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Incorporated in the Republic of Singapore  
Co. Reg. No.: 199303293Z

## INFORMATION ON 27<sup>TH</sup> ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2021

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### 1. BACKGROUND

China Aviation Oil (Singapore) Corporation Ltd (“**CAO**” or the “**Company**”) refers to the:

- (1) The COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 2020 which enables the Minister for Law by order to prescribe alternative arrangement 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;
- (2) 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**”) which sets out the alternative arrangements in respect of, inter alia, general meetings of companies; and
- (3) 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 (as 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 from 27 March 2020 to 30 June 2021.

### 2. DATE, TIME AND CONDUCT OF ANNUAL GENERAL MEETING

CAO is pleased to announce that pursuant to the Order, its 27<sup>th</sup> Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on Wednesday, 28 April 2021 at 3:00 p.m.

### 3. NOTICE OF AGM AND PROXY FORM

The Notice of AGM and accompanying proxy form will be sent to shareholders by electronic means via publication on the Company’s corporate website at the URL, <https://www.caosco.com> under “Investor Relations” and on the SGX website at the URL, <https://www.sgx.com/securities/company-announcements>. For the



convenience of shareholders, printed copies of these documents will also be sent by post to shareholders.

#### 4. **NO ATTENDANCE IN PERSON AT AGM**

Due to the current COVID-19 situation in Singapore, shareholders will not be able to physically attend the AGM.

#### 5. **ALTERNATIVE ARRANGEMENTS FOR PARTICIPATION AT 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;
- (b) Submitting questions in advance of the AGM; and/or
- (c) Appointing the Chairman of the AGM as proxy to attend, speak and 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**

All shareholders as well as investors who hold shares through relevant intermediaries (as defined in Section 181 of the Companies Act, Chapter 50 of Singapore) (“**Investors**”), including CPFIS 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 live audio-only stream;
- (b) Submitting questions in advance of the AGM; and/or
- (c) Appointing the Chairman of the AGM as proxy to attend, speak and vote on their behalf at the AGM,

should contact the relevant intermediary (which would include, in the case of CPFIS 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 2020 AND LETTER TO SHAREHOLDERS DATED 31 MARCH 2021

The Company's Annual Report 2020 and the Letter to Shareholders dated 31 March 2021 have been published and may be accessed at the Company's corporate website at the URL, [www.caosco.com](http://www.caosco.com) under "Investor Relations" and on the SGX website at the URL, <https://www.sgx.com/securities/company-announcements>.

#### 8. KEY DATES/DEADLINES

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

Key dates	Actions
<b>3:00 p.m. on 16 April 2021 (Friday)</b>	Deadline for CPFIS 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.
<b>3:00 p.m. on 25 April 2021 (Sunday)</b>	Deadline for shareholders/Investors to submit questions in advance
<b>3:00 p.m. on 25 April 2021 (Sunday)</b>	Deadline for shareholders and Investors to pre-register online at URL <a href="https://www.smartagm.sg/caoagm2021">https://www.smartagm.sg/caoagm2021</a> for live audio-visual webcast/live audio-only stream of the AGM proceedings.  Deadline for shareholders to submit proxy forms. ( <b>Note:</b> Investors (including CPFIS and SRS investors) should not submit proxy forms.)



<p><b>By 12:00 p.m. on 27 April 2021 (Tuesday)</b></p>	<p>Authenticated shareholders/Investors will receive an electronic mail which will contain (a) user ID and password details, as well as the link to access the live audio-visual webcast and (b) a toll-free telephone number to access the live audio-only stream of the AGM proceedings (the “<b>Confirmation Email</b>”).</p> <p>Shareholders/Investors who do not receive the Confirmation Email by <b>12:00 p.m. on 27 April 2021</b>, but have registered by <b>25 April 2021</b> deadline should contact our Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd at +65 65365355 for assistance.</p>
<p><b>Date and time of AGM</b></p> <p><b>3:00 p.m. on 28 April 2021 (Wednesday)</b></p>	<ul style="list-style-type: none"><li>• To access the live audio-visual webcast of the AGM proceedings: click on the link in the Confirmation Email and enter your unique user ID and password; or</li><li>• To access the live audio-only stream of the AGM proceedings, call the toll-free telephone number in the Confirmation Email.</li></ul>

## 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 are advised to check the SGX website at <https://www.sgx.com/securities/company-announcements> and the CAO's corporate website at [www.caosco.com](http://www.caosco.com) under “Investor Relations” regularly for further updates.



China Aviation Oil (Singapore) Corporation Ltd  
中国航油（新加坡）股份有限公司

**CAO would like to thank all shareholders for their patience and co-operation in enabling us to hold the AGM by way of electronic means amidst the COVID-19 pandemic.**

By order of the Board

Doreen Nah  
Company Secretary

31 March 2021



## APPENDIX

### STEPS FOR PRE-REGISTRATION, PRE-SUBMISSION OF QUESTIONS AND VOTING AT THE AGM

Shareholders will need to complete the following steps to be able to observe and/or listen to the AGM proceedings through a live webcast or live audio stream, submit questions in advance of the AGM and to vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM.

Steps	Details
<b>Pre-registration</b>	<p>Shareholders can pre-register at the pre-registration website at the URL <a href="https://www.smartagm.sg/caoagm2021">https://www.smartagm.sg/caoagm2021</a> from <b>9:00 a.m. on 1 April 2021 to 3:00 p.m. on 25 April 2021</b> to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive a confirmation email by <b>12.00 p.m. on 27 April 2021</b>. Shareholders who do not receive the confirmation email by 12.00 p.m. on 27 April 2021, but have registered by the 25 April 2021 deadline, should contact the Company's Share Registrar, our Share Registrar, Boardroom Corporate &amp; Advisory Services Pte Ltd at +65 65365355 for assistance.</p>



<p><b>Submit questions in advance</b></p>	<p>Shareholders will not be able to ask questions at the AGM during the live audio-visual webcast or live audio stream, and therefore it is important for shareholders to pre-register and submit their questions in advance of the AGM.</p> <p><b>Submission of Questions.</b> Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM in the following manner:</p> <p>(a) via electronic mail to <a href="mailto:agm2021_questions@caosco.com">agm2021_questions@caosco.com</a>; or (b) via post to: China Aviation Oil (Singapore) Corporation Ltd 8 Temasek Boulevard, #31-02, Suntec Tower Three, Singapore 038988</p> <p>When sending your questions via electronic mail or by post, please also provide us with your full name, address and the manner in which you hold shares (e.g. via CDP, CPFIS/SRS and/or scrip).</p> <p><b>Deadline to Submit Questions.</b> All questions must be submitted by <b>3:00 p.m. on 25 April 2021</b>.</p> <p><b>Addressing Questions.</b> The Company will endeavour to address all substantial and relevant questions received from shareholders prior to the AGM by publishing the responses to such questions on the Company's corporate website and on SGXNet prior to the AGM. If we are unable to do so, we will address those substantial and relevant questions which have not already been addressed prior to the AGM, during the AGM itself through the live audio-visual webcast and live audio-only stream.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the Company's corporate website and on SGXNet, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.</p>
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<p><b>Submit proxy forms to vote</b></p>	<p><b>Appointment of Chairman of the AGM 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 for approval at the AGM must appoint the Chairman of the AGM as their proxy to attend, speak and 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 AGM 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 AGM as proxy for that resolution will be treated as invalid.</p> <p><b>Submission of proxy forms.</b> Proxy form must be submitted to the Company in the following manner:</p> <ul style="list-style-type: none"><li>(a) if submitted by post, be lodged at the registered office address of the Company at 8 Temasek Boulevard, #31-02 Suntec Tower Three, Singapore 038988;</li><li>(b) if submitted electronically, via electronic mail to <a href="mailto:agm2021_proxyforms@caosco.com">agm2021_proxyforms@caosco.com</a>,</li></ul> <p>in each case by <b>3:00 p.m. on 25 April 2021</b>.</p> <p>A shareholder who wishes to submit a proxy form 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.</p> <p>CPFIS and SRS investors who wish to appoint the Chairman of the AGM as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes <b>by 3:00 p.m. on 16 April 2021</b>.</p>
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