



HIAP TONG CORPORATION LTD

Registration No. 200800657N GST No. M90362102
22 Soon Lee Road, Singapore 628082
TEL: (65) 67795050 FAX: (65) 67770841

ANNUAL GENERAL MEETING TO BE HELD ON 25 SEPTEMBER 2020

1. **Background.** Hiap Tong Corporation Ltd. (the “**Company**”) refers to:
 - (a) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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**”), and as amended by COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
 - (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 and 22 June 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020.
 2. **Date, time and conduct of Annual General Meeting (“AGM”).** The Company is pleased to announce that pursuant to the Order, its AGM will be convened and held by way of electronic means, on **Friday, 25 September 2020 at 3.00 p.m.** (Singapore time).
 3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form will be published on our corporate website and on the SGX website. There will not be printed copies of these documents sent to shareholders.
 4. **No personal attendance at AGM.** Due to the current COVID-19 restriction orders in Singapore, **shareholders will not be able to attend the AGM in person.**
 5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) observing and / or listening to the AGM proceedings via live audio-visual webcast or audio-only means;
 - (b) submitting questions in advance of the AGM; and
 - (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.
- Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.
6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company’s shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF and SRS investors, and who wish to participate in the AGM by:
 - (a) observing and / or listening to the AGM proceedings via live audio-visual webcast or audio-only means;

- (b) submitting questions in advance of the AGM; and / or
- (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) 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.

7. **Annual Report 2020 and Letter to Shareholders.** The Annual Report 2020 and Letter to Shareholders have been published on our corporate website at <https://www.hiaptong.com/> and on the SGX website at <https://www.sgx.com>.
8. **Further information.** Details of the steps for pre-registration, pre-submission of questions and voting at the AGM are set out in the Appendix to this announcement.
9. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Shareholders should check at the URL <https://www.hiaptong.com/> for the latest updates on the status of the AGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling us to hold our AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By order of the Board

Lo Swee Oi
Company Secretary

3 September 2020

This document has been reviewed by the Company's sponsor, CIMB Bank Berhad, Singapore Branch ("Sponsor") in accordance with Rule 226(2)(b) of the Singapore Exchange Securities Trading Limited ("SGX-ST") Listing Manual Section B: Rules of Catalyst. This document has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document. The contact persons for the Sponsor are Mr Yee Chia Hsing, Head, Catalyst, Investment Banking and Mr Ken Lee, Associate Director, Investment Banking, CIMB Bank Berhad, Singapore Branch, at 50 Raffles Place, #09-01 Singapore Land Tower, Singapore 048623, Telephone: +65 6337 5115.

APPENDIX

Steps for pre-registration, pre-submission of questions and voting at the AGM

Shareholders will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or audio-only means via their mobile phones, tablets or computers, submit questions in advance of the AGM and vote by appointing the Chairman of the Meeting as proxy to vote on their behalf at the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre- registration	<p>Shareholders who wish to observe the AGM proceedings through live audio-visual webcast must pre-register at the pre-registration website at https://complete-corp.com.sg/hiaptong-agm/ from 10.00 a.m. on 3 September 2020 till 3.00 p.m. on 22 September 2020 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 12.00 noon on 24 September 2020 (the “Verification Email”) which will contain the login instructions, password, as well as the link to access the Live Webcast and Live Audio Stream of the proceedings of the AGM,</p> <p>Shareholders who do not receive a Verification Email by 12.00 noon on 24 September 2020, but have registered by the 22 September 2020 deadline, should contact Complete Corporate Services Pte Ltd at hiaptong-agm@complete-corp.com.sg for assistance.</p>
2.	Submit questions in advance	<p>Submission of questions. Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at the URL https://complete-corp.com.sg/hiaptong-agm/. Pre-registration commences from 10.00 a.m. on 3 September 2020.</p> <p>(b) By post. Shareholders may also submit their questions by post to the Company’s Share Registrar, RHT Corporate Advisory Pte. Ltd., of 30 Cecil Street, #19-08 Prudential Tower, Singapore 049712. When sending in your questions by post, please also provide us with the following details:</p> <ul style="list-style-type: none"> • your full name; • your address; and • the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).

No.	Steps	Details
		<p>Deadline to submit questions. All questions must be submitted by 10.00 a.m. on 16 September 2020.</p> <p>Addressing questions. We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on our corporate website and on SGXNet prior to the AGM.</p>
3.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who pre-register to observe and / or listen to the AGM proceedings and wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the AGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> (i) if submitted electronically, be submitted via email to hiaptong-agm@complete-corp.com.sg; or (ii) if submitted by post, be lodged with the Company's Polling Agent, Complete Corporate Services Pte Ltd, 10 Anson Road #29-07, International Plaza, Singapore 079903. <p>in either case, by no later than 22 September 2020, 3.00 p.m., being at least 72 hours before the time for holding the AGM.</p> <p>A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before scanning and sending it by email to the email address provided above, or submitting it by post to the address provided above.</p>

No.	Steps	Details
		<p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 3.00 p.m. on 15 September 2020.</p>
4.	<p>Annual General Meeting on Friday, 25 September 2020 at 3.00 p.m.</p>	<ul style="list-style-type: none"> • Follow the instructions in the Verification Email to access the live webcast of the AGM proceedings; or • Call the toll-free telephone number and enter the conference code in the email from the Company to access the live audio-only means of the AGM proceedings.