



Far East Orchard

Far East Orchard Limited
(Incorporated in the Republic of Singapore)
Company Registration No. 196700511H

56TH ANNUAL GENERAL MEETING WILL BE HELD AT ANTICA BALLROOM, LEVEL 2, ORCHARD RENDEZVOUS HOTEL, SINGAPORE, 1 TANGLIN ROAD, SINGAPORE 247905 ON THURSDAY, 25 APRIL 2024, AT 10.00 A.M.

FAR EAST ORCHARD LIMITED 2024 AGM ARRANGEMENT

A. Far East Orchard AGM Arrangement	
Q1.	Where is the AGM Venue?
	Far East Orchard will conduct its AGM at the Antica Ballroom, Level 2, Orchard Rendezvous Hotel, Singapore, 1 Tanglin Road, Singapore 247905 on Thursday, 25 April 2024, at 10.00 a.m. The AGM will be held in a wholly physical format. There will be no option for shareholders to participate virtually.
Q2.	What public transportation to take to the AGM venue?
	<u>By Train:</u> The nearest train station is Orchard MRT, a 8-min walk. Orchard Boulevard MRT station is an 11-min walk away. <u>By Bus:</u> 7, 26, 77, 105, 106, 111, 123, 132, 174, 174E, 502, 502A
Q3.	Will I need to bring any identification to attend the AGM?
	Shareholders and proxies attending the AGM are reminded to bring a form of identification, such as their NRIC or passport, for registration and verification purposes. We reserve the right to refuse a person's admittance to the AGM if we are unable to verify your/your proxy(ies)' or representative(s)' identity.
B. Attendance at the AGM	
Q4.	How can I ask a question if I cannot attend the AGM in person?
	Shareholders can submit questions relating to the AGM in advance. Please refer to the FAQ below on " Questions from shareholders " for more details.
Q5.	How can I vote on the resolution tabled at the AGM if I cannot attend the AGM in person?
	A shareholder may appoint not more than two proxies to attend and vote in his/her stead at AGM. Shareholder may also appoint the Chair of the Meeting as his/her proxy. Please refer to the FAQ below on " Voting on the resolutions tabled for approval at the AGM " for more details.
C. Questions from shareholders	
Q6.	I have questions. How can I communicate my questions?
	Shareholders can submit substantial and relevant questions in advance of the Company's 56 th AGM. (a) via email to feor@boardroomlimited.com ; or (b) by post to the Company's Share Registrar, Boardroom Corporate & Advisory

	<p>Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632.</p> <p>Alternatively, the shareholder or its/his/her appointed proxy(ies) attending the Company's 56th AGM can raise questions in person.</p>
Q7.	Do I need to identify myself when posing questions (via email or mail) to the Company?
	<p>Yes, please provide:</p> <ul style="list-style-type: none"> - Your Full Name as it appears on your CDP/CPF/SRS/Scrp-based records; - Last 3 digits and checksum of NRIC/passport number; - Number of Shares Held; and - Manner in which you hold shares in Far East Orchard Limited (e.g., via CDP, CPF, SRS, and/or scrip). <p>We regret that we will not be able to answer your questions if we are unable to verify your shareholder status.</p>
Q8.	Is there a cut-off date/time for sending in questions?
	<p>All substantial and relevant questions to be received by 10 a.m. on 16 April 2024, Tuesday will be addressed before AGM. To avoid the risk of late submission in the event of postal delays, shareholders who are not attending the AGM are encouraged to submit questions via email. Substantial and relevant questions received after 10 a.m. on 16 April 2024 will be addressed at the AGM.</p> <p>Shareholders attending the AGM in person will be able to ask questions during the AGM.</p>
Q9.	How do I know if my questions are answered?
	<p>We endeavour to address all substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) received from shareholders in advance of the AGM by publishing our responses to such questions on the Company's website and on the SGXNet prior to the AGM.</p> <p>We will also address substantial and relevant questions (which are related to the resolutions to be tabled for approval at the AGM) which have not already been addressed prior to the AGM during the AGM. Where substantially similar questions are received, we will consolidate such questions and consequently not all questions may be individually addressed.</p>
C	Voting on the resolutions tabled for approval at the AGM
Q10.	Since I am not able to attend the AGM, how can I exercise my votes?
	<p>For the convenience of shareholders, authenticated shareholders attending the AGM proceedings in person will be able to submit votes during the AGM.</p> <p>Shareholders (whether individuals or corporates) who could not attend the AGM but wish to vote on the resolutions to be tabled for approval at the AGM can either:</p> <ol style="list-style-type: none"> a. Submit a proxy form appointing the Chair of the Meeting to vote on their behalf. The Chair's votes cast accordingly to the shareholder's instructions will be processed and captured before the AGM. Where shareholders have not provided instructions on how to vote in the proxy form, the Chair will have the discretion to cast the votes as he deems fit. b. Submit a proxy form appointing not more than two individuals to vote on their behalf. The proxy(ies) will vote accordingly to the shareholder's instructions. Where no instructions on voting indicated, the individual(s) will have the

	discretion to cast the votes as he/she/they deem fit. Please refer to Q13 for more details.
Q11.	Where can I find the proxy form?
	<p>Please access the Company's website: https://www.fareastorchard.com.sg/agm.html and click on "AGM Proxy Form".</p> <p>You can download and complete the proxy form online and insert your e-signature or alternatively, download and print the proxy form and affix your signature under hand.</p> <p>Please refer to the next FAQ below on how to submit your completed proxy form.</p>
Q12.	How do I submit my completed proxy form?
	<p>Shareholders who wish to appoint proxy(ies) to vote on their behalf must complete and submit an instrument appointment a proxy(ies).</p> <p>You may submit your proxy form to the Company in the following manner:</p> <ol style="list-style-type: none"> If submitted by post, be lodged at the office of the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., at 1 Harbourfront Avenue, #14-07 Keppel Bay Tower, Singapore 098632; or If submitted electronically, be submitted via email to the Company's Share Registrar at feor@boardroomlimited.com. <p>in either case, not less than 72 hours before the time appointed for holding the AGM. We regret that incomplete or incorrectly completed proxy forms will be rejected.</p> <p>To avoid the risk of late submission in the event of postal delays, shareholders are strongly encouraged to send completed proxy forms electronically via email.</p>
Q13.	Can I appoint two proxies to attend and vote at the AGM on my behalf?
	<p>Yes. A shareholder (who is not a Relevant Intermediary) is entitled to appoint not more than two proxies.</p> <p>Where a shareholder appoints two proxies, the proportion of the shareholding to be represented by each proxy shall be specified in the proxy form.</p> <p>If no proportion is specified, the Company shall be entitled to treat the first named proxy as representing the entire shareholding and any second name proxy as an alternate to the first named or at the Company's option to treat the proxy form as invalid.</p>
Q14.	What happens if I missed the proxy form submission deadline?
	We regret that proxy forms received after 10 a.m. on 22 April 2024 will be rejected.
Q15.	My shares are held through a relevant intermediary as defined in Section 181(6) of the Companies Act 1967 of Singapore. How do I exercise my votes?
	Please approach your relevant intermediary as soon as possible to inform them of your voting instructions. If you are a CPF or SRS investor, please refer to Q16.
Q16.	My shares are held through a CPF/SRS Agent Bank. How can I exercise my votes?
	CPF/SRS investors should contact their respective Agent Banks if they have any queries regarding their appointment as proxies.

Key dates/deadlines	
Key Dates in 2024	Actions
9 April (Tuesday)	Shareholders may begin to submit proxy forms and their questions in advance.
5pm on 16 April	Deadline for CPF or SRS investors to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00am on 22 April (Monday)	Deadlines for shareholders to submit proxy forms.
Date and time of AGM	Attend the AGM in person at Antica Ballroom, Level 2, Orchard Rendezvous Hotel, Singapore, 1 Tanglin Road, Singapore 247905. Shareholders and proxies should bring along their NRIC/passport to register personally at the registration counter(s) outside the AGM venue.
10.00am on 25 April (Thursday)	