



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

**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE COMPANY'S EXTRAORDINARY
GENERAL MEETING TO BE HELD ON 4 FEBRUARY 2021**

1. INTRODUCTION

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

- a. the Notice of Extraordinary General Meeting ("EGM") issued on 13 January 2021 (the "EGM Notice") to convene the EGM of the Company to be held by way of electronic means on 4 February 2021 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, 22 June 2020 and 1 October 2020 which provides additional guidance 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 EGM Notice of the Company. The EGM 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 EGM 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 EGM by way of electronic means pursuant to the First Schedule of the COVID-19 Order.

2. NO PHYSICAL ATTENDANCE AT THE EGM

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

3. ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION IN THE EGM

Shareholders may participate in the EGM by:

- a. observing and / or listening to the EGM 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 EGM Notice; and
- c. appointing the Chairman of the EGM as proxy to attend, speak and vote on behalf at the EGM.

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 EGM 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 EGM.

Shareholders who wish to participate in the EGM proceedings through the live audio-visual webcast or live audio-only stream via their smart phones, tablets or computers must pre-register at <https://egmfeb2021.sunmoonfood.com/> (“Registration”) by 2.00 p.m. on 1 February 2021 (“Registration Deadline”) to enable the Company to verify their status. The Registration will start from 13 January 2021.

Following the verification, authenticated Shareholders will receive an email by 2.00 p.m. on 3 February 2021 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 3 February 2021 may contact 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 EGM. This is also to avoid any technical disruption or overload to the EGM proceedings.

4. SUBMISSION OF QUESTIONS

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

Shareholders can submit questions related to the resolutions to be tabled for approval at the EGM to the Chairman of the Meeting, in advance of the EGM, in the following manner:

- a. Via pre-registration website. Shareholders who pre-register to observe and/or listen to the EGM proceedings may submit their questions via the pre-registration website at <https://egmfeb2021.sunmoonfood.com/>
- b. Via email. Shareholders may submit their questions to 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 EGM. All questions must be submitted by 2.00 p.m. on 1 February 2021.

5. SUBMISSION OF PROXY FORMS

Voting at the EGM is by proxy ONLY. Please note that Shareholders will not be able to vote during the live proceedings of the EGM 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 EGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf by completing the proxy form for the EGM. 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; or
- c. digital submission at <https://egmfeb2021.sunmoonfood.com/>

by no later than 2.00 p.m. on 1 February 2021, being seventy-two (72) hours before the time appointed for holding the EGM.

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 26 January 2021).

6. DOCUMENTS FOR THE EGM

The Notice of EGM 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 Circular for the EGM 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
Wednesday, 13 January 2021	Shareholders may begin to pre-register at the URL https://egmfeb2021.sunmoonfood.com/ to participate in the EGM 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 EGM as proxy.
Tuesday, 26 January 2021 2.00 p.m.	Deadline for CPF and SRS investors who wish to appoint the Chairman of the EGM as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
Monday, 1 February 2021 at 2.00 p.m.	Deadline for shareholders to: <ul style="list-style-type: none">• Pre-register to participate in the EGM proceedings through the live audio-visual webcast or audio-only stream;• Submit questions in advance; and• Submit instruments appointing the Chairman of the EGM as proxy.
Wednesday, 3 February 2021 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 EGM proceedings. Shareholders who register by the Registration Deadline but do not receive an email response by 2.00 p.m. on 3 February 2021 may contact main@zicoholdings.com for assistance.
Date and time of EGM - Thursday, 4 February 2021 at 2.00 p.m.	Click on the access link provided and follow the instructions to participate in the EGM proceedings through the live audio-visual webcast or audio-only stream.

8. OTHERS

As the COVID-19 pandemic continues to evolve, further measures and/or changes to the EGM 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 EGM.

Should Shareholders have any questions that has not been addressed above, you are advised to forward your questions to 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 EGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

BY ORDER OF THE BOARD

Mdm Chia Lay Beng
Company Secretary
13 January 2021