



HEETON HOLDINGS LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration Number: 197601387M)

4 April 2023

Dear Shareholders

Annual General Meeting on 26 April 2023

We wish to inform you that the upcoming Annual General Meeting (“AGM”) of Heeton Holdings Limited (“Heeton” or the “Company”) will be on Wednesday, 26 April 2023.

1. Date, time and place of AGM

The AGM will be held in a wholly physical format at the Emerald Suite, Orchid Country Club, 1 Orchid Club Road, Singapore 769162 on Wednesday, 26 April 2023 at 10.00 a.m. **There will be no option for shareholders to participate in the AGM virtually.**

2. Notice of AGM and proxy form

Pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020, printed copies of the notice of AGM and proxy form will not be sent to shareholders. Instead, the notice and proxy form will be sent to the members by electronic means via publication on the Company’s website at the URL <http://www.heeton.com/investor-relations/announcements/> and the SGX website at the URL <http://sgx.com/securities/company-announcements>.

3. Annual Report 2022

In line with Heeton’s sustainability efforts, the Company’s Constitution has been amended to allow documents such as annual reports and circulars to be made available and/or sent to shareholders by electronic means, and we have discontinued the practice of automatically mailing a printed copy of the annual report to the shareholders since 2020. The Company’s annual report for the financial year ended 31 December 2022 is now available to be downloaded from Heeton’s corporate website at <http://www.heeton.com/investor-relations/annual-reports/> under “Annual Report 2022”.

4. Registration in person to attend the AGM

Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies can attend the AGM in person. To do so, they will need to register in person at the registration counter(s) outside the AGM venue on the day of the event. Registration will commence at 9.20 a.m. on that day. Please bring along your NRIC/passport to enable the Company to verify your identity.

5. Questions for the Directors

Shareholders, including CPF and SRS investors, physically attending the AGM will be able to put questions relevant to the proceedings to the Board of Directors during the AGM. Shareholders, including CPF and SRS investors, who will not be attending the AGM and who wish to raise questions relevant to the resolutions to be tabled for approval at the AGM may do so by submitting such questions in advance:

- (a) by email to ir@heeton.com; or
- (b) by post to the office of the Company at 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051.

All questions must be submitted by **10.00 a.m.**, on **Friday, 14 April 2023** and every effort will be made to address them. Responses to questions will be uploaded onto SGX website at the URL <http://sgx.com/securities/company-announcements> and on our corporate website at the URL <http://www.heeton.com/investorrelations/announcements/> on **Thursday, 20 April 2023**. The Company will also

address any subsequent clarifications sought, or follow-up questions, at the AGM in respect of substantial and relevant matters.

We will publish the minutes of the AGM on the Company's website and on SGX website, and the minutes will include the responses to substantial and relevant questions from shareholders which are addressed during the AGM.

6. Voting on the resolutions to be tabled at the AGM (the "Resolutions")

Shareholders who wish to vote on the Resolutions will be able to do so in person at the AGM. Shareholders who will not be present at the AGM and wish to vote on the Resolutions are invited to submit their proxy forms in advance, appointing their proxy/(ies) to attend and vote on his/her/its behalf.

Shareholders who wish to vote by proxy must first download, complete and sign the proxy form before sending it:

- (a) by email to gpc@mncsingapore.com by **10.00 a.m.**, on **Sunday, 23 April 2023**; or
- (b) by post to the office of the Company at 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051, by **10.00 a.m.**, on **Sunday, 23 April 2023**.

Completion and submission of the proxy form by a shareholder will not prevent him/her/it from attending, speaking and voting at the AGM if he/she so wishes. The appointment of the proxy/(ies) for the AGM will be deemed to be revoked if the shareholder attends the AGM in person and in such event, the Company reserves the right to refuse to admit any person or persons appointed under the relevant instrument appointing a proxy/(ies) to the AGM.

CPF or SRS investors who wish to vote by proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **10.00 a.m.**, on **Friday, 14 April 2023**.

Shareholders who hold their shares through Depository Agents will only be able to vote through their nominees, whom they should contact to confirm the arrangements.

7. Key dates for shareholders

Key Dates	Details
4 April 2023	Publication of notice of AGM, proxy form and Annual Report 2022.
10.00 a.m. on Friday, 14 April 2023	Deadline for CPF or SRS investors who wish to vote by proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00 a.m. on Friday, 14 April 2023	Deadline for shareholders to submit questions in advance.
By Thursday, 20 April 2023	Responses to substantial and relevant questions related to the resolutions to be tabled for approval at the AGM will be uploaded on the SGX website and on our corporate website.
10.00 a.m. on Sunday, 23 April 2023	Deadline for shareholders to submit proxy forms by email to gpc@mncsingapore.com or by post to the office of the Company at 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051.
10.00 a.m. on Wednesday, 26 April 2023 (Registration commences at 9.20 a.m.)	Shareholders, including CPF and SRS investors, and (where applicable) duly appointed proxies may attend the AGM in person at the Emerald Suite, Orchid Country Club, 1 Orchid Club Road, Singapore 769162. There will be no option to participate virtually. Please bring along your NRIC/passport to enable the Company to verify your identity.

In the unlikely event that the Company is required to make any changes to the arrangements for the AGM at short notice, details will be uploaded online and shareholders are advised to check the Company's corporate website (www.heeton.com/investor-relations/announcements/) or the Company's announcements to apprise themselves of any change of circumstances.

We would like to thank all shareholders for their interest in Heeton and look forward to your continued support.

Yours faithfully

Toh Giap Eng
Executive Chairman
Heeton Holdings Limited