



HIAP TONG CORPORATION LTD

Registration No. 200800657N GST No. M90362102

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INFORMATION ON EXTRAORDINARY GENERAL MEETING ("EGM") TO BE HELD ON 13 JANUARY 2022

1. **Background.** Hiap Tong Corporation Ltd. (the "**Company**") refers to:
 - (a) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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**"), and as amended by COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) (Amendment No. 2) Order 2020, which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
 - (c) the joint statement by the 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 and 1 October 2020) which provides additional guidance on the conduct of general meetings during the period from 27 March 2020 to 30 September 2020 (the "**Checklist**").
 - (d) The Orders were amended on 6 April 2021 to extend the alternative meeting arrangements beyond 30 June 2021 (their previous expiry date), until revoked or amended by Ministry of Law. Accordingly, until such time, issuers including the Company may continue to utilise the Checklist to guide entities on the conduct of their general meetings.
2. **Date, time and conduct of EGM.** The Company is pleased to announce that pursuant to the Order, its EGM will be convened and held by way of electronic means, on **13 January 2022 at 3.00 p.m.** (Singapore time).
3. **Notice of EGM and proxy form.** The Notice of EGM and proxy form will be published on our corporate website and on the SGX website. There will not be printed copies of these documents sent to shareholders.
4. **No personal attendance at EGM.** In view of the current COVID-19 situation and in the light of the advisories issued by the relevant authorities in Singapore as well as the related safe distancing measures in Singapore, **shareholders will not be able to attend the EGM in person.**
5. **Alternative arrangements for participation at the EGM.** Shareholders may participate at the EGM by:
 - (a) observing and / or listening to the EGM proceedings via live audio-visual webcast or audio-only means;
 - (b) submitting questions in advance of the EGM; and
 - (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the EGM. However, CPF/SRS investors who wish to appoint the Chairman as proxy to vote on their behalf should approach their respective CPF Agent Banks or SRS Operators to submit their voting instructions by 3.00 p.m. on 3 January 2022.

Details of the steps for pre-registration, pre-submission of questions and voting at the EGM are set out in the Appendix to this announcement.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold the Company's shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), (other than CPF and SRS investors) and who wish to participate in the EGM by:
 - (a) observing and / or listening to the EGM proceedings via live audio-visual webcast or audio-only means;
 - (b) submitting questions in advance of the EGM; and / or
 - (c) appointing the Chairman of the Meeting as proxy to vote on their behalf at the EGM,should contact the relevant intermediary through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the EGM.
7. **Circular to Shareholders.** The Circular to Shareholders have been published on our corporate website at <https://www.hiaptong.com/> and on the SGX website at <https://www.sgx.com>.
8. **Further information.** Details of the steps for pre-registration, pre-submission of questions and voting at the EGM are set out in the Appendix to this announcement.
9. **Important reminder.** Due to the constantly evolving COVID-19 situation in Singapore, we may be required to change our arrangements for the EGM at short notice. Shareholders should check at the URL <https://www.hiaptong.com/> for the latest updates on the status of the EGM.

The Company would like to thank all shareholders for their patience and co-operation in enabling us to hold our EGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By order of the Board

Lo Swee Oi
Company Secretary

28 December 2021

This document has been reviewed by the Company's Sponsor, PrimePartners Corporate Finance Pte. Ltd. (the "Sponsor"). It has not been examined or approved by the Singapore Exchange Securities Trading Limited (the "Exchange") and the Exchange assumes no responsibility for the contents of this document, including the correctness of any of the statements or opinions made or reports contained in this document.

The contact person for the Sponsor is Ms Lim Hui Ling, 16 Collyer Quay, #10-00 Income at Raffles, Singapore 049318, sponsorship@ppcf.com.sg.

APPENDIX

Steps for pre-registration, pre-submission of questions and voting at the EGM

Shareholders will be able to observe and/or listen to the EGM proceedings through a live audio-visual webcast or audio-only means via their mobile phones, tablets or computers, submit questions in advance of the EGM and vote by appointing the Chairman of the Meeting as proxy to vote on their behalf at the EGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Pre-registration	<p>Shareholders who wish to observe the EGM proceedings through live audio-visual webcast must pre-register at the pre-registration website at https://us02web.zoom.us/webinar/register/WN_qEf2t6W3QpWUxCaboPG8ng from 10.00 a.m. on 29 December 2021 till 3.00 p.m. on 10 January 2022 to enable the Company to verify their status as shareholders.</p> <p>Following the verification, authenticated shareholders will receive an email by 12.00 noon on 12 January 2022 (the “Verification Email”) which will contain the login instructions, password, as well as the link to access the Live Webcast and Live Audio Stream of the proceedings of the EGM.</p> <p>Shareholders who do not receive a Verification Email by 12.00 noon on 12 January 2022, but have registered by the 10 January 2022 deadline, should contact Hiap Tong Corporation Ltd. at administrator@hiaptong.sg.</p>
2.	Submit questions in advance	<p>Submission of questions. Shareholders can submit questions related to the resolution to be tabled for approval at the EGM to the Chairman of the Meeting, in advance of the EGM, in the following manner:</p> <p>(α) Via pre-registration website. Shareholders who pre-register to observe and/or listen to the EGM proceedings may submit their questions via the pre-registration website at the URL https://us02web.zoom.us/webinar/register/WN_qEf2t6W3QpWUxCaboPG8ng. Pre-registration commences from 10.00 a.m. on 29 December 2021.</p> <p>(β) By post. Shareholders may also submit their questions by post to the Company at 22 Soon Lee Road, Singapore 628082. When sending in your questions by post, please also provide us with the following details:</p> <p>(γ) your full name;</p> <p>(δ) your address; and</p> <p>(ε) the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).</p>

No.	Steps	Details
		<p>Deadline to submit questions. All questions must be submitted by 10.00 a.m. on 4 January 2022.</p> <p>Addressing questions. We will endeavour to address substantial and relevant questions received from shareholders by publishing our responses to questions on our corporate website and on SGXNet prior to the EGM.</p>
3.	Submit proxy forms to vote	<p>Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who pre-register to observe and / or listen to the EGM proceedings and wish to vote on the resolutions to be tabled at the EGM must appoint the Chairman of the Meeting as their proxy to vote on their behalf at the EGM, in accordance with the instructions on the proxy form.</p> <p>Specific voting instructions to be given. Where shareholders (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms. Proxy forms must be submitted in the following manner:</p> <ul style="list-style-type: none"> (i) if submitted electronically, be submitted via email to administrator@hiaptong.sg; or (ii) if submitted by post, be lodged with Hiap Tong Corporation Ltd., 22 Soon Lee Road, Singapore 628082. <p>in either case, by no later than 10 January 2022, 3.00 p.m., being at least 72 hours before the time for holding the EGM.</p> <p>A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before scanning and sending it by email to the email address provided above, or submitting it by post to the address provided above.</p>

No.	Steps	Details
		<p>In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for shareholders to submit completed proxy forms by post, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 3.00 p.m. on 3 January 2022.</p>
4.	<p>Extraordinary General Meeting on 13 January 2022 at 3.00 p.m.</p>	<ul style="list-style-type: none"> • Follow the instructions in the Verification Email to access the live webcast of the EGM proceedings; or • Call the toll-free telephone number and enter the conference code in the email from the Company to access the live audio-only means of the EGM proceedings.