



HOTEL PROPERTIES LIMITED (Reg No: 198000348Z)

ANNUAL GENERAL MEETING TO BE HELD ON JUNE 4, 2020

1. **Background.** Hotel Properties Limited (“HPL” or the “Company”) refers to:
 - (a) its announcement of April 8, 2020 on the extension of time of 60 days granted by SGX RegCo and ACRA to the Company to hold its annual general meeting (“AGM”) latest by June 29, 2020;
 - (b) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on April 7, 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; and
 - (c) 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”), and as amended by COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies.
 2. **Date, time and conduct of AGM.** HPL is pleased to announce that pursuant to the Order, its AGM will be convened and held by way of electronic means, on **Thursday, June 4, 2020 at 4.00 p.m.** (Singapore time).
 3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be published on our corporate website and on the SGX website. There will not be printed copies of these documents sent to shareholders.
 4. **No personal attendance at AGM.** Due to the current COVID-19 restriction orders in Singapore, **shareholders will not be able to attend the AGM in person.**
 5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) observing and / or listening to the AGM proceedings via live audio-visual webcast or audio-only means;
 - (b) submitting questions in advance of the AGM; and
 - (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.
- Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.
6. **Persons who hold shares through relevant intermediaries.** Persons who hold HPL shares through relevant intermediaries (as defined in section 181 of the 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 audio-only means;
 - (b) submitting questions in advance of the AGM; and / or



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(c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) 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 2019 and Letter to Shareholders.** The Annual Report 2019 and the Letter to Shareholders dated May 13, 2020 (in relation to the proposed renewal of the share purchase mandate) have been published on our corporate website at <http://www.hotelprop.com.sg> and on the SGX website at <https://www.sgx.com>.
8. **Record and payment dates for final dividend.** The Register of Members and Share Transfer Books of the Company will be closed on June 10, 2020 to determine members' entitlements to the proposed dividend. Duly completed transfers of shares received by the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., of 50 Raffles Place, Singapore Land Tower #32-01, Singapore 048623, up to 5.00 p.m. on June 10, 2020 (the "**Record Date**") will be registered to determine members' entitlements to the proposed dividend. Subject as aforesaid, members whose securities accounts with The Central Depository (Pte) Limited are credited with ordinary shares of the Company as at 5.00 p.m. on the Record Date will be entitled to the proposed dividend. The proposed dividend, if approved by members at the AGM, will be paid on June 18, 2020.
9. **Further information.** Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.
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. Shareholders should check at the URL <http://www.hotelprop.com.sg> for the latest updates on the status of the AGM.

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

By order of the Board

Lo Swee Oi
Company Secretary

May 13, 2020



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APPENDIX

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

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or audio-only means 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 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 who wish to observe the AGM proceedings through live audio-visual webcast must pre-register at the pre-registration website at sg.conveneagm.com/hotelprop from 10.00 a.m. on May 15, 2020 till 10.00 a.m. on June 1, 2020 to enable HPL to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 12.00 Noon on June 3, 2020 (the "Verification Email") and will be able to access the Live AGM webcast using the account created during the initial registration process.</p> <p>Shareholders who do not receive a Verification Email by 12.00 noon on June 3, 2020, but have registered by the June 1, 2020 deadline, should contact support@conveneagm.com.</p> <p>Shareholders that require telephone number and conference code to access the live audio-only means of the AGM proceedings, please email AGM2020@hotelprop.com.sg. Please note that local and overseas calls charges will apply for the audio-only calls.</p>
2.	Submit questions in advance	<p>Submission of questions. Shareholders 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. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL sg.conveneagm.com/hotelprop. Pre-registration commences from 10.00 a.m. on May 15, 2020.</p>



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No.	Steps	Details
		<p>(b) By post. Shareholders may also submit their questions by post to the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., of 50 Raffles Place, Singapore Land Tower #32-01, Singapore 048623. When sending in your questions 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 HPL (e.g., via CDP, CPF or SRS). <p>Deadline to submit questions. All questions must be submitted by 10.00 a.m. on June 1, 2020.</p> <p>Addressing questions. We will endeavour to address substantial and relevant questions received from shareholders during the AGM through live audio-visual webcast and audio-only means. If we are unable to address all substantial and relevant questions at the AGM, we may choose to publish our responses to questions on our corporate website and on SGXNet prior to the AGM.</p>
3.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who pre-register to observe and / or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the 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 submitted in the following manner:</p> <p>(i) if submitted electronically, be submitted via email to AGM2020@hotelprop.com.sg; or</p>



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No.	Steps	Details
		<p>(ii) if submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate & Advisory Services Pte. Ltd., of 50 Raffles Place, Singapore Land Tower #32-01, Singapore 048623.</p> <p>in either case, by no later than June 2, 2020, 4.00 p.m., being at least 48 hours before the time for holding the AGM.</p> <p>A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before scanning and sending it by email to the email address provided above, or submitting it by post to the address provided above.</p> <p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 4.00 p.m. on May 22, 2020.</p>
4.	<p>Annual General Meeting on Thursday, June 4, 2020 at 4 p.m.</p>	<ul style="list-style-type: none"> • Follow the instructions in the Verification Email to access the live webcast of the AGM proceedings; or • Call the telephone number and enter the conference code in the email from the Company to access the live audio-only means of the AGM proceedings.