



## Investor Relations Policy

Singapore Post Limited (“SingPost” or the “Company”) is committed to engaging its shareholders through regular, effective and fair communication, in compliance with the listing rules of the Singapore Exchange Securities Trading Limited (“SGX-ST”), Singapore Code of Corporate Governance 2018 and current best practices.

This Investor Relations (“IR”) Policy describes the principles and practices for the Company to provide current and prospective investors with information necessary to make well-informed investment decisions.

### 1. General Principles

- 1.1. In the course of its IR activities, the Company will comply with all applicable securities laws and regulations.
- 1.2. All disclosures are submitted to Singapore Exchange Securities Trading Limited (“SGX-ST”) through SGXNET, and are made available on the Company’s corporate website.
- 1.3. SingPost makes timely disclosures of new material information to all shareholders on SGXNET in compliance with the requirements of the Listing Manual. Where there is inadvertent disclosure made to a select group, the Company will make the same disclosure publicly to all others as promptly as possible via SGXNET.
- 1.4. This Policy is subject to regular review by the Company’s management.

### 2. Communication Principles

- 2.1. The Company is committed to treat all shareholders fairly and equitably, and endeavours to uphold a practice of fair, transparent and timely disclosure of both positive and negative information.
- 2.2. The Company communicates only through designated spokespersons who will also establish and maintain regular dialogue with shareholders to seek and understand their views.
- 2.3. The Company will give reasonable access to analysts and the media to help them formulate informed opinions of the Company.
- 2.4. The Company observes a “blackout period” of two weeks prior to the announcement of its quarterly results and one month prior to the announcement of its full-year results. During this period, the Company does not comment on industry outlook, the Group’s business performance and financial results.

- 2.5. The Company does not respond to rumours or market speculation. However, if rumours indicate that material information may have been leaked or where there are unusual market or trading activities that could be attributable to such rumours or market speculation, clarifications will be made promptly through announcements via SGXNET.

### **3. Communication Channels**

The Company employs various platforms to effectively engage shareholders and the investment community, with an emphasis on timely, accurate, fair and transparent disclosure of information.

#### **Shareholders' Meetings**

- 3.1. The Company's Annual General Meeting (AGM) serves as an important platform for shareholders to communicate directly with the Board.
- 3.2. All shareholders will be sent a copy of the notice of AGM/EGM, which lists all items of business to be transacted at the general meeting, within the required notice period prior to the AGM/EGM.
- 3.3. The notices of AGM/EGM will also be announced via SGXNET and published in the local newspaper.
- 3.4. Members of the Board, the Company's key management personnel and the external auditors of the Company will endeavour to be in attendance at general meetings to address shareholders' queries.
- 3.5. All shareholders are entitled to attend and vote at general meetings in person or by proxy. Shareholders can appoint up to two proxies to attend, speak and vote at general meetings in their absence. Shareholders who are relevant intermediaries may appoint more than two proxies.
- 3.6. An announcement of the voting results will be made in a timely manner via SGXNET after the conclusion of each meeting.
- 3.7. The minutes of these meetings will be made available on the Company's website within a reasonable time after the conclusion of the relevant meeting and made available to shareholders upon request.

#### **Investor Meetings, Conferences and Roadshows**

- 3.8. In addition to shareholder meetings, senior management of the Company will actively engage investors, analysts and the media at appropriate times throughout the year, as well as participate in investor conference calls, roadshows and conferences.

## **Results Reporting and Analysts' Briefings**

- 3.9. Upon release of the half-year and full-year financial results, the Company will hold results briefings for members of the media and covering analysts. "Live" webcasts of the briefings are made available on the Company's corporate website.

## **Corporate Website**

- 3.10. Financial results announcements, annual reports, sustainability reports, SGXNET announcements, presentation materials and other relevant corporate information will be made available under the "Investor Relations" section of the Company's corporate website ([www.singpost.com](http://www.singpost.com)).
- 3.11. Shareholders and members of the public may subscribe to an email alert service at the Company's corporate website to receive regular updates on the Company's corporate information and announcements.

## **4. Company Contacts**

- 4.1. Shareholders and the investment community may contact the IR team via email at [investor@singpost.com](mailto:investor@singpost.com).
- 4.2. Shareholders may also contact the Company's Share Registrar at the following address:

M&C Services Private Limited  
112 Robinson Road, #05-01  
Singapore 068902  
Tel: +65 6227 6660  
Fax: +65 6225 1452

## **5. Shareholder Privacy**

- 5.1. The Company recognises the importance of its Shareholders' privacy and will not disclose Shareholders' information without their consent unless required by law.