

ANNUAL GENERAL MEETING TO BE HELD ON 25 APRIL 2023 AT 9.30 A.M. BY WAY OF ELECTRONIC MEANS

1. Introduction

The Board of Directors (the “**Board**” or “**Directors**”) of Hock Lian Seng Holdings Limited (the “**Company**” and together with its subsidiaries, collectively the “**Group**”) refer 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; and
- (c) the joint statement by 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 additional guidance on the conduct of general meetings via electronic means.

2. Date of Annual General Meeting

The Directors wish to inform Shareholders that the Company has issued the Notice of Annual General Meeting (“**AGM**”) dated 6 April 2023 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 25 April 2023 at 9.30 a.m.

3. No Despatch of Printed Copies of Annual Report, Notice of AGM and Proxy Form

In line with the provisions under the Relevant Order, no printed copies of the Company’s annual report for the financial year ended 31 December 2022 (“**Annual Report**”), Notice of AGM and the Proxy Form (collectively, “**Documents**”) in respect of the AGM will be despatched to Shareholders.

The Documents have been uploaded on SGXNET today and can be found at <http://www.sgx.com/securities/company-announcements> and is also available on the Company’s website at www.hlsgroup.com.sg.

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

4. No Physical Attendance at AGM

The AGM of the Company will be held by way of electronic means. Shareholders will not be able to attend the AGM in person. Alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:

- (a) watching or listening to the AGM proceedings via live audio-visual webcast or live audio-only stream;
- (b) submitting questions in advance or during the AGM; and
- (c) voting “live” by the Shareholders or their duly appointed proxy(ies) via electronic means.

Please see paragraph 5 below for these alternative arrangements.

5. Alternative Arrangements

The following are the details regarding alternative arrangements which have been put in place for the AGM:

(a) Registration for Live Webcast

Shareholders may access the live webcast of the AGM proceedings at an online link that will be provided upon pre-registration. The online link will also provide option to submit questions related to resolutions to be approved at the AGM. Pre-registration is available via the Company's website at www.hlsgroup.com.sg ("Investor Relations" page).

Shareholders is required to provide their full name, NRIC/Passport No./Company Registration No. and address for the registration.

Pre-registration to be completed not less than seventy-two (72) hours before the time appointed for the AGM. Only Shareholders of the Company will be able to register to watch the live webcast.

After verification, authenticated shareholders (or their proxies) will receive an email confirmation by 24 April 2023 with necessary password and online link to access the live webcast of the AGM proceedings.

(b) Submission of questions before AGM

Shareholders may submit questions that are related to any resolutions to be tabled for approval at the AGM, Shareholders may send their queries by 9.30 a.m. on 14 April 2023, via email to the Chief Financial Officer at info@hlsroup.com.sg or the online link provide on the Company's website.

When sending in the questions, please provide full name, identification number/registration number and contact number. The Company requires these information to authenticate sender's status as Shareholders, failing which the Company shall be entitled to regard the submission as invalid and not respond to the questions submitted.

The Company will address substantial and relevant questions from Shareholders before the AGM on SGXNET at <http://www.sgx.com/securities/company-announcements> and the Company's website at www.hlsgroup.com.sg.

(c) Submission of questions during AGM

Shareholders (including CPF and SRS Investors) or, where applicable, their appointed proxy(ies) must access the AGM proceedings via the live audio-visual webcast in order to ask questions relating to the ordinary resolution tabled for approval "live" at the AGM, by typing in and submitting their questions through the "live" webcast platform during the AGM within a certain prescribed time limit.

Where there are substantial and relevant questions (which are related to the resolution to be tabled for approval at the AGM) which have not already been addressed prior to the AGM, 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 Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNET and the Company's website. The minutes will include the responses to the questions referred above.

(d) Voting

1. Shareholders may cast their vote in real time via webcast platform with the provided link after successful pre-registration; or
2. Shareholders may also vote at AGM by appointing the Chairman of the AGM as proxy, shareholders must give specific instructions as to their manner of voting, or abstentions from voting, failing which the appointment will be treated as invalid. The Chairman of the meeting, as a proxy, need not be a shareholder of the Company; or

3. Shareholders may also appoint a proxy(ies) (other than the Chairman of the AGM) to vote “live” at the AGM on their behalf, by completing and submitting an instrument appointing a proxy(ies). Shareholders to provide email address of the appointed proxy on the proxy form or by email.

(e) Submission of proxy forms and deadline

Proxy forms must be submitted to the Company by 9.30 a.m. on 22 April 2023, in the following manner:

- (i) Depositing it at the registered office of the Company at 80 Marine Parade Road, #16-08 Parkway Parade, Singapore 449269, or
- (ii) if submitted electronically, be received by the Company at info@hlsgroup.com.sg or main@zicoholdings.com

6. The key dates/deadlines which members should take note of are set out in the table below:

| Key dates | Actions |
|--------------------------------------|--|
| After trading hours on 6 April 2023 | Members may begin to pre-register at the Company’s website at www.hlsgroup.com.sg (“Investor Relations” page). Shareholders is required to provide their full name, NRIC/Passport No./Company Registration No. and address for the registration |
| By 9.30 a.m. on 14 April 2023 | Deadline for members to submit questions related to the resolutions to be tabled for approval in advance (for the Company to response by 19 April 2023) |
| By 5.00 p.m. on 17 April 2023 | Deadline for CPFIS or SRS investors who wish to appoint the proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes |
| After trading hours on 19 April 2023 | The Company to address and publish its responses to those substantial and relevant questions received from members via the Company’s website and SGXNet |
| By 9.30 a.m. on 22 April 2023 | Deadlines for members to: <ul style="list-style-type: none"> • pre-register for Live Webcast; • submit the Corporate Representative Certificate (for corporate members only); and • proxy forms. |
| By 12.00 p.m. on 24 April 2023 | Authenticated members will receive an email on their authentication status and will be able to access the Live Webcast using the account created (the “ Confirmation Email ”) Members who do not receive the Confirmation Email by 12.00 p.m. on 24 April 2023, but have registered by 22 April 2023 deadline should contact the Company via email at info@hlsgroup.com , with the full name of the shareholder and his/her/its identification number/registration number (between 12.00 p.m. to 5.00 p.m. on 24 April 2023). |
| 9.30 a.m. on 25 April 2023 | To access the Live Webcast of the proceedings of the Annual General Meeting with the provided link and OTP |

Important reminder: The Company may be required to change its arrangements for the AGM at short notice, Shareholders are requested to check on the Company's website at www.hlsgroup.com.sg and SGXNet at www.sgx.com/securities/company-announcements for the latest updates on the AGM.

By Order of the Board

Siau Kuei Lian
Company Secretary
Singapore

6 April 2023