



**HIAP SENG ENGINEERING LTD
(JUDICIAL MANAGERS APPOINTED)**

Company Reg No: 197100300Z

28 Tuas Crescent, Singapore 638719

Tel: (65) 6897 8082 Fax: (65) 6897 8081

Website: www.hiapseng.com Email: info@hiapseng.com

6 November 2023

Dear Shareholder,

Please note that an upcoming extraordinary general meeting (the “**EGM**”) will be held in person on 28 November 2023 at 2.30 p.m., followed by a meeting of the Shareholders pursuant to an order of Court obtained on 27 October 2023 (the “**Shareholders’ Scheme Meeting**”) at 3.00 p.m. (or as soon thereafter following the conclusion of the EGM to be held in person at 2.30 p.m. on the same day and at the same place (or its adjournment thereof)) (the EGM and the Shareholders’ Scheme Meeting collectively, the “**Meetings**”).

We are pleased to enclose printed copies of the following:

- (a) the Notice of EGM;
- (b) the Notice of the Shareholders’ Scheme Meeting; and
- (c) the Proxy Forms for the EGM and the Shareholders Scheme Meeting.

The Meetings will be held in person, at Conference Room, 28 Tuas Crescent, Singapore 638719. **There will be no option for shareholders to participate virtually.**

As part of the Company’s ongoing effort on sustainability, we will not be sending printed copies of the circular dated 6 November 2023 (which includes the Shareholders’ Scheme and the accompanying Shareholders’ Scheme Explanatory Statement) issued by the Company in connection with the Meetings (the “**Circular**”) to shareholders. Instead, the Circular will be available for download from SGXNet (<https://www.sgx.com/securities/company-announcements>) and the website of the Company (www.hiapseng.com) from the date of this letter. You will need an internet browser and PDF reader to access and view the documents on such website.

We sincerely hope you will join our sustainability efforts and embrace the use of electronic communications. However, if you wish to request for a copy of the Circular to be sent to an address in Singapore by ordinary post or to a specified email address, please complete the Request Form below and return it to us in the following manner:

- (i) if submitted by post, to the Judicial Managers of Hiap Seng Engineering Ltd (Under Judicial Management) c/o 8 Wilkie Rd, #03-08 Wilkie Edge, Singapore 228095; or
- (ii) if submitted electronically, via email to info@hiapseng.com,

in each case, by 21 November 2023 (being seven (7) days prior to the date of the Meetings).

By completing, signing and submitting the Request Form to us, you agree and acknowledge that we/or our service providers may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request for a copy of the Circular.

Yours faithfully

For and on behalf of

Hiap Seng Engineering Ltd (Under Judicial Management)

Tan Hak Jin

Joint Company Secretary

Request Form

To: Hiap Seng Engineering Ltd (Under Judicial Management)

NB: Please tick accordingly and submit this form to us by 21 November 2023.

I/We wish to receive a copy of the Circular.

The shares are held by me via (please tick):

- CDP
- CPF/SRS
- Physical Scrip

Name of Shareholder(s): _____

Singapore mailing address: _____

OR

Email address: _____

Signature(s): _____

Date: _____

(Note: This request is valid for the Circular only. We regret that we will not be able to process any incomplete or improperly completed request.)