

SHAREHOLDER ADVISORY #2

Re: Protocols for Annual General Meeting

Dear Valued Shareholder:

Sygnus Real Estate Finance Limited (“SRF”) will host its 1st Annual General Meeting (“AGM”) on **Wednesday, May 3, 2023, at 10:00 a.m. Jamaica time (11:00 a.m. St. Lucia time)**. The meeting will be a hybrid meeting with a satellite location at **The Jamaica Pegasus Hotel, Montego Bay Suite, 81 Knutsford Boulevard, Kingston 5, Jamaica**.

Shareholders may attend the meeting either “virtually” or “in-person” at the satellite location. All Shareholders attending the meeting will be required to register their attendance via the online platform (“E-Platform”). Shareholders are therefore encouraged to register early so that any registration issues encountered can be resolved prior to the date of the AGM.

SRF will continue to observe safety protocols for the AGM, whilst the wearing of masks will not be mandatory, shareholders who will be attending in-person at the satellite location are encouraged to wear a mask during the meeting.

IN PERSON ATTENDANCE

1. Shareholders who will be attending in-person are required to register on the E-Platform in order to confirm their attendance.
2. On the day of the AGM, each shareholder attending in-person will be required to register with the Registrar at the entrance of the satellite location.
3. If the maximum capacity of the satellite location is exceeded, preference will be given to shareholders who pre-registered for the AGM and indicated that they will be attending in-person.
4. It is recommended that shareholders attending in-person wear a mask whilst in the meeting room.
5. Shareholders are asked to limit physical contact with others while in the meeting room.
6. To ensure the smooth flow of the meeting and to avoid interruptions, we ask that shareholders limit movements in and out of the meeting as much as possible.
7. During the question and answer session, shareholders who wish to ask a question should indicate by show of hands and one of our hosts will acknowledge and provide a microphone. Prior to posing a question, shareholders should state their names for the record.
8. Shareholders are asked to limit their questions to two (2), to give others an opportunity to pose their questions and to ensure the AGM’s agenda can be completed on time.

VIRTUAL ATTENDANCE

To register for the AGM, shareholders attending virtually should log on to the E-Platform and follow the instructions provided below.

1. To register for the AGM, shareholders attending virtually should log on to the E-Platform and follow the instructions provided below.
 2. Shareholders can register on the E-Platform starting on April 26, 2023. Shareholders are required to register using their Taxpayer Registration Number (TRN) or their JCSD number.
 3. All shareholders attending virtually will be able to vote on the Resolutions. Voting will be facilitated via the E-Platform and will be opened at the commencement of the Meeting on Wednesday, May 3, 2023, until the Chairman announces the closure of voting. Shareholders will be given two minutes to vote on each Resolution.
 4. For each Resolution the Chairman or designate will read the Resolution to be adopted and the shareholders will be asked to vote FOR or AGAINST the Resolution by following the instructions provided on the screen.
 5. For shareholders attending virtually, all microphones will be muted during the meeting and video will also be turned off.
 6. During the question-and-answer section, shareholders will be able to ask questions using the Q&A tab on the E-Platform. Shareholders should type the question in the Q&A section; the question will be read aloud so that all the other attendees can hear the question. A response will be provided by a member of the panel.
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HOW TO REGISTER FOR THE MEETING

Shareholders wishing to attend the meeting may choose to register to attend “in person” at the satellite location or to attend the meeting “virtually”. To register attendance, follow the below steps:

1. Click on the link to the E-Platform: <http://agm.sygnusrealestate.com>
2. On the home page scroll down and click on the button labeled “Click here to register” and select the registration option that applies to you:
 - a. SRF Shareholder
 - b. SRF Proxy
 - c. Non-Shareholder
3. Enter your TRN or your JSCD number.
4. Choose how you will be attending (“in-person” or “virtual”).
5. Select Agree & Continue.
6. Once registered, we ask that you copy the access link that will be provided on the screen, you will access the AGM via this link.
7. For shareholders with an email address on file, a confirmation email will also be sent with the link to access the AGM.
8. On the day of the AGM click on the link provided, you will be taken straight to the AGM; and
9. Click on the “Live Stream” icon located on the navigation menu to join the meeting.

HOW TO CAST A VOTE

IN PERSON ATTENDANCE

1. Shareholders in physical attendance will vote by a show of hands.
2. The Chairman of the meeting will read the Resolution and shareholders in attendance will be asked to vote for the resolution via a show of hands.
3. Shareholders who are FOR the resolution will raise their hands followed by shareholders who are AGAINST the resolution.
4. The scrutineer present will take a count of the number of hands raised for and against the resolution and this total will be added to the Shareholders who voted virtually and via proxy.
5. If a voter abstains, their vote will not be included in the count.

VIRTUAL ATTENDANCE

1. During resolutions, wait for your options to pop up on-screen OR Click Vote Now on your screen.
2. Select the FOR or AGAINST options.
3. Select Submit Vote at the bottom of the popup.
4. You will be asked to confirm your vote:
 - a. Select “Yes” to confirm your vote.
 - b. Select “No” if you want to change your vote.

VOTING VIA PROXY

1. Shareholders who are unable to participate in the AGM either in-person or virtually and wish to vote, may vote by proxy.
 2. Shareholders who wish to appoint a proxy other than the Chairperson of the Meeting, must complete a Proxy Form and insert the Proxy’s name and address and delete “the Chairperson of the Meeting”.
 3. The Proxy Forms should include the TRN for the person being appointed as the Proxy.
 4. To be valid, the completed Proxy Form must be delivered to the Company at Bella Rosa Road, Gros Islet, Saint Lucia or, in the case of shareholders resident in Jamaica, at Unit 28, 80 Lady Musgrave Road, Kingston 10, Saint Andrew, Jamaica by **Monday, May 1, 2023 (not less than 48 hours before the date of the meeting)**. Any Proxy Form received after that time will not be valid for the scheduled meeting.
 5. Proxy forms may also be delivered by e-mail in pdf format to: srf@sygnusgroup.com.
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HOW TO ASK A QUESTION (SHAREHOLDERS ATTENDING VIRTUALLY)

1. Select the Q&A option that is located on your screen.
2. Enter your questions into the text box provided.
3. Select the send button located to the right of the text box.

AGM DOCUMENTS

The Notice of the Annual General Meeting, the Annual Report and the Proxy Form (“AGM Documents”) may be accessed on the Jamaica Stock Exchange website at www.jamstockex.com and on our website at www.sygnusgroup.com. Copies of the AGM Documents were also emailed to all our shareholders who provided us with an email address. Hard copies of the AGM Documents were also sent to shareholders via post.

Should you require a hard copy of the Annual Report or need any additional information about the AGM, please send an email to srf@sygnusgroup.com.

We value you as a Shareholder and look forward to your attendance and participation at the AGM.

Sincerely,

Sygnus Real Estate Finance Limited

Dated the 26th day of April 2023
