

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of **Leader Environmental Technologies Limited** (the "Company") will be held by way of electronic means on Thursday, 28 April 2022 at 3.00 pm (Singapore time) to transact the following businesses:

### ORDINARY BUSINESS:

1. To receive and adopt the Directors' Statement and Audited Financial Statements for the financial year ended 31 December 2021 together with the Auditors' reports thereon. **(Resolution 1)**
2. To re-elect Mr Lim Kuan Meng, who is retiring by rotation in accordance with Regulation 104 of the Company's Constitution, as Director of the Company. **(Resolution 2)**  
**[See Explanatory Note (i)]**
3. To re-elect Mr Ngoo Lin Fong, who is retiring by rotation in accordance with Regulation 114 of the Company's Constitution, as Director of the Company. **(Resolution 3)**  
**[See Explanatory Note (ii)]**
4. To note the retirement of Mr Lin Baiyin, who is retiring by rotation in accordance with Regulation 104 of the Company's Constitution, as Director of the Company. Mr Lin Baiyin does not wish to stand for re-election.  
**[See Explanatory Note (iii)]**
5. To approve the sum of S\$225,000 (FY2021: S\$180,000) as Directors' fees in respect of the Independent Non-Executive Directors and Non-Independent Non-Executive Director for the financial year ending 31 December 2022, and to pay the Director's fees in arrears on a quarterly basis over the financial year 2022. **(Resolution 4)**
6. To re-appoint Messrs Foo Kon Tan LLP as the external auditors of the Company and to authorise the Directors to fix their remuneration. **(Resolution 5)**

### SPECIAL BUSINESS:

To consider and, if thought fit, to pass with or without modification, the following resolutions as Ordinary Resolutions:

7. **Authority to allot and issue shares** **(Resolution 6)**

That pursuant to Section 161 of the Companies Act 1967 and Rule 806 of the Listing Manual of the Singapore Exchange Securities Trading Limited ("**SGX-ST**"), the Directors of the Company be authorised and empowered to:

- (a) (i) issue shares in the Company ("**Shares**") whether by way of rights, bonus or otherwise; and/or
- (ii) make or grant offers, agreements or options (collectively, "**Instruments**") that might or would require shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) options, warrants, debentures or other instruments convertible into Shares,

at any time and upon such terms and conditions and for such purposes and to such persons as the Directors of the Company may in their absolute discretion deem fit; and

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- (b) (notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue Shares in pursuance of any Instruments made or granted by the Directors of the Company while this Resolution was in force,

provided that:

- (1) the aggregate number of Shares to be issued (including shares to be issued in pursuance of the Instruments, made or granted pursuant to this Resolution) to be issued pursuant to the Resolution shall not exceed fifty per centum (50%) of the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of Shares to be issued other than on a pro rata basis to shareholders of the Company shall not exceed twenty per centum (20%) of the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company (as calculated in accordance with sub-paragraph (2) below);
- (2) subject to such manner of calculation as may be prescribed by the SGX-ST for the purpose of determining the aggregate number of Shares that may be issued under sub-paragraph (1) above, the percentage of issued Shares shall be based on the total number of issued Shares in the capital of the Company (excluding treasury shares and subsidiary holdings) at the time this Resolution is passed, after adjusting for:
- (i) new Shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which are outstanding or subsisting at the time this Resolution is passed; and
  - (ii) any subsequent bonus issue or consolidation or subdivision of Shares;
- (3) subject to such calculation as may be prescribed by the SGX-ST for the purpose of determining the aggregate number of shares that may be issued under sub-paragraph (1) above, the total number of issued shares (excluding treasury shares and subsidiary holdings) shall be based on the total number of issued shares (excluding treasury shares and subsidiary holdings) in the capital of the Company at the time of the passing of this Resolution, after adjusting for:
- (a) new shares arising from the conversion or exercise of any convertible securities which were issued and are outstanding or subsisting at the time of the passing of this Resolution;
  - (b) new shares arising from vesting of share awards which were issued and are outstanding or subsisting at the time of the passing of this Resolution; and
  - (c) any subsequent bonus issue, consolidation or subdivision of shares; and, in sub-paragraph (1) above and this sub-paragraph (2), "subsidiary holdings" has the meaning given to it in the Listing Manual of the SGX-ST;

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- (4) in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Listing Manual of the SGX-ST for the time being in force (unless such compliance has been waived by the SGX-ST) and the Constitution of the Company; and
- (5) unless revoked or varied by the Company in a general meeting, such authority as conferred by this Resolution shall continue in force until the conclusion of the next Annual General Meeting ("**AGM**") of the Company or the date by which the next AGM of the Company is required by law to be held, whichever is earlier.  
**[See Explanatory Note (iv)]**

8. To transact any other business that may be transacted at the AGM.

By Order of the Board

Lim Poh Yeow  
Lai Foon Kuen  
Joint Company Secretaries  
Date: 11 April 2022

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## EXPLANATORY NOTES:

- (i) Mr Lim Kuan Meng, if re-elected, will remain as the Chairman of Audit Committee and a member of the Nominating Committee and Remuneration Committee respectively. The Board considers Mr Lim Kuan Meng to be independent for the purpose of Rule 704(8) of the Listing Manual of the SGX-ST. Mr Lim Kuan Meng has no relationship with the Company, its related corporations, its substantial shareholders or its officers. Detailed information of Mr Lim Kuan Meng can be found on pages 42 – 48 of the Annual Report.
- (ii) Mr Ngoo Lin Fong, if re-elected, will remain as the Executive Director/Finance Director and a member of the Nominating Committee of the Company. Mr Ngoo Lin Fong was appointed as the Executive Director/Finance Director on 15 November 2021. Detailed information of Mr Ngoo Lin Fong can be found on pages 42 – 48 of the Annual Report.
- (iii) Upon the retirement of Mr Lin Baiyin, he will relinquish his position as Non-Independent Non-Executive Director of the Company at the conclusion of the Annual General Meeting.
- (iv) Resolution 6 in item 7, if passed, will empower the Directors to issue shares in the capital of the Company and to make or grant instruments (such as warrants or debentures) convertible into shares, and to issue shares in pursuance of such instruments, up to a number not exceeding fifty per centum (50%) of the total number of issued shares excluding treasury shares and subsidiary holdings in the capital of the Company, of which up to twenty per centum (20%) of the total number of issued shares (excluding treasury shares and subsidiary holdings) may be issued other than on a pro rata basis to shareholders. For the purpose of determining the aggregate number of shares that may be issued, the percentage of issued shares shall be based on the total number of issued shares excluding treasury shares and subsidiary holdings in the capital of the Company at the time that Resolution 6 is passed, after adjusting for (a) new shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which are outstanding or subsisting at the time that Resolution 6 is passed, and (b) any subsequent bonus issue or consolidation or subdivision of shares.

## Notes:

1. In view of the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (as amended from time to time) and the Company's efforts to minimize physical interactions and COVID-19 transmission risk to a minimum, the Annual General Meeting ("**Meeting**" or "**AGM**") of the Company will be held by way of electronic means and members of the Company will NOT be allowed to attend the AGM in person. Printed copies of this Notice will not be sent to members. Accordingly, this Notice will be sent to members by electronic means via publication on the Company's corporate website at the URL <http://www.leaderet.com> under "Annual Report 2021", and is also made available on the SGXNet at the URL <https://www.sgx.com/securities/company-announcements>.
2. Alternative arrangements

The following are the alternative arrangements which have been put in place for the AGM:

### 2.1 "Live" audio-visual webcast and "live" audio-only stream

Shareholders and investors holding shares in the Company through relevant intermediaries (as defined in Section 181 of the Companies Act) ("Investors") (including CPF Investors and SRS Investors) will be able to (i) watch these proceedings through a "live" audio-visual webcast via their mobile phones, tablets or computers, or (ii) listen to these proceedings through a "live" audio-only stream.

In order to do so, Shareholders and Investors must follow the following steps:

- (a) Those who wish to watch the "live" audio-visual webcast or listen to the "live" audio only stream must pre-register by 3.00 p.m. on 25 April 2022, by clicking on the following link and submitting the online registration form: <https://conveneagm.sg/leaderagm2022>.
- (b) They are required to complete and submit the online registration form for authentication purposes.
- (c) Upon authentication of their status, Shareholders and Investors will receive an email confirmation by 27 April 2022 and will be able to access the webcast and audio feed of the AGM proceedings using their login credentials created during pre-registration.
- (d) Those who do not receive an email by 3.00 p.m. on 27 April 2022, but who have registered by the registration deadline, should contact our Share Registrar, M&C Services Private Limited, for assistance at (65) 62280530 or [gpb@mnscsingapore.com](mailto:gpb@mnscsingapore.com).

### 2.2 Prior submission of questions

Shareholders may submit questions or matters related to the resolutions to table for approval at the AGM to the Chairman of the Meeting, in advance of the AGM by 3.00 p.m. on 20 April 2022 so that they may be addressed prior to or during the AGM proceedings in the following manner:

- (a) via the pre-registration website at the following link: <https://conveneagm.sg/leaderagm2022>; or
- (b) by email to the following email: [queries@leaderet.com](mailto:queries@leaderet.com)

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Shareholders who submit questions via email must provide the following information:

- (i) the Shareholder's full name (as per NRIC/passport);
- (ii) the Shareholder's correspondence address; and
- (iii) the manner in which the Shareholder holds the shares in the Company (eg: CDP or SRS)

The Company will address all substantial and relevant questions submitted in advance of the AGM at least 48 hours prior to the closing date and time for the lodgement of proxy forms by way of an announcement released on SGX-NET by 22 April 2022.

The Company will publish the responses to the substantial and relevant questions on SGX website prior to the AGM. ("Responses to Q&A") The Company will endeavour to address any (i) subsequent clarifications sought (ii) follow-up questions or (iii) subsequent substantial and relevant questions which are received after its Responses to Q&A prior to or at the AGM.

Shareholders will not be able to ask questions at the AGM "live" during the audio-visual webcast or audio-only stream. The Company will publish the minutes of the AGM on SGX website within one month after the date of the AGM and the minutes will include the responses to the substantial and relevant questions which are addressed during the AGM, if any.

## 2.3 Voting by proxy only

Shareholders and Investors will not be able to attend the AGM in person or vote online at the AGM. Shareholders (whether individual or corporate) must vote by proxy only and appoint only the Chairman of the Meeting to act as proxy and direct the vote at the AGM. A member (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 instrument appointing the Chairman of the Meeting ("Proxy Form"), failing which the appointment will be treated as invalid.

All Shareholders are encouraged to complete, sign and return the Proxy Form through any one of the following means:

- (a) by sending a scanned pdf copy by email to [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com) or
- (b) by post or by depositing a physical copy to the Company's Share Registrar, M&C Services Private Limited, at 112 Robinson Road #05-01, Singapore 068902

in each case, not later than 3.00 p.m. on 26 April 2022 (being 48 hours before the time fixed for the AGM) (or at any adjournment thereof), and failing which, the Proxy Form will not be treated as valid.

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

CPF Investors and SRS Investors who wish to appoint the Chairman of the Meeting as their proxy should approach their respective agent banks or SRS Operator to submit their votes no later than 18 April 2022, being seven (7) working days before the date of the AGM. CPF Investors and SRS Investors should not directly appoint the Chairman as proxy to direct the vote. The Proxy Form is not valid for use by CPF and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them. If the member is a corporation, the instrument appointing the proxy must be given under its common seal or signed on its behalf by an attorney or a duly authorised officer of the corporation.

3. The Chairman of the Meeting, as proxy, need not be a member of the Company.
4. In the case of Shares entered in the Depository Register, the Company may reject any instrument appointing the Chairman of the Meeting as proxy lodged if the member, being the appointor, is not shown to have Shares entered against his name in the Depository Register as at 72 hours before the time appointed for holding the Meeting, as certified by The Central Depository (Pte) Limited to the Company.
5. The Company shall be entitled to, and will, treat any valid instrument appointing the Chairman of the Meeting which was delivered by a member to the Company before 3.00 p.m. on 26 April 2022 as a valid instrument appointing the Chairman of the Meeting as the member's proxy to attend, speak and vote at the Meeting if: (a) the member had indicated how he/she/it wished to vote for or vote against or abstain from voting on each resolution; and (b) the member has not withdrawn the appointment
6. If the member is a corporation, the instrument appointing the proxy must be under seal or the hand of an officer or attorney duly authorised.

### Personal data privacy:

By submitting an instrument appointing the Chairman of the Meeting to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of the appointment of Chairman of the Meeting as proxy appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

Photographic, sound and/or video recordings of the Meeting may be made by the Company for record keeping and to ensure the accuracy of the minutes prepared of the Meeting. Accordingly, the personal data of a member of the Company (such as his name) may be recorded by the Company for such purpose.