



**Boustead Singapore Limited**  
(Co. Reg. No. 197501036K)

82 Ubi Avenue 4  
#08-01 Edward Boustead Centre  
Singapore 408832

# **BOUSTEAD INVESTOR RELATIONS & SHAREHOLDER COMMUNICATIONS POLICY**

**(Last Updated on 21 July 2020)**

## **1. Overview**

Investor relations (“IR”) is a key facet of Boustead Singapore Limited’s holistic communications with our key stakeholders. We proactively communicate with analysts, investors, the media and global financial community in an accurate, clear, comprehensive, consistent, sincere, timely and transparent manner.

## **2. General Policy**

- 2.1 We are committed to disclosing our significant corporate developments and transactions in an accurate, clear, comprehensive, consistent, sincere, timely and transparent manner according to the requirements of the SGX-ST Mainboard Listing Manual (“Listing Manual”) and the Code of Corporate Governance 2018 (“Code”). This includes ensuring that our company announcements and media releases are released to the SGX over SGXNET and are made available on our well-maintained and regularly updated corporate website at [www.boustead.sg](http://www.boustead.sg).
- 2.2 We endeavour to periodically update our Investor Relations & Shareholder Communications Policy to reflect new best practices in communications and to take into account any changes in regulatory requirements, including amendments to the Listing Manual and Code.

## **3. Shareholder Rights**

- 3.1 We are committed to upholding the rights of our shareholders.
- 3.2 We recognise the importance of maintaining accountability and transparency with shareholders. All shareholders are treated equitably and fairly, and information is communicated to shareholders on a timely basis through our annual reports, longevity reports, semi-annual financial results announcements and company announcements of significant corporate developments and transactions that are released over SGXNET and thereafter on our corporate website. Shareholders are also able to access relevant and useful financial and investor-related information on our corporate website.
- 3.3 Soft copies of annual reports and longevity reports are available for download on our corporate website. Upon request and if available, hard copies of annual reports may also be sent to shareholders. Notices, circulars and other documents related to our general meetings are sent to all shareholders. Notices of annual general meetings are also published in the press.

- 3.4 We ensure that shareholders have the opportunity to participate effectively and vote at general meetings and be informed of the procedures and rules that govern such general meetings.
- 3.5 Our Constitution allows each shareholder to appoint up to two proxies to attend and vote at general meetings on their behalf, unless the shareholder is a relevant intermediary (as defined in the Companies Act, Chapter 50, Section 181). A relevant intermediary is entitled to appoint more than two proxies but each proxy must be appointed to exercise the rights attached to a different share or shares held by such shareholder. A relevant intermediary includes corporations holding licences in providing custodial and nominee services, and the Central Provident Fund ("CPF") which purchases shares on behalf of CPF investors.

#### **4. Shareholder Meetings**

- 4.1 Our shareholders are encouraged to participate effectively and vote at our general meetings, where relevant procedures and rules governing such meetings are clearly communicated.
- 4.2 Notices, circulars and other documents related to general meetings are mailed to shareholders in advance, in order to give them adequate time to reflect on the matters to be discussed and voted on at such meetings. In cases where general meetings are to be held virtually (e.g. to comply with public health requirements), detailed and relevant information on the arrangements is clearly provided to shareholders along with the notice of meeting, for such meetings.
- 4.3 If shareholders are unable to attend physical general meetings, our Constitution allows all shareholders to appoint up to two proxies to attend such meetings and to vote on their behalf through proxy forms sent in advance. In cases where general meetings are to be held virtually, shareholders may attend by electronic means and must appoint the Chairman of such meetings as their proxy in advance to attend, speak and vote on their behalf if they wish to exercise their voting rights at such meetings.
- 4.4 Separate resolutions are tabled on each substantially separate issue at general meetings. All resolutions at such meetings are single item resolutions.
- 4.5 Shareholders are given the opportunity to raise any questions and clarify issues that they may have relating to the resolutions to be passed. Our Board and senior management are present at general meetings to respond to any questions from shareholders. Our auditors and share registrar are also present to address queries regarding the conduct of the audit, preparation and content of the auditors' reports and on the procedures and rules governing such meetings. In cases where general meetings are to be held virtually, as shareholders will not be able to ask questions 'live', we will provide shareholders with an avenue to send questions in advance of such meetings.
- 4.6 Our Company Secretary prepares minutes of general meetings which incorporate substantial comments or queries from shareholders relating to the agenda of such meetings and responses from our Board and senior management. Upon request, the minutes of such meetings are available to shareholders.
- 4.7 All resolutions at general meetings will be voted by poll as required by the Listing Manual Rule 730A(2). In cases where general meetings are to be held virtually, shareholders must appoint the Chairman of such meetings as their proxy in

advance to attend, speak and vote on their behalf if they wish to exercise their voting rights at such meetings.

- 4.8 We have conducted the voting on all resolutions at general meetings held since 2016 by using electronic poll voting. The detailed results of electronic poll voting on each resolution tabled including the total number of votes cast for or against each resolution are announced immediately at such meetings and thereafter over SGXNET. Independent scrutineers are also present for electronic poll voting at such meetings. In cases where general meetings are to be held virtually, the detailed results of proxy voting on each resolution tabled including the total number of votes cast for or against each resolution are announced immediately at such meetings and thereafter over SGXNET.

## **5. Communication Principles**

- 5.1 Our communications are in English, using clear and plain language.
- 5.2 We strive for balance in our communications, sharing both significant positive and negative corporate developments.
- 5.3 We communicate through our designated spokespersons which include our IR Team.
- 5.4 We seek to understand the views of analysts, investors, the media and global financial community through investor meetings and calls, conferences, luncheons, roadshows, media interviews and other common forms of communication.
- 5.5 We are committed to providing reasonable access to analysts, investors, the media and the global financial community to assist them in making informed opinions about us but will not seek to influence those opinions.
- 5.6 We only respond to rumours if there is an indication that material information has been leaked or if it is necessary in order to avoid the establishment of a false market in our securities. Any clarifications on rumours will be released over SGXNET.
- 5.7 We observe blackout periods of two weeks before the release of half-year financial results announcements and one month before the release of full-year financial results announcements. During blackout periods, we refrain from commenting on our business performance and financial results.
- 5.8 We do not practice selective disclosure of material information.

## **6. Communication Strategies**

- 6.1 We are committed to proactively engaging with analysts, investors, the media and global financial community through:
- a) General meetings held for our shareholders;
  - b) Notices, circulars and other documents related to general meetings mailed to shareholders;
  - c) Semi-annual financial results announcements released over SGXNET;
  - d) Investor meetings and calls, conferences, luncheons, roadshows, media interviews and other common forms of communication;
  - e) Company announcements;

- f) Annual reports and longevity reports;
- g) Our Retail Investor Outreach Programme; and
- h) Our corporate website.

6.2 We meet with analysts, investors, the media and global financial community at appropriate times throughout the financial year including investor meetings and calls, conferences, luncheons, roadshows, media interviews and at times, on our full-year financial results webcasts when management decides to host webcasts. Webcasts are 'live' events and open to any interested listener who signs up to attend, thereafter made available on an on-demand basis for up to 12 months following the conclusion of such webcast.

## **7. Investor Resources**

7.1 Our shares are listed on the SGX Mainboard under SGX:F9D.

7.2 Our corporate website is maintained at [www.boustead.sg](http://www.boustead.sg) and hosts a dedicated investor section titled 'Investor Centre', where all of our annual reports, longevity reports, company announcements and financial results announcements for the past five years can be found, as well as substantial information that would be of interest to analysts, investors, the media and global financial community.

7.3 Shareholders can contact our share registrar at:

Boardroom Corporate & Advisory Services Pte Ltd  
50 Raffles Place  
#32-01 Singapore Land Tower  
Singapore 048623

7.4 Shareholders can contact our IR Team at +65 6747 0016 or by e-mail at [ir.team@boustead.sg](mailto:ir.team@boustead.sg).

## **8. Investor Privacy**

We are committed to recognising investor privacy and will not disclose information pertaining to our investors without their consent, unless required by law to do so.

-- End of policy --