

# SGXNet Announcement

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## TWENTY-FIRST ANNUAL GENERAL MEETING TO BE HELD ON 24 SEPTEMBER 2020

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- 1 **Background.** Singapore Exchange Limited (the “Company” or “SGX”) 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 and 22 June 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020.
- 2 **Date, time and conduct of Annual General Meeting.** SGX is pleased to announce that pursuant to the Order, its Twenty-First Annual General Meeting (“AGM”) will be convened and held by way of electronic means on **Thursday, 24 September 2020 at 10.00 a.m.** (Singapore time). Our Chairman, Mr Kwa Chong Seng, 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 will also be made available on SGXNet<sup>1</sup>. For convenience, printed copies of these documents will also be sent by post to shareholders (other than those who have signed up to receive notices of meetings, annual reports and other shareholder communications electronically, for online proxy appointment and for the access and use of an SGX-designated website (collectively “Electronic Service”) and where such service has been made available).
- 4 **No personal attendance at AGM.** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
- 5 **Alternative arrangements for participation in the AGM.** Shareholders may 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 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.

Details of the steps for pre-registration, pre-submission of questions and voting at the AGM by shareholders, including CPFIS and SRS investors, are set out in the [Appendix](#). In particular, CPFIS and SRS investors who hold SGX shares through CPF Agent Banks or SRS Operators and who wish to request their CPF Agent Banks or SRS Operators to appoint the Chairman of the Meeting as their proxy in respect of the SGX shares held by such CPF Agent Banks or SRS Operators on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **5.00 p.m. on 14 September 2020**.

- 6 **Persons who hold shares through relevant intermediaries.** Persons who hold SGX shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), other than CPFIS and SRS investors, and 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 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 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.

1 The Notice of AGM and proxy form may be accessed on our corporate website at the URL <https://investorrelations.sgx.com/financial-information/annual-reports> and on SGXNet at the URL <https://www.sgx.com/securities/company-announcements>.

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7 **Annual Report 2020 and Letter to Shareholders.** The Company's Annual Report 2020 and the Letter to Shareholders dated 31 August 2020 (in relation to the proposed renewal of the share purchase mandate) have been published and may be accessed at our corporate website as follows:

- (a) the Company's Annual Report 2020 may be accessed at the URL <https://investorrelations.sgx.com/financial-information/annual-reports>; and
- (b) the Letter to Shareholders dated 31 August 2020 may be accessed at the URL <https://investorrelations.sgx.com/financial-information/annual-reports>.

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

8 **Record date and payment date for final dividend.** Subject to the approval of shareholders for the final tax exempt dividend at the AGM, the Transfer Books and Register of Members of the Company will be closed from 5.00 p.m. on Friday, 2 October 2020 up to (and including) Monday, 5 October 2020 for the preparation of dividend warrants. Duly completed registrable transfers of ordinary shares of the Company 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 Friday, 2 October 2020 will be registered to determine shareholders' entitlements to the proposed final dividend. Shareholders whose Securities Accounts with The Central Depository (Pte) Limited are credited with ordinary shares of the Company at 5.00 p.m. on Friday, 2 October 2020 will be entitled to the proposed final dividend. Payment of the final dividend, if approved by shareholders at the AGM, will be made on Friday, 9 October 2020.

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
<b>31 August 2020 (Monday)</b>	Shareholders may begin to pre-register at the URL <a href="https://investorrelations.sgx.com/financial-information/annual-reports">https://investorrelations.sgx.com/financial-information/annual-reports</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 14 September 2020 (Monday)</b>	Deadlines for: <ul style="list-style-type: none"> <li>▪ CPFIS and SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes; and</li> <li>▪ shareholders to submit questions in advance.</li> </ul>
<b>10.00 a.m. on 21 September 2020 (Monday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>▪ pre-register for live audio-visual webcast/live audio-only stream of the AGM proceedings; and</li> <li>▪ submit forms of proxy.</li> </ul>
<b>10.00 a.m. on 23 September 2020 (Wednesday)</b>	Authenticated shareholders will receive an email, which will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the " <b>Confirmation Email</b> ").  Shareholders who do not receive the Confirmation Email by <b>10.00 a.m. on 23 September 2020</b> , but have registered by the 21 September 2020 deadline, should contact our Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at +65 6536 5355 before 5.30 p.m. on 23 September 2020 or between 8.30 a.m. and 10.00 a.m. on 24 September 2020.

Key dates	Actions
<b>Date and time of AGM - 10.00 a.m. on 24 September 2020 (Thursday)</b>	<ul style="list-style-type: none"> <li>▪ Click on the link in the Confirmation Email and follow the instructions to access the live audio-visual webcast of the AGM proceedings; or</li> <li>▪ Call the toll-free telephone number and follow the instructions in the Confirmation Email to access the live audio-only stream of the AGM proceedings.</li> </ul>
<b>5.00 p.m. on 2 October 2020 (Friday)</b>	Record date for determining entitlements to final dividend, subject to shareholders' approval at the AGM.
<b>9 October 2020(Friday)</b>	Payment date for final dividend, subject to shareholders' approval at the AGM.

- 10 **Further information.** For more information, shareholders can refer to the FAQs on our corporate website at the URL <https://investorrelations.sgx.com/financial-information/annual-reports> or email us at [sgxagm2020@sgx.com](mailto:sgxagm2020@sgx.com).
- 11 **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check our corporate website at the URL <https://investorrelations.sgx.com/financial-information/annual-reports> or SGXNet at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

SGX would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe management measures amidst the current COVID-19 pandemic.

#### By Order of the Board

Ding Hui Yun (Ms)  
Seah Kim Ming Glenn (Mr)  
Company Secretaries  
Singapore Exchange Limited

31 August 2020

# SGXNet Announcement – Appendix

## STEPS FOR PRE-REGISTRATION, PRE-SUBMISSION OF QUESTIONS AND VOTING AT THE AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

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

Steps	Details
<p>1     <b>Pre-registration</b></p>	<p><b>Shareholders, including CPFIS and SRS investors, can pre-register at the pre-registration website at the URL <a href="https://investorrelations.sgx.com/financial-information/annual-reports">https://investorrelations.sgx.com/financial-information/annual-reports</a> from 31 August 2020 till 10.00 a.m. on 21 September 2020 to enable SGX to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>10.00 a.m. on 23 September 2020</b>. The email will contain unique user credentials and instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings.</p> <p>Shareholders who do not receive an email by <b>10.00 a.m. on 23 September 2020</b>, but have registered by the 21 September 2020 deadline, should contact our Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., at +65 6536 5355 before 5.30 p.m. on 23 September 2020 or between 8.30 a.m. and 10.00 a.m. on 24 September 2020.</p>
<p>2     <b>Submit questions in advance</b></p>	<p><b>Shareholders will not be able to ask questions at the AGM live during the webcast or audio-stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</b></p> <p><b>Submission of questions.</b> Shareholders, including CPFIS and SRS investors, can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a)     <b>Via pre-registration website.</b> Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL <a href="https://investorrelations.sgx.com/financial-information/annual-reports">https://investorrelations.sgx.com/financial-information/annual-reports</a>.</p> <p>(b)     <b>By email.</b> Shareholders may submit their questions via email to <a href="mailto:sgxagm2020@sgx.com">sgxagm2020@sgx.com</a>.</p> <p>(c)     <b>By post.</b> Shareholders may submit their questions by post to the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623.</p> <p>When sending in your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> <li>▪     your full name;</li> <li>▪     your address; and</li> <li>▪     the manner in which you hold shares in SGX (e.g., via CDP, CPFIS/SRS and/or scrip).</li> </ul> <p><b>Deadline to submit questions.</b> All questions must be submitted by <b>5.00 p.m. on 14 September 2020</b> in order to give the Company sufficient time to process and address the substantial and relevant ones.</p>

Steps	Details
<p>2 <b>Submit questions in advance</b> (continued)</p>	<p><b>Addressing questions.</b> We will endeavour to address all substantial and relevant questions received from shareholders prior to the AGM by publishing our responses to such questions on our corporate website at the URL <a href="https://investorrelations.sgx.com/financial-information/annual-reports">https://investorrelations.sgx.com/financial-information/annual-reports</a> and on SGXNet prior to the AGM. If we are unable to do so, we will address those substantial and relevant questions, which have not already been addressed prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream.</p> <p><b>Minutes of AGM.</b> We will publish the minutes of the AGM on our corporate website and on SGXNet, and the minutes will include the responses to substantial and relevant questions from shareholders, which are addressed during the AGM.</p>
<p>3 <b>Submit forms of proxy to vote</b></p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Shareholders (whether individual or corporate) who pre-register to observe and/or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions in the form of proxy.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p><b>Submission of forms of proxy.</b> The instrument appointing the Chairman of the Meeting as proxy must be submitted in the following manner:</p> <ul style="list-style-type: none"> <li>(a) if submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd. at 50 Raffles Place #32-01, Singapore Land Tower, Singapore 048623;</li> <li>(b) if submitted electronically via email, be submitted to the Company's Share Registrar at <a href="mailto:sgxagm2020@boardroomlimited.com">sgxagm2020@boardroomlimited.com</a>; or</li> <li>(c) if submitted electronically via the SGX-designated website for online proxy appointments (for shareholders who have signed up for the Electronic Service and where such service has been made available), be submitted via the online proxy appointment process through the Electronic Service,</li> </ul> <p>in each case, by <b>10.00 a.m. on 21 September 2020.</b></p> <p>A shareholder who has not signed up for the Electronic Service and who wishes to submit a form of proxy 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 SGXNet, and 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.</p> <p><b>Due to the current COVID-19 situation in Singapore, shareholders who have not signed up for the Electronic Service are strongly encouraged to submit completed proxy forms electronically via email.</b></p> <p>CPFIS and SRS investors who hold SGX shares through CPF Agent Banks or SRS Operators and who wish to request their CPF Agent Banks or SRS Operators to appoint the Chairman of the Meeting as their proxy in respect of the SGX shares held by such CPF Agent Banks or SRS Operators on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their votes by <b>5.00 p.m. on 14 September 2020.</b></p>