

ANNUAL GENERAL MEETING::VOLUNTARY

Issuer & Securities

Issuer/ Manager

SINGAPORE POST LIMITED

Security

SINGAPORE POST LIMITED - SG1N89910219 - S08

Announcement Details

Announcement Title

Annual General Meeting

Date & Time of Broadcast

22-Jun-2022 07:22:46

Status

New

Announcement Reference

SG220622MEETPLZW

Submitted By (Co./ Ind. Name)

Jonathan Ooi Wei Hsin (Mr)

Designation

Company Secretary

Financial Year End

31/03/2022

Event Narrative

Narrative Type	Narrative Text
Additional Text	Please refer to the attachments.

Event Dates

Meeting Date and Time

21/07/2022 14:30:00

Response Deadline Date

18/07/2022 14:30:00

Event Venue(s)

Place

Venue(s)	Venue details
Meeting Venue	The 30th Annual General Meeting of Singapore Post Limited will be held at The SingPost Auditorium, Singapore Post Centre, 10 Eunos Road 8 #05-30, Singapore 408600 and by way of electronic means.

Attachments

[Notice of AGM2022.pdf](#)

[Proxy Form2022.pdf](#)

[SGX Announcement on holding HybridAGM2022.pdf](#)

Total size =382K MB



SINGAPORE POST LIMITED
(Incorporated in the Republic of Singapore)
Company Registration Number: 199201623M

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE 30TH ANNUAL GENERAL MEETING of Singapore Post Limited ("**Company**") will be held at The SingPost Auditorium, Singapore Post Centre, 10 Eunos Road 8 #05-30, Singapore 408600 and by way of electronic means on Thursday, 21 July 2022 at 2.30 p.m. (Singapore time) to transact the following business:

ROUTINE BUSINESS

- To receive and adopt the audited Financial Statements for the financial year ended 31 March 2022, and the Directors' Statement and Independent Auditor's Report thereon. (Ordinary Resolution 1)
- To declare a final tax exempt one-tier dividend of 1.3 cents per ordinary share in respect of the financial year ended 31 March 2022. (Ordinary Resolution 2)
- To re-elect Ms Chu Swee Yeok who retires in accordance with Article 98(a) of the Company's Constitution and who, being eligible, offers herself for re-election. (Ordinary Resolution 3)
- To re-elect the following directors who retire in accordance with Article 98(b) of the Company's Constitution and who, being eligible, offer themselves for re-election:
 - Mr Simon Israel (Ordinary Resolution 4)
 - Mrs Fang Ai Lian (Ordinary Resolution 5)
 - Ms Lim Cheng Cheng (Ordinary Resolution 6)
- To re-elect Mr Phang Heng Wee, Vincent who retires in accordance with Article 104 of the Company's Constitution and who, being eligible, offers himself for re-election. (Ordinary Resolution 7)
- To approve directors' fees payable by the Company of S\$1,222,800 for the financial year ended 31 March 2022 (2021: S\$1,185,600). (Ordinary Resolution 8)
- To re-appoint Deloitte & Touche LLP as Auditor of the Company and to authorise the directors to fix its remuneration. (Ordinary Resolution 9)

EXPLANATORY NOTES ON ROUTINE BUSINESS TO BE TRANSACTED

Ordinary Resolution 3

Ms Chu Swee Yeok will, upon re-election as a director of the Company, remain as a member of the Audit Committee and the Board Risk and Technology Committee. Ms Chu is considered by the Board of Directors to be independent. Information relating to Ms Chu, including the information as set out in Appendix 7.4.1 of the Listing Manual of the Singapore Exchange Securities Trading Limited ("**SGX-ST**"), can be found in the "Board of Directors" section and the "Additional Information on Directors Seeking Re-Election" section of the Company's Annual Report 2021/22.

Ordinary Resolution 4

Mr Simon Israel will, upon re-election as a director of the Company, remain as the Chairman of the Board of Directors, the chairman of the Board Sustainability Committee and the Finance and Investment Committee and a member of the Compensation Committee and the Nominations and Corporate Governance Committee. Mr Israel was previously the Chairman of the Board of Singapore Telecommunications Limited ("**Singtel**"), which is a 21.96% shareholder of the Company, before he stepped down from the Singtel Board on 30 July 2020. While Mr Israel was neither appointed as a nominee director of Singtel to the Company's Board of Directors nor directly associated with Singtel as defined under the Code of Corporate Governance 2018, nevertheless, to provide added assurance to stakeholders, Mr Israel continues to be treated by the Company as a non-independent director and Chairman. Information relating to Mr Israel, including the information as set out in Appendix 7.4.1 of the Listing Manual of the SGX-ST, can be found in the "Board of Directors" section and the "Additional Information on Directors Seeking Re-Election" section of the Company's Annual Report 2021/22.

Ordinary Resolution 5

Mrs Fang Ai Lian will, upon re-election as a director of the Company, remain as the lead independent director, the chairman of the Audit Committee and the Nominations and Corporate Governance Committee and a member of the Compensation Committee. Mrs Fang is considered by the Board of Directors to be independent. Information relating to Mrs Fang, including the information as set out in Appendix 7.4.1 of the Listing Manual of the SGX-ST, can be found in the "Board of Directors" section and the "Additional Information on Directors Seeking Re-Election" section of the Company's Annual Report 2021/22.

Ordinary Resolution 6

Ms Lim Cheng Cheng will, upon re-election as a director of the Company, remain as a member of the Finance and Investment Committee. Ms Lim is considered by the Board of Directors to be non-independent as she is the Group Chief Corporate Officer of Singtel, which is a 21.96% shareholder of the Company. Information relating to Ms Lim, including the information as set out in Appendix 7.4.1 of the Listing Manual of the SGX-ST, can be found in the "Board of Directors" section and the "Additional Information on Directors Seeking Re-Election" section of the Company's Annual Report 2021/22.

Ordinary Resolution 7

Mr Phang Heng Wee, Vincent is considered by the Board of Directors to be non-independent as he is the Group Chief Executive Officer of the Company. Information relating to Mr Phang, including the information as set out in Appendix 7.4.1 of the Listing Manual of the SGX-ST, can be found in the "Board of Directors" section and the "Additional Information on Directors Seeking Re-Election" section of the Company's Annual Report 2021/22.

Ordinary Resolution 8

Additional information on the directors' fees (including information on the non-executive directors' remuneration framework) can be found in the "Corporate Governance Report" section of the Company's Annual Report 2021/22.

SPECIAL BUSINESS

To consider and, if thought fit, to pass with or without any amendments, the following Resolutions 10 to 13 as ordinary resolutions:

Authority to Issue Shares and to Make or Grant Convertible Instruments

- That authority be and is hereby given to the directors to:
 - issue shares of the Company ("**shares**") whether by way of rights, bonus or otherwise; and/or
 - make or grant offers, agreements or options (collectively, "**Instruments**") that might or would require shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) warrants, debentures or other instruments convertible into shares,at any time and upon such terms and conditions and for such purposes and to such persons as the directors may in their absolute discretion deem fit; and
 - (notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue shares in pursuance of any Instrument made or granted by the directors while this Resolution was in force,
- provided that:
- the aggregate number of shares to be issued pursuant to this Resolution (including shares to be issued in pursuance of Instruments made or granted pursuant to this Resolution) does not exceed 50% of the total number of issued shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of shares to be issued other than on a *pro rata* basis to shareholders of the Company (including shares to be issued in pursuance of Instruments made or granted pursuant to this Resolution) does not exceed 10% of the total number of issued shares (excluding treasury shares and subsidiary holdings) (as calculated in accordance with sub-paragraph (2) below);
 - subject to such manner of calculation as may be prescribed by the SGX-ST for the purpose of determining the aggregate number of shares that may be issued under sub-paragraph (1) above, the percentage of issued shares shall be based on the total number of issued shares (excluding treasury shares and subsidiary holdings) at the time this Resolution is passed, after adjusting for:
 - new shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which were issued and are outstanding or subsisting at the time this Resolution is passed; and
 - any subsequent bonus issue or consolidation or sub-division of shares,and, in sub-paragraph (1) above and this sub-paragraph (2), "subsidiary holdings" has the meaning given to it in the Listing Manual of the SGX-ST;
 - in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Listing Manual of the SGX-ST for the time being in force (unless such compliance has been waived by the SGX-ST) and the Constitution for the time being of the Company; and
 - (unless revoked or varied by the Company in general meeting) the authority conferred by this Resolution shall continue in force until the conclusion of the next Annual General Meeting of the Company or the date by which the next Annual General Meeting of the Company is required by law to be held, whichever is the earlier. (Ordinary Resolution 10)

Proposed Renewal of the Shareholders Mandate for Interested Person Transactions

- That:
 - approval be and is hereby given, for the purposes of Chapter 9 of the Listing Manual ("**Chapter 9**") of the SGX-ST for the Company, its subsidiaries and associated companies that are entities at risk (as that term is used in Chapter 9), or any of them, to enter into any of the transactions falling within the types of interested person transactions described in Appendix 1 to the Company's Letter to Shareholders dated 22 June 2022 ("**Letter**") with any party who is of the class of interested persons described in Appendix 1 to the Letter, provided that such transactions are made on normal commercial terms and in accordance with the review procedures for such interested person transactions;
 - the approval given in sub-paragraph (a) above ("**Shareholders Mandate**") shall, unless revoked or varied by the Company in general meeting, continue in force until the conclusion of the next Annual General Meeting of the Company; and
 - the directors and/or any of them be and are hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they and/or he/she may consider expedient or necessary or in the interests of the Company to give effect to the Shareholders Mandate and/or this Resolution. (Ordinary Resolution 11)

Proposed Renewal of the Share Purchase Mandate

- That:
 - for the purposes of Sections 76C and 76E of the Companies Act 1967 ("**Act**"), the exercise by the directors of all the powers of the Company to purchase or otherwise acquire issued ordinary shares of the Company ("**Shares**") not exceeding in aggregate the Maximum Limit (as hereafter defined), at such price or prices as may be determined by the directors from time to time up to the Maximum Price (as hereafter defined), whether by way of:
 - market purchase(s) on the SGX-ST and/or any other stock exchange on which the Shares may for the time being be listed and quoted ("**Other Exchange**"); and/or
 - off-market purchase(s) (if effected otherwise than on the SGX-ST or, as the case may be, Other Exchange) in accordance with any equal access scheme(s) as may be determined or formulated by the directors as they consider fit, which scheme(s) shall satisfy all the conditions prescribed by the Act,and otherwise in accordance with all other laws and regulations and rules of the SGX-ST or, as the case may be, Other Exchange as may for the time being be applicable, be and is hereby authorised and approved generally and unconditionally ("**Share Purchase Mandate**");
 - unless varied or revoked by the Company in general meeting, the authority conferred on the directors pursuant to the Share Purchase Mandate may be exercised by the directors at any time and from time to time during the period commencing from the date of the passing of this Resolution and expiring on the earliest of:
 - the date on which the next Annual General Meeting of the Company is held;
 - the date by which the next Annual General Meeting of the Company is required by law to be held; and
 - the date on which purchases and acquisitions of Shares pursuant to the Share Purchase Mandate are carried out to the full extent mandated;
 - in this Resolution:

"**Average Closing Price**" means the average of the last dealt prices of a Share for the five consecutive market days on which the Shares are transacted on the SGX-ST or, as the case may be, Other Exchange immediately preceding the date of the market purchase by the Company or, as the case may be, the date of the making of the offer pursuant to the off-market purchase, and deemed to be adjusted in accordance with the listing rules of the SGX-ST for any corporate action which occurs during the relevant five-day period and the date of the market purchase by the Company or, as the case may be, the date of the making of the offer pursuant to the off-market purchase;

"**date of the making of the offer**" means the date on which the Company announces its intention to make an offer for the purchase or acquisition of Shares from holders of Shares, stating therein the purchase price (which shall not be more than the Maximum Price) for each Share and the relevant terms of the equal access scheme for effecting the off-market purchase;

"**Maximum Limit**" means that number of issued Shares representing 10% of the total number of issued Shares as at the date of the passing of this Resolution (excluding treasury shares and subsidiary holdings (as defined in the Listing Manual of the SGX-ST)); and

"**Maximum Price**" in relation to a Share to be purchased or acquired, means the purchase price (excluding brokerage, commission, applicable goods and services tax and other related expenses) which shall not exceed, whether pursuant to a market purchase or an off-market purchase, 105% of the Average Closing Price of the Shares; and
 - the directors and/or any of them be and are hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they and/or he/she may consider expedient or necessary or in the interests of the Company to give effect to the Share Purchase Mandate and/or this Resolution. (Ordinary Resolution 12)

Proposed Extension of, and Alterations to, the Singapore Post Restricted Share Plan 2013

- That:
 - pursuant to Rule 14.1 of the Rules of the Singapore Post Restricted Share Plan 2013 ("**Plan**"), the extension of the duration of the Plan for a further period of 10 years from 28 June 2023 up to 27 June 2033 (both dates inclusive) be and is hereby approved;
 - the Amended and Restated Rules of the Plan set out in Appendix 2 to the Company's Letter to Shareholders dated 22 June 2022 ("**Letter**"), incorporating the alterations to the Plan as described in the Letter, be and are hereby approved and adopted in substitution for, and to the exclusion of, the existing Rules of the Plan; and
 - approval be and is hereby given to the directors to grant awards in accordance with the provisions of the Plan (as altered) and to allot and issue from time to time such number of fully paid-up ordinary shares as may be required to be delivered pursuant to the vesting of awards under the Plan (as altered), provided that the aggregate number of (i) new ordinary shares allotted and issued and/or to be allotted and issued pursuant to awards granted under the Plan (as altered) and (ii) new ordinary shares allotted and issued

and/or to be allotted and issued pursuant to options granted under the Singapore Post Share Option Scheme 2012, shall not exceed 5% of the total number of issued ordinary shares (excluding treasury shares and subsidiary holdings) from time to time,

and in this Resolution, "subsidiary holdings" has the meaning given to it in the Listing Manual of the Singapore Exchange Securities Trading Limited. (Ordinary Resolution 13)

BY ORDER OF THE BOARD

Jonathan Ooi Wei Hsin (Mr)
Company Secretary

Singapore
22 June 2022

EXPLANATORY NOTES ON SPECIAL BUSINESS TO BE TRANSACTED STATEMENT PURSUANT TO ARTICLE 61 OF THE CONSTITUTION OF THE COMPANY

Ordinary Resolution 10

Ordinary Resolution 10 is to empower the directors to issue shares of the Company and to make or grant instruments (such as warrants or debentures) convertible into shares, and to issue shares in pursuance of such instruments, up to an amount not exceeding in total 50% of the total number of issued shares (excluding treasury shares and subsidiary holdings), with a sub-limit of 10% for issues other than on a *pro rata* basis to shareholders of the Company. The 10% sub-limit for non-*pro rata* share issues is lower than the 20% sub-limit allowed under the Listing Manual of the SGX-ST. The Company is seeking approval from shareholders for a lower sub-limit for non-*pro rata* share issues as it does not anticipate that it will require a higher sub-limit before the next Annual General Meeting. For the purpose of determining the aggregate number of shares that may be issued, the percentage of issued shares shall be based on the total number of issued shares (excluding treasury shares and subsidiary holdings) at the time that Ordinary Resolution 10 is passed, after adjusting for (a) new shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which were issued and are outstanding or subsisting at the time that Ordinary Resolution 10 is passed, and (b) any subsequent bonus issue or consolidation or subdivision of shares.

Ordinary Resolution 11

Ordinary Resolution 11 is to renew the mandate to enable the Company, its subsidiaries and associated companies that are entities at risk (as that term is used in Chapter 9), or any of them, to enter into certain interested person transactions with certain specified classes of interested persons as described in Appendix 1 to the Letter. Ordinary Resolution 11 will, if passed, continue to be in force until the conclusion of the next Annual General Meeting of the Company.

Ordinary Resolution 12

Ordinary Resolution 12 is to renew the mandate to enable the Company to purchase or otherwise acquire its issued Shares, on the terms and subject to the conditions set out in the Resolution.

The Company intends to use internal and external sources of funds to finance its purchase or acquisition of Shares. The amount of financing required for the Company to purchase or acquire its Shares, and the impact on the Company's financial position, cannot be ascertained as at the date of this Notice as these will depend on the number of Shares purchased or acquired, whether the purchase or acquisition is made out of profits or capital, the price at which such Shares were purchased or acquired and whether the Shares purchased or acquired are held in treasury or cancelled.

Based on the existing issued Shares of the Company as at 27 May 2022 ("**Latest Practicable Date**") (out of which 25,511,422 Shares were held in treasury and no shares were held as subsidiary holdings as at the Latest Practicable Date), and assuming that on or prior to the Annual General Meeting, (i) no further Shares are issued, (ii) no further Shares are purchased or acquired, or held by the Company as treasury shares, and (iii) no Shares are held as subsidiary holdings, the purchase by the Company of 10% of its issued Shares (excluding the 25,511,422 Shares held in treasury) will result in the purchase or acquisition of 224,957,810 Shares.

In the case of both market purchases and off-market purchases by the Company and assuming that the Company purchases or acquires the 224,957,810 Shares at the Maximum Price of S\$0.715 for one Share (being the price equivalent to 5% above the average of the last dealt prices of the Shares for the five consecutive market days on which the Shares were traded on the SGX-ST immediately preceding the Latest Practicable Date), the maximum amount of funds required for the purchase or acquisition of the 224,957,810 Shares is S\$160,844,834.

The financial effects of the purchase or acquisition of such Shares by the Company pursuant to the proposed Share Purchase Mandate on the audited financial statements of the Group and the Company for the financial year ended 31 March 2022 based on these assumptions are set out in paragraph 3.7 of the Letter.

Ordinary Resolution 13

Ordinary Resolution 13 is to approve the extension of, and alterations to, the Plan, which is due to expire on 27 June 2023. The rationale for the proposed extension of the Plan and summary of the principal proposed alterations to the Plan are set out in paragraphs 4.2 and 4.4 of the Letter, respectively.

If passed, Ordinary Resolution 13 will also empower the directors to grant awards in accordance with the provisions of the Plan (as altered) and to allot and issue from time to time such number of fully paid-up ordinary shares of the Company as may be required to be delivered pursuant to the vesting of awards under the Plan (as altered), provided that the aggregate number of new ordinary shares allotted and issued and/or to be allotted and issued pursuant to the Plan (as altered) and the Singapore Post Share Option Scheme 2012 ("**2012 Scheme**") does not exceed 5% of the total number of issued ordinary shares (excluding treasury shares and subsidiary holdings) from time to time.

Although the Rules of the Plan (as altered) and the 2012 Scheme will provide that the maximum aggregate number of new ordinary shares which may be issued under the Plan (as altered) and the 2012 Scheme is limited to 10% of the total number of issued ordinary shares (excluding treasury shares and subsidiary holdings) from time to time, Ordinary Resolution 13 provides for a lower limit, namely, 5% of the total number of issued ordinary shares (excluding treasury shares and subsidiary holdings), as the Company does not anticipate that it will require a higher limit before the next Annual General Meeting.

Notes:

- The Annual General Meeting 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 COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 ("**Virtual Meeting**"). Printed copies of this Notice will not be sent to members. Instead, this Notice will be sent to members by electronic means via publication on the Company's 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>.
- The Company 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 members should check the Company's 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. Members (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 Annual General Meeting 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 members, 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 Annual General Meeting via electronic means at the Virtual Meeting instead.
- Arrangements relating to:
 - in-person attendance at the Annual General Meeting (including arrangements by which members or their appointed proxy(ies) can pre-register for the Physical Meeting);
 - attendance at the Annual General Meeting via electronic means (including arrangements by which the Virtual Meeting can be electronically accessed via live audio-visual webcast or live audio-only stream);
 - submission of questions to the Chairman of the Meeting in advance of, or live at, the Annual General Meeting, and addressing of substantial and relevant questions in advance of, or live at, the Annual General Meeting; and
 - voting at the Annual General Meeting (i) live by the member or his/her/its duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on the member's behalf at the Annual General Meeting.

are set out in the accompanying Company's announcement dated 22 June 2022. This announcement may be accessed at the Company's 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>.

- A member who wishes to exercise his/her/its voting rights at the Annual General Meeting may:

- (where the member is an individual) vote live via electronic means at the Annual General Meeting, or (whether the member is an individual or a corporate) appoint a proxy(ies) (other than the Chairman of the Meeting) to vote live via electronic means at the Annual General Meeting on his/her/its behalf; or
- (whether the member is an individual or a corporate) appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the Annual General Meeting.

The accompanying proxy form for the Annual General Meeting may be accessed at the Company's 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>. A member may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>.

- A member who is not a relevant intermediary is entitled to appoint not more than two proxies to attend, speak and vote at the Annual General Meeting. Where such member's instrument appointing a proxy(ies) appoints more than one proxy, the proportion of the shareholding concerned to be represented by each proxy shall be specified in the instrument.
 - A member who is a relevant intermediary is entitled to appoint more than two proxies to attend, speak and vote at the Annual General Meeting, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's instrument appointing a proxy(ies) appoints more than two proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the instrument.
- "**Relevant intermediary**" has the meaning ascribed to it in Section 181 of the Companies Act 1967.
- A proxy need not be a member of the Company.
- The instrument appointing a proxy(ies) must be submitted to the Company in the following manner:
 - if submitted 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
 - if submitted electronically, be submitted:
 - via email to the Company's Share Registrar at GPE@mncsingapore.com; or
 - via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>.

in each case, not less than 72 hours before the time appointed for holding the Annual General Meeting.

A member 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 member may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>.

Members 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>.

- CPF and SRS investors:
 - may vote live via electronic means at the Annual General Meeting 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
 - may appoint the Chairman of the Meeting as proxy to vote on their behalf at the Annual General Meeting, 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.
- The Company's 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 the Company's website as follows:
 - the Company's 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
 - 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>.

Personal Data Privacy:

By submitting an instrument appointing a proxy(ies) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company (a) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents or service providers) for the purpose of the processing, administration and analysis by the Company (or its agents or service providers) of proxies appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, take-over rules, regulations and/or guidelines (collectively, the "**Purposes**"); (b) warrants that where the member discloses the personal data of the member's proxy(ies) to the Company (or its agents or service providers), the member has obtained the prior consent of such proxy(ies) for the collection, use and disclosure by the Company (or its agents or service providers) of the personal data of such proxy(ies) for the Purposes; and (c) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

Photographic, sound and/or video recordings of the Annual General Meeting may be made by the Company for record keeping and to ensure the accuracy of the minutes prepared for the Annual General Meeting. Accordingly, the personal data of a member and/or of his/her/its proxy(ies) (such as his/her name, his/her presence at the Annual General Meeting and any questions he/she may raise or motions he/she may propose) may be recorded by the Company for such purpose.

**30TH ANNUAL GENERAL MEETING
PROXY FORM**

IMPORTANT

1. The Annual General Meeting 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 COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (“**Virtual Meeting**”). Printed copies of the Notice of Annual General Meeting will not be sent to members. Instead, the Notice of Annual General Meeting will be sent to members by electronic means via publication on the Company’s 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. Arrangements relating to:

(a) in-person attendance at the Annual General Meeting (including arrangements by which members or their appointed proxy(ies) can pre-register for the Physical Meeting);

(b) attendance at the Annual General Meeting via electronic means (including arrangements by which the Virtual Meeting can be electronically accessed via live audio-visual webcast or live audio-only stream);

(c) submission of questions to the Chairman of the Meeting in advance of, or live at, the Annual General Meeting, and addressing of substantial and relevant questions in advance of, or live at, the Annual General Meeting; and

(d) voting at the Annual General Meeting (i) live by the member or his/her/its duly appointed proxy(ies) (other than the Chairman of the Meeting) via electronic means; or (ii) by appointing the Chairman of the Meeting as proxy to vote on the member’s behalf at the Annual General Meeting,

are set out in the accompanying Company’s announcement dated 22 June 2022. This announcement may be accessed at the Company’s 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>.

3. **A member who wishes to exercise his/her/its voting rights at the Annual General Meeting may:**

(a) **(where the member is an individual) vote live via electronic means at the Annual General Meeting, or (whether the member is an individual or a corporate) appoint a proxy(ies) (other than the Chairman of the Meeting) to vote live via electronic means at the Annual General Meeting on his/her/its behalf; or**

(b) **(whether the member is an individual or a corporate) appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the Annual General Meeting.**

4. Please read the notes overleaf which contain instructions on, *inter alia*, the appointment of a proxy(ies).

5. This proxy form is not valid for use and shall be ineffective for all intents and purposes if used or purported to be used by CPF and SRS investors. CPF and SRS investors:

(a) may vote live via electronic means at the Annual General Meeting 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 Annual General Meeting, 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.

6. By submitting an instrument appointing a proxy(ies), the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 22 June 2022.

I/We _____ NRIC/Passport/Co. Reg. No. _____

of _____

being a member/members of Singapore Post Limited (“**Company**”) hereby appoint:

Name	Address	Email Address [^]	NRIC/Passport No.	Proportion of Shareholdings (%)

and/or (delete as appropriate)				

[^] Appointed proxy(ies) 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 access the live audio-visual webcast or live audio-only stream of the Virtual Meeting.

or if no proxy is named, the Chairman of the Meeting, as my/our proxy/proxies to attend, speak and vote for me/us on my/our behalf at the 30th Annual General Meeting of the Company to be held at The SingPost Auditorium, Singapore Post Centre, 10 Eunos Road 8 #05-30, Singapore 408600 and by way of electronic means on Thursday, 21 July 2022 at 2.30 p.m. (Singapore time) and at any adjournment thereof.

No.	Ordinary Resolutions	For	Against	Abstain
	Routine Business			
1.	To receive and adopt the audited Financial Statements, Directors’ Statement and Independent Auditor’s Report			
2.	To declare a final tax exempt one-tier dividend of 1.3 cents per ordinary share			
3.	To re-elect Ms Chu Swee Yeok as director			
4.	To re-elect Mr Simon Israel as director			
5.	To re-elect Mrs Fang Ai Lian as director			
6.	To re-elect Ms Lim Cheng Cheng as director			
7.	To re-elect Mr Phang Heng Wee, Vincent as director			

8.	To approve directors' fees payable by the Company			
9.	To re-appoint Deloitte & Touche LLP as Auditor of the Company and to authorise the directors to fix its remuneration			
	Special Business			
10.	To authorise directors to issue shares and to make or grant instruments convertible into shares			
11.	To approve the proposed renewal of the Shareholders Mandate for Interested Person Transactions			
12.	To approve the proposed renewal of the Share Purchase Mandate			
13.	To approve the proposed extension of, and alterations to, the Singapore Post Restricted Share Plan 2013			

Voting will be conducted by poll. If you wish your proxy/proxies to cast all your votes **For** or **Against** a resolution, please indicate with an "X" in the **For** or **Against** box provided in respect of that resolution. Alternatively, please indicate the number of votes **For** or **Against** in the **For** or **Against** box provided in respect of that resolution. If you wish your proxy/proxies to abstain from voting on a resolution, please indicate with an "X" in the **Abstain** box provided in respect of that resolution. Alternatively, please indicate the number of shares that your proxy/proxies is directed to abstain from voting in the **Abstain** box provided in respect of that resolution. In any other case, the proxy/proxies may vote or abstain as the proxy/proxies deem(s) fit on any of the above resolutions if no voting instruction is specified, and on any other matter arising at the Annual General Meeting.

Dated this ____ day of _____ 2022

Total Number of Shares Held	
------------------------------------	--

Signature(s) of Member(s) or Common Seal

Contact Number / Email Address of Member(s)

IMPORTANT: Please read Notes

Fold flip

3rd fold here



Postage will be paid by addressee. For posting in Singapore only.

**BUSINESS REPLY SERVICE
PERMIT NO. 04910**



SINGAPORE POST LIMITED
c/o M & C Services Private Limited
112 Robinson Road
#05-01
Singapore 068902

2nd fold here

Notes:

1. If the member has shares entered against his/her/its name in the Depository Register (maintained by The Central Depository (Pte) Limited), he/she/it should insert that number of shares. If the member has shares registered in his/her/its name in the Register of Members (maintained by or on behalf of the Company), he/she/it should insert that number of shares. If the member has shares entered against his/her/its name in the Depository Register and shares registered in his/her/its name in the Register of Members, he/she/it should insert the aggregate number of shares. If no number is inserted, this instrument appointing a proxy(ies) will be deemed to relate to all the shares held by the member.

2. **A member who wishes to exercise his/her/its voting rights at the Annual General Meeting may:**

- (a) (where the member is an individual) vote live via electronic means at the Annual General Meeting, or (whether the member is an individual or a corporate) appoint a proxy(ies) (other than the Chairman of the Meeting) to vote live via electronic means at the Annual General Meeting on his/her/its behalf; or
- (b) (whether the member is an individual or a corporate) appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the Annual General Meeting.

This proxy form may be accessed at the Company's 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>. A member may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>.

3. (a) A member who is not a relevant intermediary is entitled to appoint not more than two proxies to attend, speak and vote at the Annual General Meeting. Where such member's instrument appointing a proxy(ies) appoints more than one proxy, the proportion of the shareholding concerned to be represented by each proxy shall be specified in the instrument.
- (b) A member who is a relevant intermediary is entitled to appoint more than two proxies to attend, speak and vote at the Annual General Meeting, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's instrument appointing a proxy(ies) appoints more than two proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the instrument.

"Relevant intermediary" has the meaning ascribed to it in Section 181 of the Companies Act 1967.

4. A proxy need not be a member of the Company.

5. The instrument appointing a proxy(ies) must be submitted to the Company in the following manner:

- (a) if submitted 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/singpost>.

in each case, not less than 72 hours before the time appointed for holding the Annual General Meeting.

A member 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 member may also appoint a proxy(ies) via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>.

Members 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>.

6. Completion and return of the instrument appointing a proxy(ies) does not preclude a member from attending, speaking and voting at the Annual General Meeting. A member who attends the Physical Meeting in person or accesses the Virtual Meeting via the live audio-visual webcast or live audio-only stream of the Annual General Meeting proceedings may revoke the appointment of a proxy(ies) at any time before voting commences and in such an event, the Company reserves the right to refuse entry by the proxy(ies) into the Physical Meeting and/or terminate the proxy(ies)' access to the live audio-visual webcast and live audio-only stream of the Annual General Meeting proceedings.
7. The instrument appointing a proxy(ies) must, if submitted by post or electronically via email, be signed under the hand of the appointor or of his/her attorney duly authorised in writing, or if submitted electronically via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>, be authorised by the appointor via the online process through the website. Where the instrument appointing a proxy(ies) is executed by a corporation, it must, if submitted by post or electronically via email, be executed either under its seal or under the hand of an officer or attorney duly authorised, or if submitted electronically via the online process through the pre-registration website at the URL <https://conveneagm.sg/singpost>, be authorised by the appointor via the online process through the website. Where an instrument appointing a proxy(ies) is signed on behalf of the appointor by an attorney, the letter or power of attorney or a duly certified copy thereof must (failing previous registration with the Company), if the instrument is submitted by post, be lodged with the instrument or, if the instrument is submitted electronically via email, be emailed with the instrument, failing which the instrument may be treated as invalid.
8. The Company shall be entitled to reject an instrument appointing a proxy(ies) if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing a proxy(ies) (including any related attachment). In addition, in the case of members whose shares are entered against their names in the Depository Register, the Company may reject any instrument appointing a proxy(ies) lodged or submitted if such members are not shown to have shares entered against their names in the Depository Register 72 hours before the time appointed for holding the Annual General Meeting, as certified by The Central Depository (Pte) Limited to the Company.

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: <ul style="list-style-type: none"> • pre-register for the AGM; • submit questions in advance of the AGM; and • submit instruments appointing a proxy(ies). <p>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.</p>
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)	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> (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. <p>Please arrive early to facilitate the registration process.</p> • 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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
2.	Submission of questions in advance of, or live at, the AGM	<p>Shareholders, including CPF and SRS investors, can submit questions in advance of, or live at, the AGM.</p> <p>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</p>

³ See footnote 2 above.

No.	Steps	Details
		<p>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) 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.</p> <p>(b) Via email. Shareholders may submit their questions via email to AGM@singpost.com.</p> <p>(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.</p> <p>When submitting your questions via email or by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name; • your address; and • the manner in which you hold shares in SingPost (e.g., via CDP, CPF, SRS and/or scrip). <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Minutes of AGM. We will publish the minutes of the AGM on our corporate website and on SGXNet, and the minutes will include the</p>

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	<p>Shareholders who wish to exercise their voting rights at the AGM may:</p> <p>(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</p> <p>(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.</p> <p>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.</p> <p>Submission of instruments of proxy. The instrument appointing a proxy(ies) must be submitted in the following manner:</p> <p>(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</p> <p>(b) if submitted electronically, be submitted:</p> <p>(i) via email to the Company's Share Registrar at GPE@mncsingapore.com; or</p> <p>(ii) via the online process through the pre-registration website at the URL https://conveneagm.sg/singpost,</p> <p>in each case, by 2.30 p.m. on 18 July 2022.</p> <p>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.</p> <p>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.</p> <p>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</p>

No.	Steps	Details
		<p>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.</p> <p>CPF and SRS investors. CPF and SRS investors:</p> <p>(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</p> <p>(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.</p>