

POWERMATIC DATA SYSTEMS LIMITED

(Incorporated in the Republic of Singapore)

(Registration No.198900414E)

INSTRUCTIONS TO SHAREHOLDERS FOR THE THIRTY-SECOND ANNUAL GENERAL MEETING 2021

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be allowed to attend the Thirty-Second Annual General Meeting for the financial year ended 31 March 2021 (“the **Meeting**”) of **Powermatic Data Systems Limited** (the “**Company**”) in person. Instead, alternative arrangements have been put in place to allow shareholders to participate at the Meeting for (a) watching the Meeting proceedings via live audio-visual webcast (“**live webcast**”) or listening to the Meeting proceedings via live audio-only stream (“**live audio feed**”), (b) submitting questions in advance of the Meeting, and/or (c) voting by appointing the Chairman of the Meeting as his/her/its proxy to attend and vote on his/her/its behalf at the Meeting. Please see paragraphs I to III below for these alternative arrangements.

I. To vote at the virtual Meeting

Shareholders (whether individual or corporate) who wish to exercise their votes must submit their instrument appointing the Chairman of the Meeting (“**Proxy Form**”) to vote on their behalf.

Shareholders (whether individual or corporate) appointing the Chairman of the Meeting as proxy must give specific instructions as to his/her/its manner of voting, or abstention from voting, in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

The completed and signed Proxy Form can be submitted to the Company in hard copy form or by email:

- (a) if the Proxy Form is in hard copy and sent personally or by post, to the Company’s registered office address at No. 9, Harrison Road, #05-01, Singapore 369651; or
- (b) if by email, the Proxy Form must be received by the Company at agm2021@powermatic.com.sg.

in either case, **by 11.00 a.m. on 20 July 2021 for Annual General Meeting (“AGM”)**

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed Proxy Form personally or by post, members are strongly encouraged to submit the completed Proxy Form electronically via email.

The Proxy Form can also be downloaded from the Company’s website at <https://powermatic.com.sg/> or SGX-ST website at <https://www.sgx.com/securities/company-announcements>.

Central Provident Fund (“**CPF**”) and Supplementary Retirement Scheme (“**SRS**”) investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks and SRS Operators to submit their votes **by 11.00 a.m. on 12 July 2021 for AGM**.

Investors who hold their shares in the Company (“**Shares**”) through relevant intermediaries (including CPF and SRS investors) who wish to participate in the Meeting by: (a) observing and/or listening to the proceedings of the Meeting via the live webcast or live audio feed; or (b) submitting questions in advance of the Meeting, 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 Shares as soon as possible in order to make the necessary arrangements for them to participate in the Meeting.

II. Registration for the live webcast or live audio feed

Shareholders will be able to watch the Meeting proceedings through a live webcast via their mobile phones, tablets or computers or listen to the Meeting proceedings through a live audio feed via telephone. In order to do so, shareholders must follow these steps:

Shareholders who wish to watch the live webcast or listen to the live audio feed must pre-register at <https://globalmeeting.bigbangdesign.co/powermatic2021/> by **11.00 a.m. on 20 July 2021 for AGM** (the “**Registration Deadlines**”).

Shareholders who have registered by the Registration Deadlines but do not receive an email by 1.00 p.m. on 22 July 2021 should contact the Company at email address agm2021@powermatic.com.sg or call the general telephone number at +65 6288 8220 between 10:00 a.m. to 4:00 p.m. for assistance.

The Company advises all shareholders to register as early as possible.

III. Submission of Questions

Shareholders who pre-register to watch the live webcast or listen to the live audio feed may also submit questions related to the Meeting to agm2021@powermatic.com.sg. All questions for the Meeting must be submitted **by 11.00 a.m. on 15 July 2021**.

Please note that shareholders will not be able to ask questions “live” during the webcast and via the audio feed. It is therefore important for shareholders to pre-register their participation and submit their questions early.

The Company would remind shareholders that, with the constantly evolving COVID-19 situation, the Company may be required to change its Meeting arrangements at short notice. Shareholders are encouraged to check the Company’s announcement regularly for any updates on the Meeting.