

## **XINGHUA PORT HOLDINGS LTD.**

(Incorporated in the Republic of Singapore with limited liability)

This guide has been prepared for all registered shareholders, who would like to update their details with Xinghua Port Holdings Ltd (the “Company”).

---

**1. I have a share certificate stating I own shares of the Company. What should I do? Where can I go to give my specimen signature?**

Please contact or visit either at Boardroom Corporate & Advisory Services Pte. Ltd in Singapore or at Boardroom Share Registrars (HK) Limited in Hong Kong to submit a signature record for the Company, as soon as possible.

Completion of this form should be witnessed by either the Company or Company’s share registrar (either in Hong Kong or the appointed collection agent in Singapore). All named shareholders on the share certificate should be present.

You are required to bring along your share certificate and ID/NRIC.

**2. I have moved houses. How do I change my registered address record with the Company?**

If you have previously submitted your specimen signature, you can either email the Company at [comms@xinghuaport.com](mailto:comms@xinghuaport.com) or head down to either Boardroom Corporate & Advisory Services Pte. Ltd in Singapore or at Boardroom Share Registrars (HK) Limited in Hong Kong to request for a “Change of Address Form” to fill and complete.

If you have **not** submitted your specimen signature, please contact or visit either at Boardroom Corporate & Advisory Services Pte. Ltd in Singapore or at Boardroom Share Registrars (HK) Limited in Hong Kong to submit a signature record for the Company, as soon as possible. At the same time, you will be able to request for a “Change of Address Form” to fill and complete.

**3. I have lost my share certificate. What should I do?**

If you have previously submitted your specimen signature, you can either email the Company at [comms@xinghuaport.com](mailto:comms@xinghuaport.com) or head down to either Boardroom Corporate & Advisory Services Pte. Ltd in Singapore or at Boardroom Share Registrars (HK) Limited in Hong Kong to request for the “Request for Issue of Replacement(s) Form” and a “Letter of Indemnity” to fill and complete.

If you have **not** submitted your specimen signature, please contact or visit either at Boardroom Corporate & Advisory Services Pte. Ltd in Singapore or at Boardroom Share Registrars (HK) Limited in Hong Kong to submit a signature record for the Company, as soon as possible. At the same time, you will be able to request for the “Request for Issue of Replacement(s) Form” and a “Letter of Indemnity” to fill and complete.

Upon receipt of these submissions, the Company’s Hong Kong Share Registrar would contact you for processing / completion of required formality (which include handling fees) so as to obtain replacement share certificate / replacement transfer receipt, etc to enable due completion of acceptance.

If you subsequently find such lost/misplaced document(s) or if they become available, the relevant share certificates and/or transfer receipts and/or any other documents of title should be forwarded to the Company’s Hong Kong Share Registrar as soon as possible thereafter.

## Key Contact Details

### 1) Xinghua Port Holdings Ltd. (the “Company”)

7 Temasek Boulevard  
#16-01 Suntec Tower One  
Singapore 038987  
*(By Appointments Only)*

Email address: [comms@xinghuaport.com](mailto:comms@xinghuaport.com)

### 2) The Company’s Hong Kong Share Registrar

Boardroom Share Registrars (HK) Limited  
Room 2103B, 21/F.  
148 Electric Road  
North Point  
Hong Kong

*(Monday – Friday, 9:00 AM – 4:30 PM)*  
*(Closed on Saturdays, Sundays and Public Holidays)*

Email address: [srinfo.hk@boardroomlimited.com](mailto:srinfo.hk@boardroomlimited.com)  
Hotline: (852) 2153 1688

### 3) Boardroom Share Registrars (HK) Limited’s appointed collection agent in Singapore - Boardroom Corporate & Advisory Services Pte. Limited for Xinghua’s shareholders to submit Acceptance for this Offer

Boardroom Corporate & Advisory Services Pte. Ltd  
50 Raffles Place  
#32-01 Singapore Land Tower  
Singapore 048623

*(Monday – Friday, 9:00 AM – 4:30 PM)*  
*(Closed on Saturdays, Sundays and Public Holidays)*

Email address: [srs.teamd@boardroomlimited.com](mailto:srs.teamd@boardroomlimited.com)  
Hotline: (65) 6230 9580 / 6230 9564