

**HIAP SENG ENGINEERING LTD.**  
**(JUDICIAL MANAGERS APPOINTED)**  
(Company Registration No. 197100300Z)  
(Incorporated in the Republic of Singapore)

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**CONDUCT OF ANNUAL GENERAL MEETING ON 2 DECEMBER 2022 BY ELECTRONIC MEANS**

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Hiap Seng Engineering Ltd (Judicial Managers appointed)(the “Company”, and collectively with its subsidiaries, the “Group”) refers to:

- (a) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed companies in Singapore to, inter alia, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “Order”) which sets out the alternative arrangements in respect of, inter alia, general meetings of companies;
- (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation beyond 30 June 2021; and
- (d) the notice of the AGM (“Notice of AGM”) dated 17 November 2022 to convene the Annual General Meeting (the “AGM”) of the Company for the financial year ended 31 March 2020 and 31 March 2021.

As a precautionary measure due to COVID-19 situation in Singapore, the Company will be convening the AGM by electronic means on 2 December 2022 at 2.00 p.m. The Company is arranging for a live webcast and live audio feed of the AGM proceedings (the “Live AGM Webcast” or “Live AGM Audio Feed”) which will take place on 2 December 2022 at 2.00 p.m.

Alternative arrangements have been put in place to allow members to participate in the AGM by:

- (a) observing the proceedings of the AGM via Live AGM Webcast or Live AGM Audio Feed;
- (b) submitting questions relating to the resolutions to be tabled at the AGM in advance of the AGM;
- (c) submitting text-based questions during the Live Webcast of the AGM;
- (d) appointing proxy(ies) to attend and vote on their behalf at the AGM; and
- (e) participating in the live voting during the Live AGM Webcast or Live AGM Audio Feed.

1. Pre-Registration

A member will be able to participate at the AGM by watching the AGM proceedings via a “live” audio visual webcast via mobile phones, tablets or computers or listening to the proceedings through a “live” audio-only. In order to do so, a member must pre-register by 2.00 p.m. on 30 November 2022 at <https://conveneagm.sg/HiapSengAGM2021> for the Company to authenticate his/her/its status as members. Authenticated members will receive email instructions on how to access the “live” audio-visual webcast and “live” audio-only feed of the proceedings of the AGM by 2.00 p.m. on 1 December 2022.

Members who do not receive an email by 2.00 p.m. on 1 December 2022, but have registered by 2.00 p.m. on 30 November 2022 deadline, may contact the Company at [info@hiapseng.com](mailto:info@hiapseng.com).

## 2. Submission of Questions before AGM

A member who intends to participate at the AGM and to submit questions related to the resolutions to be tabled for approval at the AGM must be submitted by 2.00 p.m. on 24 November 2022, via the pre-registration website at the <https://conveneagm.sg/HiapSengAGM2021>.

Shareholders who are not participating at the AGM can submit questions by email should download, complete and sign the prescribed question form as attached, before sending it to [info@hiapseng.com](mailto:info@hiapseng.com).

The Company will endeavour to address all substantial and relevant questions received from Shareholders prior to the AGM via SGXNet by 2.00 p.m. on 28 November 2022 being not less than forty-eight hours prior to the closing date and time for lodgement of proxy form.

## 3. Submission of Questions during AGM

Members who registered and are verified to attend the AGM by electronic means will be able to ask questions relating to the agenda of the AGM during the AGM by submitting text-based questions via electronic means and click "Ask a Question" to input queries in the questions text box.

Where there are substantially similar questions, the Company will consolidate such questions. Consequently not all questions may be individually addressed. The Company will endeavour to respond to such queries during the AGM as far as reasonably practicable.

The minutes of the AGM will be published on the SGXNet within one (1) month after the date of the AGM.

## 4. Voting and Submission of Proxy Forms

A member of the Company will not be able to attend the AGM in person. If a member of the Company (whether individual or corporate) wishes to exercise his/her/its voting rights at the AGM, he/she/it may cast his/her/its votes remotely in real time via electronic means.

As an alternative to the aforesaid real-time electronic voting, members may appoint a proxy or proxies to vote on his/her/its behalf at the AGM. Members (whether individual or corporate) may also vote at the AGM by appointing the Chairman of the AGM as proxy to vote on his/her/its behalf at the AGM. In appointing the Chairman of the AGM as proxy, a member of the Company (whether individual or corporate) must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid. The Chairman of the meeting, as a proxy, need not be a member of the Company.

Where a member appoints two proxies, he/she should specify the proportion of his/her shareholding (expressed as a percentage of the whole) to be represented by each proxy and if no percentage is specified, the first named proxy shall be treated as representing 100 per cent of the shareholding and the second named proxy shall be deemed to be an alternate to the first named.

A member who is a relevant intermediary entitled to attend the meeting and vote is entitled to appoint more than two (2) proxies to attend and vote instead of the member, but each proxy must be appointed to exercise the rights attached to a different share or shares held by each member. Where such member appoints more than two (2) proxies, the appointments shall be invalid unless the member specifies the number of shares in relation to which each proxy has been appointed. Such member appointing more than one proxy should annex to the Proxy Form the list of proxies, setting out, in respect of each proxy, the name, address, email address, NRIC/Passport Number and proportion of shareholding (number of Shares and percentage) in relation to which each proxy has been appointed. For the avoidance of doubt, a CPF Agent Bank/SRS Operator who intends to appoint CPF/SRS investors as its proxies shall comply with this note to the Notice of AGM. The appointments shall be invalid unless the member specifies the number of Shares in relation to which each proxy has been appointed in the Proxy Form.

"Relevant intermediary" has the meaning ascribed to it in Section 181 of the Companies Act 1967.

Investors who hold shares through relevant intermediaries as defined in Section 181 of the Companies Act 1967, including investors under the Central Provident Fund and the Supplementary Retirement Scheme ("CPF and SRS Investors"):

(a) may vote live via electronic means at the AGM if they are appointed as proxies by their respective CPF Agent Banks/SRS Operators, and should contact their respective CPF Agent Banks/SRS Operators if they have questions regarding their appointment as proxies; or

(b) should approach their SRS Operators to submit their votes to the Company if they wish to appoint the Chairman of the AGM to act as their proxy, (a) by email to [proxyagm21@hiapseng.com](mailto:proxyagm21@hiapseng.com); or (b) by post, be lodged at the Company's register address at 28 Tuas Crescent Singapore 638719, at least seven (7) working days before the AGM (i.e. by 5.00 p.m. on 23 November 2022).

Such investors (including CPF and SRS Investors) who wish to participate in the AGM should contact the relevant intermediary through which they hold such Shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

The instrument appointing the Chairman of the meeting as proxy must be submitted to the Company in the following manner:

- (a) if in hard copy by post, be lodged at the Company address at 28 Tuas Crescent Singapore 638719; or
- (b) if by email, to [proxyagm21@hiapseng.com](mailto:proxyagm21@hiapseng.com)

in either case, no later than 30 November 2022 by 2.00 p.m, being 48 hours before the time fixed for the AGM.

A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or scanning and sending it by email to the email address provided above. Members are strongly encouraged to submit completed proxy forms electronically via email.

#### **5. No Dispatch of Printed Copies of Annual Report 2020 and Annual Report 2021, Notice of AGM and Proxy Form**

In line with the provisions under the Order, no printed copies of the Annual Report 2020 and Annual Report 2021, Notice of AGM and Proxy Form will be dispatched to the members of the Company.

These documents have been published on SGXNET at the URL <https://www.sgx.com/securities/company-announcements.SGXNET> and made available on the Company's website at the URL <http://www.hiapseng.com>. A member will need an internet browser and PDF reader to view these documents on SGXNet and the Company's website.

Shareholders are advised to regularly check our corporate website at the <http://www.hiapseng.com> for updates on the AGM.

Oon Su Sun and Lin Yueh Hung  
Joint and Several Judicial Managers

17 November 2022

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*The affairs, business and property of the Company are being managed by the Judicial Managers appointed by the High Court of Singapore. The Judicial Managers contract and only act as agents of the Company and disclaim all personal liability of any nature whatsoever for all matters arising out of, in connection with and in respect of the Judicial Management of the Company herein.*