

**LIVE WEBCAST OF THE COMPANY'S ANNUAL GENERAL MEETING TO BE HELD
ON 28 JULY 2020**

1. INTRODUCTION

The Board of Directors ("**Board**") of MTQ Corporation Limited (the "**Company**" and together with its subsidiaries, the "**Group**") refers to:

- (a) 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;
- (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 was gazetted on 13 April 2020, and which sets out the alternative arrangements in respect of, *inter alia*, the holding of general meetings of companies (the "**Alternative Arrangement**"); and
- (c) the joint statement released by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation on 13 April 2020, providing additional guidance on the conduct of general meetings during the period when elevated safe distancing measures are in place.

2. DATE OF ANNUAL GENERAL MEETING ("AGM")

With reference to the Alternative Arrangement, the Company wishes to inform that it will hold its AGM on **Tuesday, 28 July 2020 at 2.00 p.m. (Singapore time)** by electronic means through "live" audio-visual webcast or "live" audio-only stream to transact the businesses set out in the Notice of AGM dated **29 June 2020**.

3. NO DESPATCH OF PRINTED COPIES OF FY2020 ANNUAL REPORT, NOTICE OF AGM, PROXY FORM AND APPENDIX TO THE NOTICE OF AGM IN RELATION TO THE PROPOSED RENEWAL OF THE SHARE BUYBACK MANDATE

In line with the provisions under the Order, **no** printed copies of the FY2020 Annual Report, Notice of AGM, proxy form and Appendix to the Notice of AGM in relation to the proposed renewal of the share buyback mandate will be despatched to the members of the Company.

These documents have been published on SGXNet at the URL <https://www.sgx.com/securities/company-announcements> and made available on the Company's website at the URL <http://www.mtq.com.sg/investor.html>.

A member will need an internet browser and PDF reader to view these documents on SGXNet and the Company's website.

4. NO PERSONAL ATTENDANCE AT THE AGM

Due to the current COVID-19 restriction orders in Singapore, **members will not be able to attend the AGM in person**. Please see paragraph 5 below for the alternative arrangements.

5. ALTERNATIVE ARRANGEMENTS FOR THE PARTICIPATION AT THE AGM

Members may participate at 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 (if any) in advance of the AGM; and/or
- (c) appointing the Chairman of the Meeting as proxy to attend, speak and vote on the members' behalf at the AGM.

Details of the steps and deadlines for pre-registration, submission of questions in advance and voting at the AGM are set out in Paragraph 8 below and the **Appendix** to this announcement.

6. PERSON WHO HOLD SHARES THROUGH RELEVANT INTERMEDIARIES (AS DEFINED IN SECTION 181 OF THE COMPANIES ACT (CHAPTER 50 OF SINGAPORE))

Persons holding shares through Central Provident Fund ("**CPF**") and Supplementary Retirement Scheme ("**SRS**") ("**CPF/SRS investors**") 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; and (b) submitting questions (if any) in advance of the AGM, should follow the steps for pre-registration and pre-submission of questions set out in the **Appendix** to this announcement.

CPF/SRS investors who wish to appoint the Chairman as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 5.00 p.m. on 16 July 2020, being seven (7) working days before the date of the AGM.

Persons who hold shares of the Company through relevant intermediaries ("**Investors**") (other than CPF/SRS investors) 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 (if any) 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 intermediaries through which they hold such shares as soon as possible in order to make the necessary arrangements for them to participate in the AGM.**

7. RECORD AND PAYMENT DATES FOR THE FINAL DIVIDEND

Subject to members' approval at the AGM, the Share Transfer Books and Register of Members of the Company will be closed on **Friday, 7 August 2020** for the purpose of determining the entitlements of members for the proposed one-tier tax exempt final dividend of 0.5 Singapore cents per ordinary share ("**Proposed Final Dividend**").

Members whose securities accounts with The Central Depository (Pte) Limited (the "**CDP**") are credited with shares as at 5.00 p.m. on 6 August 2020 will be entitled to the Proposed Final Dividend.

Duly completed registrable transfers in respect of shares not registered in the name of the CDP, together with all relevant documents of title thereto, received by the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 50 Raffles Place, #32-01, Singapore Land Tower, Singapore 048623, up to 5.00 p.m. on 6 August 2020 will be registered to determine members' entitlement to the Proposed Final Dividend.

Payment of the Proposed Final Dividend (subject to members' approval at the AGM) will be made on 21 August 2020.

8. KEY DATES / DEADLINES

In summary, the key dates / deadlines which members should take note of are set out in the table below:

KEY DATES	DESCRIPTION
29 June 2020	Members may begin to: <ul style="list-style-type: none"> - Pre-register at https://www.meetings.vision/mtq-agm-registration for "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings; and - Submit questions (if any) in advance at https://www.meetings.vision/mtq-agm-registration.
5.00 p.m. on 16 July 2020	Deadline for CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks and/or SRS Operators to submit their votes.
2.00 p.m. on 25 July 2020	Deadline for members to: <ul style="list-style-type: none"> - Pre-register for "live" audio-visual webcast or "live" audio-only stream of the AGM proceedings; and - Submit questions in advance (if any) during pre-registration or via email to the Company.

2.00 p.m. on 26 July 2020	Deadline for members to submit proxy form for AGM.
12.00 p.m. on 27 July 2020	<p>Authenticated members will receive an email which will contain user ID and password details, as well as the link to access the “live” audio-visual webcast and/or a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Members who do not receive the Confirmation Email by 12.00 p.m. on 27 July 2020, but have registered by 2.00 p.m. on 25 July 2020, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services at +65 6230 9768 or email to SRS.TeamD@boardroomlimited.com.</p>
2.00 p.m. on 28 July 2020 (Date and time of AGM)	<ul style="list-style-type: none"> - Click on the link in the Confirmation Email and enter the user ID and password to access the “live” audio-visual webcast of the AGM proceedings; or - Call the toll-free telephone number in the Confirmation Email to access the “live” audio-only stream of the AGM proceedings.
5.00 p.m. on 6 August 2020	Record date for determining entitlements to the Proposed Final Dividend (subject to members' approval at the AGM).
21 August 2020	Payment date for the Proposed Final Dividend (subject to members' approval at the AGM).

9. FURTHER INFORMATION

Members who observe the AGM proceedings are reminded that the AGM is private. Invitation to member to attend the AGM via “live” audio-visual webcast and “live” audio-only stream shall not be forwarded to anyone who is not a member of the Company or who is not authorised to attend the AGM.

RECORDING OF THE AGM PROCEEDINGS in whatever form is also **STRICTLY PROHIBITED**. The Company seeks members’ patience and understanding during the AGM proceedings in the event of any technical disruptions.

10. IMPORTANT REMINDER

Due to the constantly evolving COVID-19 situation in Singapore, the Company may take such further precautionary measures as may be appropriate up to the date of the AGM, including any precautionary measures required or recommended by regulatory authorities, in order to curb the spread of COVID-19 and may be required to change the arrangements for the AGM at short notice. Members are reminded to regularly check the SGXNet for updates on the Company's AGM.

The Company would like to thank all members for your patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Tan Lee Fang
Company Secretary
29 June 2020

APPENDIX

Steps for Pre-Registration, Submission of Questions in Advance and Voting at the AGM

Members will be able to observe the AGM proceedings through a “live” audio-visual webcast via mobile phones, tablets or computers or listen to these proceedings through a “live” audio-only stream via telephone, submit questions (if any) in advance of the AGM and voting by appointing the Chairman of the Meeting as proxy to attend, speak and vote on his/her/their behalf at the AGM.

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

Matters	Details
Pre-Registration	<p>Members must pre-register at the pre-registration website at the URL https://www.meetings.vision/mtg-agm-registration from 29 June 2020, till 2.00 p.m. on 25 July 2020 (the “Pre-Registration Deadline”), to enable the Company to verify his/her/their status as members. Members are encouraged to pre-register early from 29 June 2020.</p> <p>Following the verification, authenticated members will receive an email by 12.00 p.m. on 27 July 2020 (the “Confirmation Email”).</p> <p>The Confirmation Email will contain user ID and password details as well as the link to access the “live” audio-visual webcast and/or a toll-free telephone number to access the “live” audio-only stream of the AGM proceedings.</p> <p>Members who do not receive the Confirmation Email by 12.00 p.m. on 27 July 2020, but have registered by Pre-Registration Deadline, should contact the Company’s Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd. at +65 6230 9768 or email to SRS.TeamD@boardroomlimited.com.</p> <p>Investors who hold shares of the Company through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (other than CPF/SRS investors) will not be able to pre-register at the URL https://www.meetings.vision/mtg-agm-registration for the “live” audio-visual webcast or “live” audio-only stream. If they wish to participate in the “live” audio-visual webcast or “live” audio-only stream, they should approach their respective relevant intermediaries as soon as possible in order for the necessary arrangements to be made for their participation in the “live” audio-visual webcast or “live” audio-only stream.</p>

<p>Submission of questions (if any) in Advance</p>	<p>Members will not be able to ask questions during the “live” audio-visual webcast and “live” audio-only stream of the AGM, and therefore it is important for members to pre-register and submit their questions (if any) in advance of the AGM.</p> <p>If members have any questions in relation to any resolution tabled for an approval at the AGM, members must submit the questions through any one of the following means:</p> <p>(i) <u>via the pre-registration website</u></p> <p>Members who pre-register to observe and/or listen to the live AGM proceedings may submit their questions via the pre-registration website at the URL https://www.meetings.vision/mtq-agm-registration; or</p> <p>(ii) <u>via email</u></p> <p>Members may submit their questions via email to mtqagm2020@mtq.com.sg. If the questions are sent via email, please provide us with the following details:</p> <ol style="list-style-type: none"> (1) The full name of member; (2) Identification / registration number; and (3) The manner in which the shares are hold in the Company (e.g. via CDP/CPF/SRS) <p>for verification purposes, failing which the submission will be treated as invalid.</p> <p>Deadline for Submission of Questions</p> <p>All questions must be submitted by Pre-Registration Deadline.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to submit questions related to the resolutions to be tabled for approval at the AGM directly and should approach their respective 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 question</p> <p>The Company will endeavour to address all substantial and relevant questions received from members relating to the agenda of Meeting during the AGM through the “live” audio-visual webcast and “live” audio-only stream or prior to the AGM by publishing the responses to</p>
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	<p>those questions via SGXNet and on the Company's website at the URL http://www.mtq.com.sg/investor.html.</p> <p>Minutes of AGM</p> <p>We will publish the minutes of the AGM on SGXNet and on the Company's website within one month after the date of AGM.</p>
<p>Submission of Proxy Form</p>	<p>Appointment of Chairman of the Meeting as Proxy</p> <p>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 AGM if such member wishes to exercise his/her/its voting rights at the AGM, in accordance with the instructions on the instrument appointing the Chairman of the Meeting as proxy ("Proxy Form").</p> <p>Specific Voting Instructions</p> <p>Where a member (whether individual or corporate) appointing the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting (i.e. vote for or vote against), 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</p> <p>The Chairman of the Meeting, as proxy, need not be a member of the Company.</p> <p>The Proxy Form must be submitted to the Company in the following manner:</p> <ul style="list-style-type: none"> (i) if submitted electronically, be submitted via email to the Company at mtqagm2020@mtq.com.sg; (ii) if in hard copy submitted by post, be deposited at the registered address of the Company, 182 Pandan Loop, Singapore 128373. <p>in either case, the Proxy Form shall be received by the Company not less than forty-eight (48) hours before the time appointed for the Meeting, that is no later than 2.00 p.m. on 26 July 2020.</p> <p>A member who wishes to submit a Proxy Form must first download, 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).

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit the completed Proxy Forms by post, members are strongly encouraged to submit the completed Proxy Forms electronically via email.

CPF/SRS investors who wish to appoint the Chairman as proxy to attend, speak and vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by **5.00 p.m. on 16 July 2020**, being seven (7) working days before the date of the AGM.

Investors who hold their shares through relevant intermediaries as defined in Section 181 of the Companies Act, Chapter 50 (other than CPF/SRS investors) and who wish to exercise their votes by appointing the Chairman of the Meeting as proxy should contact their respective relevant intermediaries through which they hold such shares as soon as possible in order to allow sufficient time for their respective relevant intermediaries to in turn submit a Proxy Form to vote on their behalf by **2.00 p.m. on 26 July 2020**.