

**ALTERNATIVE ARRANGEMENTS FOR THE
FORTY-THIRD ANNUAL GENERAL MEETING (“MEETING” OR “AGM”)
OF THE COMPANY TO BE HELD ON 22 NOVEMBER 2021**

1. **Background.** Sunright Limited (the “Company” or “Sunright”) 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 and 1 October 2020) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of Annual General Meeting.** The Company is pleased to announce that pursuant to the Order, its AGM will be held wholly by electronic means on **Monday, 22 November 2021 at 9.30 a.m.** (Singapore time).
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be published on and accessed at the Company’s website, at the URL https://www.sunright.com/eng/investor_relations.htm and SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>. We seek your understanding that hard copies of these documents will not be printed nor sent to members.
4. **No personal attendance at the AGM.** As a precautionary measure due to the current COVID-19 situation in Singapore, members will NOT be able to attend the AGM in person.
5. **Alternative arrangements for participation at the AGM.** Members 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 their 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 members, are set out in the **Appendix** to this announcement. A copy of this announcement may be accessed at the Company’s website, at URL https://www.sunright.com/eng/investor_relations.htm and SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>.

6. **Members who hold shares through relevant intermediaries.** Members who hold Sunright’s shares through relevant intermediaries (as defined in Section 181 of the Singapore Companies Act, Chapter 50), including CPF 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 their proxy to attend, speak and vote on their behalf, at the AGM;

should approach their relevant intermediary (including CPF Agent Banks or SRS Operators) by 5.00 p.m. on 10 November 2021, in order for the necessary arrangements to be made for their participation in the AGM.

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7. **Annual Report 2021.** The Company’s Annual Report 2021 has been published on and may be accessed at the Company’s website, at the URL https://www.sunright.com/eng/investor_relations.htm and SGXNet, at the URL <https://www.sgx.com/securities/company-announcements>.

For members who still wish to receive a printed copy of the Annual Report 2021, he/she/it may submit his/her/its request(s) by downloading the Request Form from the Company’s website, at the URL https://www.sunright.com/eng/investor_relations.htm.

8. **Key dates/deadlines.** In summary, the key dates/deadlines which members should take note of are set out in the table below:

Key dates	Actions
From 9.30 a.m. on 27 October 2021 (Wednesday)	Members may begin to pre-register at the URL https://complete-corp.com/sunright-limited-agm/ for live audio-visual webcast or live audio-only stream of the AGM proceedings.
5.00 p.m. on 10 November 2021 (Wednesday)	Deadline for: <ul style="list-style-type: none"> CPF 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.
9.30 a.m. on 15 November 2021 (Monday)	Deadline for: <ul style="list-style-type: none"> Members to submit questions in advance.
9.30 a.m. on 19 November 2021 (Friday)	Deadlines for members to: <ul style="list-style-type: none"> Pre-register for live audio-visual webcast or live audio-only stream of the AGM proceedings; and Submit proxy forms.
By 9.30 a.m. on 21 November 2021 (Sunday)	Authenticated members will receive an email which will contain the login instructions as well as the link to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the “ Confirmation Email ”). Members who do not receive the Confirmation Email by 9.30 a.m. on 21 November 2021 , but have pre-registered by the 19 November 2021 deadline, should contact Complete Corporate Services Pte Ltd via email to sunright-agm@complete-corp.com .
Date and time of AGM – 9.30 a.m. on 22 November 2021 (Monday)	Click on the link in the Confirmation Email and follow the instructions to:- <ul style="list-style-type: none"> access the live audio-visual webcast of the AGM proceedings; or call the toll-free telephone number to access the live audio-only stream of the AGM proceedings.

10. **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. Members should check the Company’s website, at the URL https://www.sunright.com/eng/investor_relations.htm or the SGXNet at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

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

By Order of the Board
 Adeline Lim Kim Swan
 Company Secretary
 27 October 2021

APPENDIX

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

Members 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:

No.	Steps	Details
1	Pre-registration	<p>Members, including relevant intermediaries (including CPF and SRS investors), can pre-register at the pre-registration website at the URL https://complete-corp.com/sunright-limited-agm/ from 9.30 a.m. on 27 October 2021 up to 9.30 a.m. on 19 November 2021 to enable Sunright to verify their status as members.</p> <p>Following the verification, authenticated members will receive an email which will contain the login instructions as well as the link to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Members who do not receive a Confirmation Email by 9.30 a.m. on 21 November 2021, but have pre-registered by the 19 November 2021 deadline, should contact Complete Corporate Services Pte Ltd via email to sunright-agm@complete-corp.com.</p>
2	Submit questions in advance	<p>Members 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.</p> <p>Submission of questions. Members, including relevant intermediaries (including CPF 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) Via pre-registration website. Members who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL https://complete-corp.com/sunright-limited-agm/;</p> <p>(b) Via email. Members may submit their questions via email to sunright-agm@complete-corp.com; or</p> <p>(c) By post. Members may submit their questions by post to Sunright Limited, c/o Complete Corporate Services Pte Ltd, 10 Anson Road, #29-07 International Plaza, Singapore 079903.</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"> • Your full name; • Your full NRIC/Passport/UEN No.; • Your address; and • The manner in which you hold shares in Sunright (e.g. via CDP, CPF or SRS).

No.	Steps	Details
2	<p>Submit questions in advance (continued)</p>	<p>Deadline to submit questions. All questions must be submitted by 9.30 a.m. on 15 November 2021 in order to give the Company sufficient time to process and address the substantial and relevant ones.</p> <p>Addressing questions. The Company will address all substantial and relevant questions received from members by publishing our responses to such questions on the Company's website, at the URL https://www.sunright.com/eng/investor_relations.htm and on SGXNet, at the URL https://www.sgx.com/securities/company-announcements 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>
3	<p>Submit proxy form to vote</p>	<p>Appointment of Chairman of the AGM as proxy. Members (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 vote on their behalf, at the AGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Members (whether individual or corporate) appointing the Chairman of the Meeting as their proxy must give specific instructions as to their votes "for", "against" or to "abstain from voting", in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms. Proxy forms must be duly completed, signed, submitted to and reach the Company in the following manner:</p> <p>(a) by posting to Sunright Limited, c/o Complete Corporate Services Pte Ltd, 10 Anson Road, #29-07 International Plaza, Singapore 079903; or</p> <p>(b) by sending a scanned PDF copy via email to sunright-agm@complete-corp.com;</p> <p>in either case, by 9.30 a.m. on 19 November 2021.</p> <p>Members who are relevant intermediaries (as defined under Section 181 of the Singapore Companies Act, Cap. 50), including CPF and SRS investors, who wish to appoint the Chairman of the Meeting as proxy should approach their respective relevant intermediary (including CPF Agent Banks or SRS Operators) by 5.00 p.m. on 10 November 2021, to ensure that their votes are submitted.</p>