SINGAPORE POST LIMITED

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

HYBRID ANNUAL GENERAL MEETING TO BE HELD ON 19 JULY 2023

1. **Hybrid AGM**. Singapore Post Limited ("**SingPost**" or the "**Company**") is pleased to announce that its Annual General Meeting ("**AGM**") will be held, in a hybrid format, at Suntec Singapore Convention & Exhibition Centre, Level 3, Summit 1, 1 Raffles Boulevard, Suntec City, Singapore 039593 ("**Physical Meeting**") and using virtual meeting technology ("**Virtual Meeting**") on **Wednesday, 19 July 2023 at 2.30 p.m.** (Singapore time). Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives will be able to ask questions and vote at the AGM by attending the Physical Meeting in person or by participating in the Virtual Meeting using virtual meeting technology.

2. **Notice of AGM and proxy form**. Printed copies of the Notice of AGM and proxy form will be sent by post to shareholders. These documents will also be published on our corporate website and the SGX website[1].

3. **Arrangements for participating in the AGM**. Shareholders, including CPF and SRS investors, may participate in the AGM by:

   (a) (i) attending the Physical Meeting in person; or (ii) attending the Virtual Meeting using virtual meeting technology (by observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream);

   (b) submitting questions in advance of, or at, the AGM; and/or

   (c) voting at the AGM (i) by the shareholders themselves or through duly appointed proxy(ies) (other than the Chairman of the Meeting)[2] or representative(s); (ii) by the CPF or SRS investors themselves if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators; or (iii) by the shareholders, or the CPF or SRS investors, appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

   Details of the steps for registration, submission of questions and voting at the AGM by shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives are set out in the Appendix to this announcement.

   In particular, CPF and SRS investors who wish to appoint the Chairman of the Meeting as proxy to vote on their behalf at the AGM should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 7 July 2023**.

   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 should contact the relevant intermediary through which they hold such shares as soon as possible in order for the necessary arrangements to be made.

4. **Annual Report 2022/23 and Letter to Shareholders**. The Annual Report 2022/23 and the Letter to Shareholders dated 20 June 2023 (in relation to the proposed renewal of the shareholders mandate for interested person transactions and the proposed renewal of the share purchase mandate) have been published and may be accessed at our corporate website as follows:

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[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 at the AGM on their behalf.

(a) the Annual Report 2022/23 may be accessed at the URL https://www.singpost.com/about-us/investor-relations/annual-reports by clicking on the hyperlink for "DOWNLOAD FULL ANNUAL REPORT" under "FY2022/23"; and

(b) the Letter to Shareholders dated 20 June 2023 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 "FY2022/23 AGM".

The above documents will also be made available on the SGX website at the URL https://www.sgx.com/securities/company-announcements. Shareholders may request for printed copies of these documents by completing and returning the request form (sent to them by post together with printed copies of the Notice of AGM and proxy form) no later than **6 July 2023**.

5. **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 28 July 2023 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, at 112 Robinson Road #05-01, Singapore 068902, up to 5.00 p.m. on 27 July 2023 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 19 July 2023. 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 27 July 2023 will rank for the proposed dividend. The proposed dividend, if so approved by shareholders, will be paid on 10 August 2023.

6. **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
20 June 2023 (Tuesday)	Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who wish to attend the Virtual Meeting using virtual meeting technology may begin to pre-register for the Virtual Meeting at the pre-registration website at the URL https://conveneagm.sg/singpost2023.
5.00 p.m. on 6 July 2023 (Thursday)	Deadline for shareholders, including CPF and SRS investors, to submit questions in advance of the AGM.
5.00 p.m. on 7 July 2023 (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.
By 2.30 p.m. on 14 July 2023 (Friday)	The Company will publish its responses to the substantial and relevant questions received from shareholders by the 6 July 2023 submission deadline on its 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.
2.30 p.m. on 16 July 2023 (Sunday)	Deadline for shareholders to: • pre-register for the Virtual Meeting; and • submit instruments appointing a proxy(ies). **Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instrument appointing a proxy(ies) early, and should request proxy(ies) who wish to attend the Virtual Meeting to pre-register by this deadline.**

Key dates	Actions
By 2.30 p.m. on 18 July 2023 (Tuesday)	Authenticated shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who have pre-registered for the Virtual Meeting via the pre-registration website will receive, via the email address provided on pre-registration, an email confirming successful registration for the Virtual Meeting. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who do not receive any confirmation email by **2.30 p.m. on 18 July 2023**, but have registered by the 16 July 2023 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 18 July 2023 for assistance.
Date and time of AGM – 2.30 p.m. on 19 July 2023 (Wednesday)	**Physical Meeting**. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives may attend the Physical Meeting at Suntec Singapore Convention & Exhibition Centre, Level 3, Summit 1, 1 Raffles Boulevard, Suntec City, Singapore 039593. Please bring along: (a) your NRIC/Passport to enable the Company to verify your identity for entry to the Physical Meeting; and (b) (as voting at the Physical Meeting will be conducted via an online platform), a web browser-enabled device in order to access the voting function on the online platform for the AGM. Registration will commence at 1.00 p.m.. **Please arrive early to facilitate the registration process.** **Virtual Meeting**. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who have successfully pre-registered for the Virtual Meeting may 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 27 July 2023 (Thursday)	Record date for determining entitlements to final dividend, subject to shareholders' approval at the AGM.
10 August 2023 (Thursday)	Payment date for final dividend, subject to shareholders' approval at the AGM.

Shareholders may also 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.

Issued by Singapore Post Limited on 20 June 2023.

APPENDIX

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

Authenticated shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives will be able to attend the Physical Meeting in person or the Virtual Meeting using virtual meeting technology (by observing and/or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream through their mobile phones, tablets or computers), submit questions in advance of, or at, the AGM, and/or vote at the AGM (a) by the shareholders themselves or through duly appointed proxy(ies) (other than the Chairman of the Meeting)[3] or representative(s); (b) by the CPF or SRS investors themselves if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators; or (c) by the shareholders, or the CPF or SRS investors, 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.	**Register in-person for Physical Meeting or pre-register for Virtual Meeting**	**Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives can choose to either attend the Physical Meeting in person or attend the Virtual Meeting using virtual meeting technology.** **Physical Meeting**. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives can attend the Physical Meeting in person. To do so, they will need to register in person at the registration counter(s) outside the AGM venue on the day of the event. Registration will commence at 1.00 p.m. on that day. Please bring along: (a) your NRIC/Passport to enable the Company to verify your identity for entry to the Physical Meeting; and (b) (as voting at the Physical Meeting will be conducted via an online platform), a web browser-enabled device in order to access the voting function on the online platform for the AGM. **Virtual Meeting**. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who wish to attend the Virtual Meeting using virtual meeting technology can pre-register for the Virtual Meeting at the pre-registration website at the URL https://conveneagm.sg/singpost2023 from now up to **2.30 p.m. on 16 July 2023** to enable SingPost to verify their status. Following verification, authenticated shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who have pre-registered for the Virtual Meeting via the pre-registration website will receive, via the email address provided on pre-registration, an email confirming successful registration for the Virtual Meeting. Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who do not receive any confirmation email by **2.30 p.m. on 18 July 2023**, but have registered by the 16 July 2023 deadline, should contact the Company's Share Registrar, M & C Services Private Limited, at

[3] See footnote 2 above.

No.	Steps	Details
		+65 6228 0506 between 2.30 p.m. and 6.00 p.m. on 18 July 2023 for assistance.
2.	**Submit questions in advance of, or at, the AGM**	**Shareholders, including CPF and SRS investors, can submit questions in advance of, or at, the AGM.** **Submit 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 to be tabled for approval at the AGM, in advance of the AGM, in the following manner: (a) via the pre-registration website at the URL https://conveneagm.sg/singpost2023; (b) via email to the Company at AGM@singpost.com; or (c) 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 for verification purposes: • your full name; • your address; and • the manner in which you hold shares in SingPost (e.g., via CDP, CPF, SRS and/or scrip). All questions submitted in advance must be received by **5.00 p.m. on 6 July 2023**. **Ask substantial and relevant questions at the AGM.** Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives can also ask the Chairman of the Meeting substantial and relevant questions related to the resolutions to be tabled for approval at the AGM, at the AGM itself. Attendees at the Virtual Meeting (whether attending through live audio-visual webcast or live audio-only stream) who wish to ask questions at the AGM 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 (in addition to asking questions in person) at the Physical Meeting. **Addressing questions**. We will address all substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) received from shareholders by the 6 July 2023 deadline by publishing our responses to such questions on 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 by **2.30 p.m. on 14 July** 2023. We will respond to questions or follow-up questions (which are related to the resolutions to be tabled for approval at the AGM) received after the 6 July 2023 deadline either within a reasonable timeframe before the AGM, or at the AGM itself. 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 the SGX website, and the minutes will include

No.	Steps	Details
		the responses to substantial and relevant questions from shareholders which are addressed during the AGM.
3.	**Vote, or submit instruments appointing a proxy(ies) to vote, at the AGM**	**Shareholders can vote at the AGM themselves or through duly appointed proxy(ies)[4] or representative(s).** Shareholders who wish to appoint a proxy(ies) must complete the instrument appointing a proxy(ies), before submitting it in the manner set out below. **Submit instruments appointing a proxy(ies)**. The instrument appointing a proxy(ies) must be submitted to the Company in the following manner: (a) if submitted personally or by post, be lodged at the office of 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/singpost2023, and in each case, must be lodged or received (as the case may be) by **2.30 p.m. on 16 July 2023**. A shareholder who wishes to submit an instrument appointing a proxy(ies) by post or via email can either use the printed copy of the proxy form which is sent to him/her/it by post or download a copy of the proxy form from our corporate website or the SGX website, and complete and sign the proxy form before submitting it personally or 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. Appointed proxies (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/singpost2023 if they wish to attend the Virtual Meeting using virtual meeting technology. Appointed proxies who wish to attend the Physical Meeting can register in person at the Physical Meeting. **Shareholders who wish to appoint third party proxy(ies) are encouraged to submit their instrument appointing a proxy(ies) early, and should request proxy(ies) who wish to attend the Virtual Meeting to pre-register by 2.30 p.m. on 16 July 2023.** **CPF and SRS investors**. CPF and SRS investors: (a) may vote 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

[4] See footnote 2 above.

No.	Steps	Details
		(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 7 July 2023**. **Vote at the AGM**. As voting at the AGM (whether at the Physical Meeting or Virtual Meeting) will be conducted via an online platform, shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies and representatives who wish to vote at the AGM (whether at the Physical Meeting or Virtual Meeting) must have with them a web browser-enabled device in order to access the voting function on the online platform for the AGM.