



**SUNMOON FOOD COMPANY LIMITED**  
(Company Registration No. 198304656K)  
(Incorporated in Singapore)  
(the "Company")

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**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S ANNUAL GENERAL MEETING TO BE HELD ON 29 SEPTEMBER 2020**

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**1. INTRODUCTION**

The Board of Directors ("Board") of SunMoon Food Company Limited ("**Company**") refer to the following:

- a. the Notice of Annual General Meeting ("AGM") issued on 7 September 2020 (the "AGM Notice") to convene the AGM for the financial year ended 31 March 2020 of the Company to be held by way of electronic means on 29 September 2020 at 2.00 p.m.;
- b. the implementation of the circuit breaker measures (enhanced safe distancing measures and closure of workplace premises) announced by the Singapore Government on 3 April 2020 to curb the further spread of COVID-19;
- c. the COVID-19 (Temporary Measures) Act 2020 (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 published on 13 April 2020 ("COVID-19 Order") which was gazetted on 13 April 2020 and is deemed to have come into operation on 27 March 2020 which sets out the alternative arrangements in respect of, inter alia, general meetings of companies; and
- d. the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 and updated on 27 April 2020 providing a checklist to guide listed and non-listed entities on the conduct of general meetings during the period when elevated safe distancing measures are in place.

This announcement is circulated with and forms part of the AGM Notice of the Company. The AGM Notice and proxy form will also be available on the Company's website at <https://sunmoonfood.listedcompany.com> and on the SGX's website <https://www.sgx.com/securities/company-announcements>. Printed copies of the AGM Notice and proxy form will not be despatched to shareholders of the Company ("Shareholders").

In light of the above developments and the evolving COVID-19 situation, the Board wishes to inform Shareholders that the Company will conduct the AGM by way of electronic means pursuant to the First Schedule of the COVID-19 Order.

**2. NO PHYSICAL ATTENDANCE AT THE AGM**

Due to the current COVID-19 restriction orders in Singapore, Shareholders will **NOT** be able to attend the AGM in person.

### 3. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION IN THE AGM

Shareholders 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 only;
- b. submitting questions in advance in relation to any resolution set out in the AGM Notice; and
- c. appointing the Chairman of the AGM as proxy to attend, speak and vote on behalf at the AGM.

Investors who hold their shares through relevant intermediaries (including under Central Provident Fund Investment Scheme (“CPF Investors”) and Supplementary Retirement Scheme (“SRS Investors”) and who wish to participate in the AGM should contact their relevant intermediaries (which include, in the case of CPF Investors and SRS Investors, their respective CPF Agent Banks and SRS Operators) through which they hold shares as soon as possible so that the necessary arrangements can be made by the relevant agents for them to participate in the AGM.

Shareholders who wish to participate in the AGM proceedings through the live audio-visual webcast or live audio-only stream via their smart phones, tablets or computers must pre-register at <https://agm2020.sunmoonfood.com/> (“Registration”) by 2.00 p.m. on 26 September 2020 (“Registration Deadline”) to enable the Company to verify their status. The Registration will start from 7 September 2020.

Following the verification, authenticated Shareholders will receive an email by 2.00 p.m. on 28 September 2020 and will be able to access the live audio-visual webcast or live audio-only stream using the account created.

Shareholders who register by the Registration Deadline but do not receive an email response by 2.00 p.m. on 28 September 2020 may contact [main@zicoholdings.com](mailto:main@zicoholdings.com) for assistance.

Shareholders must not forward the aforesaid access information to other persons who are not Shareholders and who are not entitled to attend the AGM. This is also to avoid any technical disruption or overload to the AGM proceedings.

### 4. SUBMISSION OF QUESTIONS

Shareholders will not be able to ask questions at the AGM during the live audio-visual webcast and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.

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:

- 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 <https://agm2020.sunmoonfood.com/>
- b. Via email. Shareholders may submit their questions to [main@zicoholdings.com](mailto:main@zicoholdings.com). When sending your questions to the email, please also provide us with your full name, NRIC/Passport No./Company UEN No., contact number and email address.

The Company will endeavour to address substantial and relevant questions received from shareholders prior to or during the AGM. All questions must be submitted by 2.00 p.m. on 26 September 2020.

## 5. SUBMISSION OF PROXY FORMS

Voting at the AGM is by proxy ONLY. Please note that Shareholders will not be able to vote during the live proceedings of the AGM and can only vote with their proxy forms which are required to be submitted in accordance with the following paragraphs.

Shareholders who wish to vote on any or all of the resolutions at the AGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf by completing the proxy form for the AGM. Shareholders must specifically indicate how they wish to vote for, against or abstain from voting in respect of a resolution set out 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 Proxy Form must be:

- a. mailed to the registered office of the Company at 1 Scotts Road, #21-07/08 Shaw Centre Singapore 228208; or
- b. scanned and email to [main@zicoholdings.com](mailto:main@zicoholdings.com); or
- c. digital submission at <https://agm2020.sunmoonfood.com/>

by no later than 2.00 p.m. on 26 September 2020, being seventy-two (72) hours before the time appointed for holding the AGM.

A member of the Company who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above.

Investors who hold shares through relevant intermediaries, including under the CPF Investors or the SRS Investors, and who wish to appoint the Chairman of the Meeting as their proxy should approach their respective relevant intermediaries, including CPF Agent Bank or SRS Operators to submit their votes at least seven (7) working days before the Meeting (i.e. by 2.00 p.m. on 18 September 2020).

## 6. DOCUMENTS FOR THE AGM

The Notice of AGM and accompanying proxy form will be sent to shareholders solely by electronic means via (i) the SGX's website at <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's website at <https://www.sunmoonfood.listedcompany.com>. There will NOT be printed copies of these documents sent to shareholders. The Company's annual report for the financial year ended 31 March 2020 (the "Annual Report") is also available on (i) the SGX's website at <https://www.sgx.com/securities/company-announcements>; and (ii) the Company's website at <https://www.sunmoonfood.listedcompany.com>

## 7. KEY DATES / DEADLINES

In summary, the key dates/deadlines which Shareholders should take note of are set out in the table below:

Key Dates	Actions
Monday, 7 September 2020	Shareholders may begin to pre-register at the URL <a href="https://agm2020.sunmoonfood.com/">https://agm2020.sunmoonfood.com/</a> to participate in the AGM proceedings through the live audio-visual webcast or audio-only stream, for submission of questions in advance and for appointment of the Chairman of the AGM as proxy.
Friday, 18 September 2020 at 2.00 p.m.	Deadline for CPF and SRS investors who wish to appoint the Chairman of the AGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
Saturday, 26 September 2020 at 2.00 p.m.	Deadline for shareholders to: <ul style="list-style-type: none"><li>• Pre-register to participate in the AGM proceedings through the live audio-visual webcast or audio-only stream;</li><li>• Submit questions in advance; and</li><li>• Submit instruments appointing the Chairman of the AGM as proxy.</li></ul>
Monday, 28 September 2020 at 2.00 p.m.	Verified Shareholders will receive an email on how to access the live audio-visual webcast or audio-only stream of the AGM proceedings.  Shareholders who register by the Registration Deadline but do not receive an email response by 2.00 p.m. on 28 September 2020 may contact <a href="mailto:main@zicoholdings.com">main@zicoholdings.com</a> for assistance.
Date and time of AGM - Tuesday, 29 September 2020 at 2.00 p.m.	Click on the access link provided and follow the instructions to participate in the AGM proceedings through the live audio-visual webcast or audio-only stream.

## 8. OTHERS

As the COVID-19 pandemic continue to evolve, further measures and/or changes to the AGM arrangements may be made on short notice. Shareholders are advised to check regularly the SGX's website at <https://www.sgx.com/securities/company-announcements> for the latest updates with respect to the Company's AGM.

Should Shareholders have any questions that has not been addressed above, you are advised to forward your questions to [main@zicoholdings.com](mailto:main@zicoholdings.com). The Company will endeavour to provide the answers in as timely a manner as possible but the Company seek your understanding if there are any delays. The Company would like to thank all shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

**BY ORDER OF THE BOARD**

Mdm Chia Lay Beng  
Company Secretary  
7 September 2020