



**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](http://www.hiapseng.com) Email: [info@hiapseng.com](mailto:info@hiapseng.com)

18 January 2024

Dear Shareholder,

Please note that an upcoming extraordinary general meeting (the “**EGM**”) will be held in person on 2 February 2024 at 2.30 p.m (the “**Meeting**”).

We are pleased to enclose printed copies of the following:

- (a) The Notice of EGM ;and
- (b) Proxy Form for the EGM.

The Meeting will be held in a wholly physical format, 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 copy of the circular dated 18 January 2024 issued by the Company in connection with the Meeting (the “**Circular**”) to shareholders. Instead, the Circular will be available for download from the Company’s website at the URL <https://www.hiapseng.com/press-release.php> and the SGX website at the URL <https://www.sgx.com/securities/company-announcements> from the date of this letter. You will need an internet browser and PDF reader to view the Circular.

We sincerely hope you will join our sustainability efforts and embrace the use of electronic communications. But if you wish to request for a printed 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 matter, **no later than 26 January 2024** (being seven (7) days prior to the date of the Meeting):

- (i) either via email to [info@hiapseng.com](mailto:info@hiapseng.com); or
- (ii) via post to the following address-  
Hiap Seng Engineering Ltd (Under Judicial Management)  
c/o Boardroom Corporate & Advisory Services Pte Ltd  
1 Harbourfront Avenue, Keppel Bay Tower, #14-07, Singapore 098632

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 authorized representative(s)), for the purpose of processing and effecting your request for hard copy of the Circular.

Yours faithfully  
For and on behalf of  
Hiap Seng Engineering Ltd (Under Judicial Management)

Tan Hak Jin  
Joint Company Secretary

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## Request Form

To: Hiap Seng Engineering Ltd (Under Judicial Management)  
c/o Boardroom Corporate & Advisory Services Pte Ltd

NB: Please tick accordingly and submit this form to us by **26 January 2024**.

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

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

- CDP
- CPF/SRS
- Physical Scrip

Name of Shareholder(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_ OR

Email address: \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

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