



Elec & Eltek 依利安達

ELEC & ELTEK INTERNATIONAL COMPANY LIMITED

依利安達集團有限公司*

(Incorporated in the Republic of Singapore with limited liability)

Singapore Company Registration Number: 199300005H

(Hong Kong Stock Code: 01151)

(Singapore Stock Code: E16.SI)

20 April 2020

Dear shareholders (“**Shareholders**”) of Elec & Eltek International Company Limited (“**Company**”),

2020 Annual General Meeting (“AGM”) – Live Webcast and Audio means

Unless otherwise defined herein, capitalized terms used in this letter shall have the same meanings as those defined in the announcement of our Company dated 7 April 2020 (the “**Update Announcement**”).

The AGM of our Company will be held (a) in Hong Kong, at Board Room, 23/F, Delta House, 3 On Yiu Street, Shek Mun, Shatin, New Territories, Hong Kong (for Hong Kong Shareholders); and (b) in Singapore, *via* video conferencing (for Singapore Shareholders) on 28 April 2020, at 10:00 a.m..

As stated in the Update Announcement, our Company **will not be providing Singapore Shareholders with access to the Conference Room at Wangz Business Centre**, as originally notified to Shareholders in the Notice of AGM, Circular and Proxy Form. As such, Singapore Shareholders must not physically attend the aforementioned venue, as access will not be granted. While the AGM will concurrently be conducted in Hong Kong physically for Hong Kong Shareholders, however, **Hong Kong Shareholders are strongly encouraged not to attend the AGM in person** to minimise the risk of community spread of COVID-19.

As part of the measures to minimise the risk of community spread of COVID-19, our Company will arrange for a live webcast, which allows both Singapore Shareholders and Hong Kong Shareholders to view the proceedings of the AGM *via* “live” audio and video feed (“**Webcast**”). In addition, Singapore Shareholders and Hong Kong Shareholders will be able to observe the AGM proceedings by audio only means *via* telephone.

Shareholders not attending the AGM are invited to view the Webcast of the AGM *via* their smartphones, tablets, or computer devices. However, in accordance with our Company’s Articles of Association, the Shareholders viewing the Webcast of the AGM will not be able to cast their votes online.

The Webcast will open approximately 15 minutes prior to the commencement of the AGM and you can view the Webcast by scanning the QR code or visiting the designated URL.

The related QR code and designated URL to view the Webcast of 2020 AGM and the related telephone number for audio mean to observe the proceedings of 2020 AGM have been set out in the letter to Shareholders on 20 April 2020.

Shareholders are reminded that they will not be able to submit questions online. Shareholders are strongly encouraged to submit questions they may have in advance by 10:00 a.m. on 26 April 2020 *via* email as explained in the Update Announcement.

Proxy matters (for Singapore Shareholders only):

1. Singapore Shareholders are reminded to appoint the Chairman of the AGM to act as their proxy. Singapore Shareholders who intend to submit or have submitted Proxy Forms appointing such person other than the chairman of the meeting shall be deemed to appoint the chairman of the meeting as proxy.
2. Singapore Shareholders are reminded to specifically direct the proxy on how they wish to vote for or vote against (or abstain from voting on) the resolutions in their Proxy Form, failing which our Company is entitled to regard the Proxy Form as invalid.
3. Singapore Shareholders who have submitted their Proxy Forms before 13 April 2020 and who wish to withdraw their previously-submitted Proxy Forms may do so by sending a notification *via* email to either marian.ho@dentons.com or nelson.lee@dentons.com, by **10:00 a.m. on 26 April 2020**.

* For identification purpose only.

Proxy matters (for Hong Kong Shareholders only):

1. A Hong Kong Shareholder is entitled to appoint one (1) proxy or two (2) proxies to attend and vote on his behalf. Such proxy need not be a member of our Company. Where a Hong Kong Shareholder appoints two (2) proxies, our Company may treat the appointment as invalid unless the Hong Kong Shareholder specifies the proportion of his shareholding (expressed as a percentage of the whole) to be represented by each proxy.
2. Hong Kong Shareholders are requested to complete the Proxy Form in accordance with the instructions printed thereon and return it to the office of our Company's Hong Kong branch share registrar, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong as soon as possible but in any event not less than 48 hours before the time appointed for the holding of the meeting or any adjournment thereof in order for the proxy or proxies to be entitled to attend and vote at the AGM.
3. The submission of a Proxy Form by a Hong Kong Shareholder does not preclude him from attending and voting in person at the AGM venue in Hong Kong if he so wishes, and in such event, the Proxy Form shall be deemed to be revoked.

For both Singapore and Hong Kong Shareholders, our Company shall be entitled to reject the Proxy Form of a Shareholder if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the Proxy Form.

Except as provided in this letter, all information and instructions contained in the Proxy Form remain valid. For further details regarding the AGM, please refer to the Circular, Notice of AGM, Proxy Form and Update Announcement.

As the COVID-19 situation continues to evolve, our Company will closely monitor the situation and ensure that the AGM is held in accordance with applicable laws and regulations including the latest guidance issued by MOH. Our Company also seeks Shareholders' understanding that further measures and/or changes to the AGM arrangements may be made according to the guidelines, rules and regulations issued by MOH and other applicable regulatory authorities in the ensuing days up to the day of the AGM. Shareholders are advised to regularly check our Company's corporate website at <http://www.eleceltek.com/en/index.php> for any further updates until the date of the AGM, 28 April 2020.

Thank you for your continuing support.

Yours faithfully,
Stephanie Cheung Wai Lin
Chairman

Points to note for viewing the Webcast:

1. Please use the below browsers to view the Webcast :



Chrome



Microsoft Edge



Firefox



Safari

2. All persons seeking to view the Webcast shall be responsible for maintaining adequate facilities and reliable internet connection to enable them to do so. The internet connection has to be fast enough to support video streaming with optimal video quality and speed. If you are using a shared connection, please ensure your internet speed would not be slowed down by other shared user(s) who may be running other applications/livestreaming at the same time.
3. As the meeting proceedings are live broadcast, you may miss certain parts of the Webcast after buffering if you do not have a fast enough or steady internet connection to keep pace with the meeting proceedings. Unlike other video application like YouTube, you cannot rewind the live Webcast to view the parts which you have missed.