



LETTER TO SHAREHOLDERS

Dear Shareholders

SUPPLEMENTARY ADVISORY ON ADDITIONAL MEASURES TO MINIMISE RISKS OF COMMUNITY SPREAD OF COVID-19 AT THE ANNUAL GENERAL MEETING OF THE COMPANY TO BE HELD ON 20 APRIL 2020

This letter supplements the Company's advisory on the "*Measures to Minimise Risks of Community Spread of COVID-19*" set out in the Notice of Annual General Meeting dated 3 April 2020 ("**AGM Notice**"), on page 159 of the Company's annual report for the financial year ended 31 December 2019 ("**Annual Report 2019**"), in respect of the upcoming annual general meeting of the Company scheduled to be held at 10 Tuas South Street 15, Singapore 637076 on Monday, 20 April 2020, at 10.00 a.m. ("**AGM**").

The AGM is an important event in the Company's Corporate Calendar. Normally, we would encourage our shareholders ("**Shareholders**") to attend the AGM as it is an opportunity for the Board of Directors and Management of the Company to meet and engage with Shareholders directly.

This year, however, we are faced with an abnormal situation because of the serious COVID-19 outbreak. Whilst the DORSCON level remains at Orange, the Ministry of Health of Singapore ("**MOH**") announced on 24 March 2020 tighter measures to minimise further spread of COVID-19. On 27 March 2020, the Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020 ("**Regulations**") came into force. Under the Regulations, certain activities and events (e.g. conventions) are prohibited altogether, while attendance for non-prohibited events (including meetings and gatherings) is limited to ten (10) individuals, and safe distancing measures are imposed for non-prohibited events held in public places.

On 31 March 2020, the Accounting and Corporate Regulatory Authority ("**ACRA**"), the Monetary Authority of Singapore ("**MAS**") and Singapore Exchange Regulation ("**SGX RegCo**") had further updated the guidance issued on 19 March 2020 regarding the holding of general meetings amid the COVID-19 outbreak. Earlier on 25 March 2020, ACRA, MAS and SGX RegCo issued a joint statement on safe distancing measures for issuers when conducting meetings, in response to the MOH's advisory on safe distancing measures on 24 March 2020.

In light of these developments, we wish to inform Shareholders that the Company's AGM will proceed in compliance with regulatory requirements and will be conducted in a manner that (a) provides opportunity for Shareholders to ask questions; (b) provides for the AGM to be shown by "live" webcast; and (c) allow for proxy voting.

As part of the measures to minimise risks of community spread of COVID-19, the following additional measures will be imposed by the Company:

1. Not more than ten (10) individuals (including Chairman of the Board, Directors of the Company, Shareholders, professionals and employees) will be allowed at the physical venue of the Company's AGM, subject to health declaration and temperature taking;
2. Shareholders may submit any question they may have in advance in relation to any resolution set out in the AGM Notice by **10.00 a.m. on 17 April 2020** (being not less than seventy-two (72) hours prior to the Company's AGM before the time appointed for holding the AGM) via email to our Investor Relations team at finance@heatec.com.sg. The Company will provide responses to substantial queries and relevant comments from Shareholders at the AGM. Alternatively, Shareholders may also refer to our Annual Reports and Financial Results published on SGXNet and in the "Investor Relations" section of the Company's corporate website at www.heatecholdings.com for information.

HEATEC JIETONG HOLDINGS LTD

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3. A “live” webcast, which allows Shareholders to view the proceeding of the Company’s AGM, will be provided. Shareholders will be updated on the arrangement of the “live” webcast via the SGXNet in due course.
4. In terms of proxy voting, Shareholder must appoint the Chairman of the AGM to act as proxy and direct the voting instructions at the Company’s AGM. The proxy form must be mailed to the Company’s registered office at **10 Tuas South Street 15, Singapore 637076** or email to finance@heatec.com.sg by **10.00 a.m. on 17 April 2020** (being not less than seventy-two (72) hours prior to the Company’s AGM before the time appointed for holding the AGM). The proxy form is attached to the last page of the Annual Report 2019.
5. CPF or SRS investors who wish to appoint the Chairman of the AGM to act as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes to the Company’s registered office at 10 Tuas South Street 15, Singapore 637076 or email to finance@heatec.com.sg at least seven (7) working days before the Company’s AGM.

The Company will publish minutes of the AGM on its corporate website at www.heatechholdings.com, including its responses from Management and the Board of Directors to substantial queries and relevant comments from Shareholders as recommended in the Code of Corporate Governance 2018.

As the COVID-19 situation continues to evolve very quickly and significantly, and has had extraordinarily huge global impact, we wish to advise Shareholders that it is not essential for you to attend the Company’s AGM in person. In fact, to minimise the risk of community spread of COVID-19, **we advise Shareholders to refrain from attending the Company’s AGM** under the present circumstances as long as the DORSCON level remains at Orange, or higher.

We also seek Shareholders’ understanding that further measures and/or changes to the Company’s AGM arrangement may be made according to the guidelines issued by MOH in the ensuing days up to the day of the Company’s AGM. We will post further updates on our corporate website at www.heatechholdings.com.

We recognise that these are unsettling times for all concerned. Your safety and well-being, as always, are our priority.

Thank you for your kind understanding.

Yours faithfully
For and on behalf of the Board of Directors of
Heatec Jietong Holdings Ltd.

Soon Jeffrey
Executive Director and Chief Executive Officer

3 April 2020

This letter to shareholders has been prepared by the Company and its contents have been reviewed by the Company’s sponsor, ZICO Capital Pte. Ltd. (the “Sponsor”), in accordance with Rule 226(2)(b) of the Singapore Exchange Securities Trading Limited (the “SGX-ST”) Listing Manual Section B: Rules of Catalyst.

This letter to shareholders has not been examined or approved by the SGX-ST and the SGX-ST assumes no responsibility for the contents of this letter to shareholders, including the correctness of any of the statements or opinions made or reports contained in this letter to shareholders.

The contact person for the Sponsor is Ms Alice Ng, Director of Continuing Sponsorship, ZICO Capital Pte. Ltd. at 8 Robinson Road, #09-00 ASO Building, Singapore 048544, telephone (65) 6636 4201.