physical Meeting.**
- v. For avoidance of doubt, shareholders will not be able to appoint other proxy (other than the Chairman of the AGM) to attend the Physical Meeting.
- vi. Authenticated Shareholders who are unsuccessful in the pre-registration for the Physical Meeting due to excess demand, will receive the Confirmation Email for Virtual Meeting by **1.00 p.m. on 20 April 2022**.
- vii. The event must be compliant with Vaccination-Differentiated Safe Management Measures, i.e. all attendees must be fully vaccinated, recovered from COVID-19 in the past 180 days, or certified to be medically ineligible for vaccination.

(b) Conduct of Virtual Meeting:

- i. Shareholders will be able to watch and/or listen to the proceedings of the AGM through a “live” audio-visual webcast via mobile phone, tablet or computer or through a “live” audio-only stream via telephone or mobile phone.
- ii. In order to do so, Shareholders must pre-register latest by **10.00 a.m. on 19 April 2022** (the “**Registration Deadline**”) at the Company’s pre-registration website at URL <https://agm.bumitama.com/>.
- iii. Following the verification, authenticated shareholders will receive email instructions on how to register and access the audio-visual webcast and audio-feed of the AGM proceedings by **1.00 p.m. on 20 April 2022**.
- iv. Shareholders must not forward the link and password to other persons who are not Shareholders and who are not entitled to attend the AGM proceedings. This is also to avoid any shareholders from being refused access or for technical disruptions or overload to the live AGM webcast and audio-feed.

Shareholders who do not receive an email by **1.00 p.m. on 20 April 2022**, but have registered by the Registration Deadline, should email the Company’s Share Registrar, B.A.C.S Private Limited at main@zicoholdings.com or our Investor Relations team at register@bumitama-agri.com for assistance.

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5. AGM ARRANGEMENTS

The following are the arrangements which have been put in place for the AGM:

- (a) Submission of questions before and during the AGM
1. Shareholders will be able to ask questions at both the Physical Meeting and the Virtual Meeting in the following manner:
 - i. If attending the Physical Meeting, Shareholders will be able to raise questions verbally at the Physical Meeting.
 - ii. If attending the Virtual Meeting, Shareholders will be able to pose text-based questions live at the Virtual Meeting during the live audio-visual webcast.
 - iii. The Company shall only address relevant and substantial questions (as may be determined by the Company in its sole discretion) during the AGM. The Company will publish the minutes of the AGM and the responses to relevant and substantial questions received during the AGM on the SGXNet and the Company's website within one month from the date of AGM.
 2. Shareholders may also submit questions related to the resolutions to be tabled for approval at the AGM in advance. In order to do so, their questions must be submitted via email to our Investor Relations team at investor.relations@bumitama-agri.com or by post to the registered office of the Company at 10 Anson Road #11-19, International Plaza, Singapore 079903 by **14 April 2022 at 10.00 a.m.** The Company will endeavour to address all substantial and relevant questions submitted prior to or during the AGM. The Company will publish the responses to the substantial and relevant questions received prior to the AGM at least 48 hours prior to the closing date and time for the lodgement of the proxy forms.
- (b) Voting Solely via Appointing Chairman as Proxy (by submitting a Proxy Form)
- i. Shareholders will not be able to vote online on the resolutions to be tabled for approval at the AGM. Instead, if Shareholders (whether individual or corporate) wish to exercise their votes, they must submit a proxy form to appoint Chairman of the AGM ("**Proxy Form**") to vote on their behalf. The instrument of Proxy Form can be accessed at the Company's website and will also be made available on the SGX website.
 - ii. Shareholders (whether individual or corporate) appointing Chairman of the AGM as proxy 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 AGM as proxy for that resolution will be treated as invalid.
 - iii. The Proxy Form must be submitted to the Company in the following manner:
 - by sending a scanned PDF copy via email to register@bumitama-agri.com; or
 - by posting a physical copy to the Company's registered office address at 10 Anson Road, #11-19 International Plaza, Singapore 079903in each case not less than seventy-two (72) hours before the time appointed for the AGM.
 - iv. A shareholder who wishes to submit the Proxy Form by post or via email must 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.
 - v. **Relevant Intermediary Participants** including CPF and SRS investors, who wish to participate in the AGM by (a) attending in person or observing and/or listening to the AGM proceedings via the "live" webcast or the "live" audio-feed; (b) submitting questions in advance of the AGM; and/or (c) appointing the Chairman of the AGM 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 to facilitate the necessary arrangements for them to participate in the AGM.
 - vi. CPF or SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the AGM, by **10.00 a.m. on 12 April 2022** in order to allow sufficient time for their relevant intermediaries to in turn submit a proxy form to appoint the Chairman of the AGM to vote on their behalf not less than seventy-two (72) hours before the time for holding the AGM.

Shareholders should also note that the Company may be required to make further changes to its AGM arrangements as the situation evolves, and Shareholders should keep abreast of the Company's announcements that may be made from time to time on SGXNet.

By Order of the Board

Chiang Wai Ming
Company Secretary
7 April 2022