

INSTRUCTIONS TO SHAREHOLDERS FOR OUR AGM 2020

Due to the current COVID-19 restriction orders in Singapore, shareholders will not be allowed to attend the annual general meeting of Manufacturing Integration Technology Ltd. (the “**Company**”) for its financial year ended 31 December 2019 (the “**AGM**”). Instead, alternative arrangements have been put in place to allow shareholders to participate at the AGM by (a) watching the AGM proceedings via live webcast or listening to the AGM proceedings via live audio feed, (b) submitting questions in advance of the AGM, and/or (c) voting by appointing the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM. Please see the paragraphs I to IV below for these alternative arrangements.

I. To vote at the virtual AGM

Shareholders (whether individual or corporate) who wish to exercise their votes must submit a Proxy Form to appoint the Chairman of the Meeting 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 abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

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

- (a) if in hard copy and sent personally or by post, the Proxy Form must be lodged at the Company’s registered office at Blk 5004, Ang Mo Kio Ave 5, #05-01, TECHplace II, Singapore 569872; or
- (b) if by email, the Proxy Form must be received by the Company at meeting@mitech-ltd.com.sg,

in either case, by 9.30 a.m. on 19 May 2020.

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 Forms personally or by post, members are strongly encouraged to submit the completed Proxy Forms electronically via email.

The Proxy Form can also be downloaded from the Company’s website at URL <https://www.mitech-ltd.com.sg>.

II. Registration for the live webcast

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

- (a) shareholders who wish to watch the live webcast or listen to the live audio feed must pre-register by 9.30 a.m. on 18 May 2020 (the “**Registration Deadline**”) by completing and sending the attached Webcast Registration Form to the Company in the manner set out in paragraph IV below.

Following authentication of the shareholders’ status as shareholders of the Company, authenticated shareholders will receive email instructions on how to access the webcast and audio feed of the AGM proceedings by 20 May 2020; and

- (b) shareholders who have registered by the Registration Deadline but do not receive an email by 20 May 2020 should contact the Company for assistance at 68678052 extension 3008.

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 resolutions to be tabled for approval at the AGM by using the Webcast Registration Form. All questions must be submitted by the Registration Deadline.

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

The Company will address all substantial questions relating to the resolutions to be tabled for approval at the AGM. Answers to substantial questions may also be provided by the Company before the AGM by releasing an announcement on the SGXNET.

Subsequent to the AGM, the Company will publish the minutes of the AGM, including the responses to questions from the shareholders, on the SGXNET within one month after the date of AGM.

IV. Submission of Webcast Registration Form

The completed Webcast Registration Form can be submitted to the Company in hard copy form or by email:

- (a) if in hard copy and sent personally or by post, the Webcast Registration Form must be lodged at the Company’s registered office at Blk 5004, Ang Mo Kio Ave 5, #05-01, TECHplace II, Singapore 569872; or
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The Webcast Registration Form can also be downloaded from the Company’s website at URL <https://www.mitech-ltd.com.sg>.

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

The Company wishes to thank all shareholders for their patience and co-operation in enabling the Company to hold the AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.