

SINGAPORE POST LIMITED

(Incorporated in the Republic of Singapore)
(Company Registration No.: 199201623M)

ANNUAL GENERAL MEETING TO BE HELD ON 21 JULY 2022

1. **Background.** Singapore Post Limited (“SingPost” or 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 (the “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, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of AGM.** SingPost is pleased to announce that its Annual General Meeting (“AGM”) will be held at The SingPost Auditorium, Singapore Post Centre, 10 Eunos Road 8 #05-30, Singapore 408600 (“Physical Meeting”) and by way of electronic means pursuant to the Order (“Virtual Meeting”) on **Thursday, 21 July 2022 at 2.30 p.m.** (Singapore time).

Our Chairman, Mr Simon Israel, will conduct the proceedings of the AGM.

3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be sent to shareholders by electronic means via publication on our corporate website and the SGX website¹. Printed copies of these documents will not be sent to shareholders.
4. **Arrangements for participation in the AGM.** Shareholders may participate in the AGM by:
 - (a) (i) attending the Physical Meeting in person; or (ii) attending the Virtual Meeting through electronic means (by observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream);
 - (b) submitting 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)² via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to attend, speak and 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.

¹ The Notice of AGM and proxy form may be accessed at our corporate website at the URL <https://www.singpost.com/about-us/investor-relations/shareholder-meetings> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

² For the 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 the Meeting) to attend, speak and/or vote live at the AGM on their behalf.

In particular, CPF and SRS investors should note that they (i) 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 (ii) 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 8 July 2022**.

5. **Physical Meeting.** SingPost will restrict the number of in-person attendees at the Physical Meeting to 170 persons. This limit is subject to change depending on any regulations, directives, measures or guidelines that may be issued by any government or regulatory agency in light of the COVID-19 situation in Singapore from time to time, and shareholders should check our corporate website at the URL <https://www.singpost.com/about-us/investor-relations/shareholder-meetings> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates.

Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors who wish to attend the Physical Meeting must indicate their interest when pre-registering for the AGM at the pre-registration website at the URL <https://conveneagm.sg/singpost>. In the event of excess demand, the in-person attendees for the Physical Meeting will be selected on a first-come, first-served basis. Authenticated shareholders, duly appointed proxy(ies) and CPF and SRS investors who are unsuccessful in the pre-registration for the Physical Meeting, or who are successful but are subsequently unable to attend the Physical Meeting for any reason, may nevertheless participate in the AGM via electronic means at the Virtual Meeting instead.

All persons attending the Physical Meeting must comply with the prevailing COVID-19 safe management measures at the time of the AGM, including the requirement to wear face masks in indoor settings. The COVID-19 safe management measures to be implemented at the Physical Meeting (if any) are subject to change depending on any regulations, directives, measures or guidelines that may be issued by any government or regulatory agency in light of the COVID-19 situation in Singapore from time to time, and shareholders should check our corporate website at the URL <https://www.singpost.com/about-us/investor-relations/shareholder-meetings> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold SingPost 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) (i) attending the Physical Meeting in person; or (ii) attending the Virtual Meeting through electronic means (by observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream);
 - (b) submitting 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 attend, speak and 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. **Annual Report 2021/22 and Letter to Shareholders.** The Annual Report 2021/22 and the Letter to Shareholders dated 22 June 2022 (in relation to the proposed renewal of the shareholders mandate for interested person transactions, the proposed renewal of the share purchase mandate and the proposed extension of, and alterations to, the Singapore Post Restricted Share Plan 2013) have been published and may be accessed at our corporate website as follows:

- (a) the Annual Report 2021/22 may be accessed at the URL <https://www.singpost.com/about-us/investor-relations/annual-reports> by clicking on the hyperlink for “full Annual Report” under “FY2021/22 Annual Report”; and
- (b) the Letter to Shareholders dated 22 June 2022 may be accessed at the URL <https://www.singpost.com/about-us/investor-relations/shareholder-meetings> by clicking on the hyperlink for “Letter to Shareholders” under “FY2021/22 AGM”.

The above documents will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

8. **Record date and payment date for final dividend.** Subject to the approval of the shareholders to the final one-tier tax exempt dividend at the AGM, the Transfer Book and Register of Members of the Company will be closed on 2 August 2022 for the preparation of dividend warrants. Duly completed registrable transfers of ordinary shares of the Company received by the Company’s Share Registrar, M & C Services Private Limited, 112 Robinson Road #05-01, Singapore 068902, up to 5.00 p.m. on 1 August 2022 will be registered to determine shareholders’ entitlements to the proposed dividend, subject to approval of shareholders to the proposed dividend at the AGM to be convened and held on 21 July 2022. Subject as aforesaid, shareholders (being depositors) whose Securities Accounts with The Central Depository (Pte) Limited are credited with ordinary shares of the Company as at 5.00 p.m. on 1 August 2022 will rank for the proposed dividend. The proposed dividend, if so approved by shareholders, will be paid on 16 August 2022.
9. **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
22 June 2022 (Wednesday)	Shareholders and, where applicable, their appointed proxy(ies), may begin to pre-register for the AGM at the pre-registration website at the URL https://conveneagm.sg/singpost . Shareholders and, where applicable, their appointed proxy(ies), who wish to attend the Physical Meeting must indicate their interest when pre-registering for the AGM at the pre-registration website.
5.00 p.m. on 8 July 2022 (Friday)	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.
2.30 p.m. on 18 July 2022 (Monday)	Deadline for shareholders to: • pre-register for the AGM; • submit questions in advance of the AGM; and • submit instruments appointing a proxy(ies). Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instruments appointing a proxy(ies) early, and should request their proxy(ies) to pre-register for the AGM by this deadline.
By 2.30 p.m. on 20 July 2022 (Wednesday)	Authenticated shareholders and, where applicable, appointed proxy(ies), who have pre-registered via the pre-registration website will receive, via the email address provided on pre-registration, either an email confirming physical attendance for the Physical Meeting or an email confirming virtual attendance for the Virtual Meeting.

Key dates	Actions
	Shareholders and, where applicable, appointed proxy(ies), who do not receive any confirmation email by 2.30 p.m. on 20 July 2022 , but have registered by the 18 July 2022 deadline, should contact the Company's Share Registrar, M & C Services Private Limited, at +65 6228 0506 between 2.30 p.m. and 6.00 p.m. on 20 July 2022 or between 9.00 a.m. and 12.00 p.m. on 21 July 2022 for assistance.
Date and time of AGM - 2.30 p.m. on 21 July 2022 (Thursday)	• Physical Meeting. If successful in the pre-registration for the Physical Meeting, attend the Physical Meeting at The SingPost Auditorium, Singapore Post Centre, 10 Eunos Road 8 #05-30, Singapore 408600 and bring along: (a) the original NRIC/Passport used for pre-registration; and (b) a web-browser enabled device in order to access the live voting function on the online platform for the AGM. Please arrive early to facilitate the registration process. • Virtual Meeting. Use the login credentials created during pre-registration to access the live audio-visual webcast or live audio-only stream of the AGM proceedings.
5.00 p.m. on 1 August 2022 (Monday)	Record date for determining entitlements to final dividend, subject to shareholders' approval at the AGM.
16 August 2022 (Tuesday)	Payment date for final dividend, subject to shareholders' approval at the AGM.

10. **Important reminder.** Shareholders are reminded to check our corporate website at the URL <https://www.singpost.com/about-us/investor-relations/shareholder-meetings> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

SingPost would like to thank all shareholders for their co-operation in enabling us to hold our AGM amid the ongoing COVID-19 pandemic.

Issued by Singapore Post Limited on 22 June 2022.

APPENDIX

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

Authenticated shareholders will be able to attend the Physical Meeting in person or the Virtual Meeting through electronic means (by observing and/or listening to the AGM proceedings via 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/or vote at the AGM (a) live by the shareholders themselves or their duly appointed proxy(ies) (other than the Chairman of the Meeting)³ via electronic means; or (b) 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	Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, can pre-register for the AGM at the pre-registration website at the URL https://conveneagm.sg/singpost from now up to 2.30 p.m. on 18 July 2022 to enable SingPost to verify their status. SingPost will restrict the number of in-person attendees at the Physical Meeting to 170 persons. Shareholders (including, where applicable, their appointed proxy(ies)) and CPF and SRS investors, who wish to attend the Physical Meeting must indicate their interest when pre-registering for the AGM at the pre-registration website. In the event of excess demand, the in-person attendees for the Physical Meeting will be selected on a first-come, first-served basis. Following 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, via the email address provided on pre-registration, either an email confirming physical attendance for the Physical Meeting or an email confirming virtual attendance for the Virtual Meeting. Authenticated shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who are successful in the pre-registration for the Physical Meeting but are subsequently unable to attend the Physical Meeting for any reason, may nevertheless participate in the AGM via electronic means at the Virtual Meeting instead. Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who do not receive any confirmation email by 2.30 p.m. on 20 July 2022, but have registered by the 18 July 2022 deadline, should contact the Company's Share Registrar, M & C Services Private Limited, at +65 6228 0506 between 2.30 p.m. and 6.00 p.m. on 20 July 2022 or between 9.00 a.m. and 12.00 p.m. on 21 July 2022 for assistance.
2.	Submission of questions in advance of, or live at, the AGM	Shareholders, including CPF and SRS investors, can submit questions in advance of, or live at, the AGM. Submission of substantial and relevant questions in advance of the AGM. Shareholders, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions

³ See footnote 2 above.

No.	Steps	Details
		to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner: (a) Via pre-registration website. Shareholders who pre-register for the AGM may submit their questions via the pre-registration website at the URL https://conveneagm.sg/singpost. (b) Via email. Shareholders may submit their questions via email to AGM@singpost.com. (c) By post. Shareholders may submit their questions by post to the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902. When submitting your questions via email or by post, please also provide us with the following details: • your full name; • your address; and • the manner in which you hold shares in SingPost (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 2.30 p.m. on 18 July 2022. 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. Attendees at the Virtual Meeting can do this by submitting text-based questions via the live chat function on the online platform for the AGM. The live chat function will also be available for use by attendees at the Physical Meeting. Pre-register to ask questions live at the AGM. Shareholders (including CPF and SRS investors) and, where applicable, appointed proxy(ies), who wish to ask questions live at the AGM (whether at the Physical Meeting or Virtual Meeting) must first pre-register at the pre-registration website at the URL https://conveneagm.sg/singpost. Addressing questions. We will address substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, as received from shareholders by the 18 July 2022 deadline, by publishing our responses to these questions on our corporate website at the URL https://www.singpost.com/about-us/investor-relations/shareholder-meetings and on SGXNet before the AGM. We will address any subsequent clarifications sought, or substantial and relevant follow-up questions (which are related to the resolutions to be tabled for approval at the AGM) received, after the 18 July 2022 deadline for the submission of questions in advance of the AGM which have not already been addressed prior to the AGM, as well as those substantial and relevant questions received live at the AGM itself, during the AGM. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed. Minutes of AGM. We will publish the minutes of the AGM on our corporate website and on SGXNet, and the minutes will include the

No.	Steps	Details
		responses to substantial and relevant questions from shareholders which are addressed during the AGM.
3.	Vote live, or submit instruments appointing a proxy(ies) to vote live, at the AGM	Shareholders who wish to exercise their voting rights at the AGM may: (a) (where such shareholders are individuals) vote live via electronic means at the AGM, or (whether 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 (b) (whether such shareholders are individuals or corporates) appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM. 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 (whether at the Physical Meeting or Virtual Meeting) must first pre-register at the pre-registration website at the URL https://conveneagm.sg/singpost. Submission of instruments of proxy. The instrument appointing a proxy(ies) must be submitted in the following manner: (a) if submitted by post, be lodged with the Company's Share Registrar, M & C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902; or (b) if submitted electronically, be submitted: (i) via email to the Company's Share Registrar at GPE@mncsingapore.com; or (ii) via the online process through the pre-registration website at the URL https://conveneagm.sg/singpost, in each case, by 2.30 p.m. on 18 July 2022. A shareholder who wishes to submit an instrument appointing a proxy(ies) by post or via email must first download, complete and sign the proxy form before submitting it by post to the address provided above, or before submitting it via email (e.g., by enclosing a completed and signed PDF copy of the proxy form) 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.sg/singpost. Shareholders are strongly encouraged to submit completed instruments appointing a proxy(ies) electronically via email or appoint a proxy(ies) via the online process through the pre-registration website at the URL https://conveneagm.sg/singpost. 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 instrument appointing a proxy(ies)) to pre-register at the pre-registration website at the URL https://conveneagm.sg/singpost, in order to attend the Physical Meeting in person or attend the Virtual Meeting through electronic

No.	Steps	Details
		means. Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instrument appointing a proxy(ies) early, and should request their proxy(ies) to pre-register by 2.30 p.m. on 18 July 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 8 July 2022.