

# Investor Relations Policy

Sevak Limited (“Sevak” 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”) and in accordance with the 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. Company makes timely disclosures of new material information to all shareholders on SGXNET in compliance with the requirements of SGX-ST’s 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 board or management.

## 2. Shareholders’ Rights

- 2.1 The Company adopts an open and non-discriminatory approach in regard to its shareholders’ rights.
- 2.2 The Company would facilitate the opportunity for Shareholders to participate effectively in and vote at general meetings of Shareholders. The Shareholders would also be briefed on the voting procedures and the resolutions that they are voting on.
- 2.3 The Company would allow corporations which provide nominee or custodial services to appoint more than two proxies so that Shareholders who hold shares through such corporations can attend and participate in general meetings as proxies.

## 3. Communication Principles

- 3.1. The Company is committed to treat all shareholders fairly and equitably, and endeavors to uphold a practice of fair, transparent and timely disclosure of both positive and negative information.
- 3.2. The Company communicates only through designated and authorized officers of the Company.

3.3 The Company, through its authorized officers, will establish and maintain regular dialogue with Shareholders, to solicit and understand the views of the Shareholders upon their request.

3.5. 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.

3.4. The Company observes a “blackout/prohibition period” of two weeks prior to the announcement of its semi-annual results and one month prior to the announcement of its full-year results.

#### **4. 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**

4.1. The Company’s Annual General Meeting (AGM) serves as an important platform for shareholders to communicate directly with the Board.

4.2. All shareholders will be sent a copy of the notice of AGM/Extraordinary General Meeting (EGM), which lists all items of business to be transacted at the general meeting, within the required notice period prior to the AGM/EGM.

4.3. The notices of AGM/EGM will also be announced via SGXNET and published in the local newspaper.

4.4. Members of the Board, the Company’s key management personnel and the external auditors of the Company will endeavor to be in attendance at general meetings to address shareholders’ queries.

4.5. 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.

4.6. An announcement of the voting results will be made in a timely manner via SGXNET after the conclusion of each meeting.

4.7. The minutes of these meetings will be made available to shareholders upon request.

##### **Corporate Website**

4.8 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.sevaklimited.com](http://www.sevaklimited.com))

## **5. Company Contacts**

Shareholders and the investment community may contact the IR team via email at

[investor-relations@sevaklimited.com](mailto:investor-relations@sevaklimited.com)

## **6. Shareholder Privacy**

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