



## HOTEL PROPERTIES LIMITED (Reg No: 198000348Z)

### **INFORMATION ON ANNUAL GENERAL MEETING TO BE HELD ON APRIL 28, 2021**

1. **Background.** Hotel Properties Limited (“HPL” or the “Company”) refers to:
  - (a) 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;
  - (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”), 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; and
  - (c) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on April 13, 2020 (as updated on April 27, 2020, June 22, 2020 and October 1, 2020) which provides guidance on the conduct of general meetings during the period from March 27, 2020 to June 30, 2021.
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 **Wednesday, April 28, 2021 at 4.00 p.m.** (Singapore time).
3. **Annual Report 2020, Letter to Shareholders, Notice of AGM and Proxy Form.** The Annual Report 2020, Letter to Shareholders, Notice of AGM and Proxy Form will be published on our corporate website at <https://www.hotelprop.com.sg> and on the SGX website at <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will NOT be despatched to shareholders.
4. **No personal attendance at AGM.** The Company does not allow real-time remote electronic voting through an electronic voting system to take place at the AGM, a member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.
5. **Alternative arrangements for participation at the AGM.** Shareholders (including CPF and SRS investors) 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. However, CPF/SRS investors who wish to appoint the Chairman as proxy to vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 4.00 p.m. on April 16, 2021.

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.



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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), (other than 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
  - (c) appointing the Chairman of the Meeting as proxy to 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. **Record and payment dates for final dividend.** The Register of Members and Share Transfer Books of the Company will be closed on May 7, 2021 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 May 7, 2021 (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 May 18, 2021.
8. **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 <https://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

April 6, 2021



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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.	<b>Pre-registration</b>	<p><b>Shareholders who wish to observe the AGM proceedings through live audio-visual webcast or live audio only must pre-register at the pre-registration website at <a href="https://www.bigmarker.com/AAP/HPL-AGM-2021-Shareholder-Registration">https://www.bigmarker.com/AAP/HPL-AGM-2021-Shareholder-Registration</a> from 10.00 a.m. on 6 April, 2021 till 10.00 a.m. on April 25, 2021 to enable HPL to verify their status as shareholders.</b></p> <p>Following the verification, authenticated shareholders will receive an email by <b>12.00 Noon on April 27, 2021 (the "Confirmation Email")</b> and will be able to access the Live AGM webcast using the account created during the initial registration process. Shareholder who opt for audio-only will also receive the Confirmation Email with the telephone number to call. Shareholder will need to enter the Meeting ID and passcode when dialling in to listen. Charges maybe applicable for mobile phone dial-in.</p> <p>Shareholders who do not receive a Confirmation Email by 12.00 noon on April 27, 2021, but have registered by April 25, 2021 deadline, should contact <a href="mailto:r.chandran@allianceav.com.sg">r.chandran@allianceav.com.sg</a> or 90607950.</p>
2.	<b>Submit questions in advance</b>	<p><b>Submission of questions.</b> A shareholder who wishes to raise any questions related to the AGM must submit such questions via email to the Company at <a href="mailto:AGM2021@hotelprop.com.sg">AGM2021@hotelprop.com.sg</a> or by post to 50 Cuscaden Road #08-01, HPL House, Singapore 249724 for the attention of Group Executive Director. Members are required to submit their questions no later than April 25, 2021, 10.00 a.m.</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"><li>• your full name;</li><li>• your address;</li><li>• number of shares held; and</li><li>• the manner in which you hold shares (e.g., via CDP, CPF or SRS).</li></ul>



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No.	Steps	Details
		<p><b>Addressing questions.</b> 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.	<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> 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><b>Specific voting instructions to be given.</b> 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><b>Submission of proxy forms.</b> Proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> <li>(i) if submitted electronically, be submitted via email to AGM2021@hotelprop.com.sg; or</li> <li>(ii) if submitted by post, be lodged with the Company's Share Registrar, Boardroom Corporate &amp; Advisory Services Pte. Ltd., of 50 Raffles Place, Singapore Land Tower #32-01, Singapore 048623.</li> </ul> <p>in either case, by no later than <b>April 26, 2021, 4.00 p.m.</b>, 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 submitting it electronically via email to the email address provided above or submitting it by post to the address provided above.</p>



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No.	Steps	Details
		<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 by 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 <b>4.00 p.m. on April 16, 2021.</b></p>
4.	<b>Annual General Meeting on Wednesday, April 28 at 4 p.m.</b>	<ul style="list-style-type: none"><li>• Follow the instructions in the Confirmation Email to access the live webcast of the AGM proceedings; or</li><li>• Call the telephone number and enter the Meeting ID and passcode in the Confirmation Email from the Company to access the live audio-only means of the AGM proceedings.</li></ul>