

IMPORTANT INFORMATION:

1. Physical meeting:

The AGM is being convened and will be held physically at Stephen Riady Auditorium @ NTUC, NTUC Centre, Level 7, One Marina Boulevard, Singapore 018989. **There will be no option for members to participate virtually.**

All persons attending the AGM must comply with the prevailing COVID-19 safe management measures at the time of the AGM. The COVID-19 safe management measures to be implemented at the AGM (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 members should check the SGX's website at URL <https://www.sgx.com/securities/company-announcements> or the Company's website at URL www.wingtaiasia.com.sg for the latest updates on the status of the AGM.

2. Pre-registration:

Members who wish to attend the AGM are strongly encouraged to pre-register their interest at the Company's AGM pre-registration website ("**AGM Pre-Registration Website**") at URL <https://conveneagm.com/sg/WingTaiAGM2022> before **11.00 a.m. on Sunday, 23 October 2022 ("Pre-Registration Deadline")** for the Company to verify their status as members.

Authenticated members will receive an email ("**Confirmation Email**") containing details as well as instructions on attending the AGM. Members must not forward the email or their log-in details to third persons who are not verified as members or who are not entitled to attend the AGM.

Members who do not receive the Confirmation Email by **11.00 a.m. on Tuesday, 25 October 2022** but have registered by the Pre-Registration Deadline should contact the Company's Share Registrar, Tricor Barbinder Share Registration Services via email at sg.is.WINGTAIproxy@sg.tricorglobal.com or by phone at +65 6236 3550 / 6236 3555.

Pre-registrations received after the Pre-Registration Deadline will not be processed.

3. Submission of questions:

In view of the guidance note issued by the Singapore Exchange Regulation, members who have any substantial and relevant questions in relation to any agenda item of this Notice, are encouraged to submit their questions to the Company in advance, by **5.00 p.m. on Thursday, 13 October 2022** either by way of:

- (a) electronic submission via the Company's AGM Pre-Registration Website at URL <https://conveneagm.com/sg/WingTaiAGM2022>; or
- (b) via post to the Company's registered office at 3 Killiney Road, #10-01 Winsland House I, Singapore 239519, attention to the Company Secretary.

Members who submit questions by post must include the following information in their submission:

- (a) their (A) full name, (B) full NRIC/Passport/Company Registration No., and (C) address; and
- (b) the manner in which the Company's shares are held by them (e.g. via CDP, scrip, CPF or SRS).

The Company will endeavour to address the substantial and relevant questions from members at URLs <https://www.sgx.com/securities/company-announcements> and <https://bit.ly/WTHAGM2022> by **11.00 a.m. on Thursday, 20 October 2022** (being 72 hours prior to the close date and time for the lodgment of the proxy forms), or during the AGM.

4. Voting:

Live voting will be conducted during the AGM for members and proxies attending the AGM. It is important for members and proxies to bring their own web-browser enabled devices for voting at the AGM. Examples of web-browser enabled devices include mobile smartphones, laptops or tablets with internet capabilities.

Voting via appointing of Proxy: Members who wish to appoint proxy(ies) (other than the Chairman of the AGM) to attend and vote at the AGM on their behalf must complete and submit the proxy form in accordance with the instructions set out in the proxy form.

Voting via appointing Chairman of the AGM as Proxy: Members may appoint the Chairman of the AGM as his/her/its proxy to vote on his/her/its behalf at the AGM.

For CPF or SRS investors who wish to appoint the Chairman of the AGM as their proxy, they should approach their respective CPF Agent Banks and/or SRS Operators to submit their votes at least seven (7) working days before the AGM, i.e. by **5.00 p.m.** on **Thursday, 13 October 2022**.

5. Annual Report and other documents relating to the AGM:

The Annual Report 2022 and other documents relating to the AGM (including this Notice of AGM, the proxy form and the Addendum in relation to the proposed renewal of the Share Purchase Mandate) can be accessed at URLs <https://www.sgx.com/securities/company-announcements> and <https://bit.ly/WTHAGM2022>. Printed copies of these documents will **not** be sent to members.

6. Precautionary measures to minimise the risk of COVID-19

The Company seeks the understanding and co-operation of all members/proxies and others attending the AGM to take the following steps to help minimise the risk of community spread of COVID-19:

- (a) All attendees of the AGM are advised to wear face masks at the AGM venue at all times.
- (b) Members and proxies who are feeling unwell on the date of the AGM are advised to refrain from attending the AGM.
- (c) Members and proxies are advised to arrive at the AGM venue early to facilitate the registration process and/or any COVID-19 safe management measures to be implemented at the AGM.