

HONG FOK CORPORATION LIMITED

(Company Registration No: 196700468N)
Incorporated in the Republic of Singapore

ANNUAL GENERAL MEETING TO BE HELD ON 27 APRIL 2022

The board of directors of Hong Fok Corporation Limited (the “**Company**”) refers to:

- (a) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (as amended) (the “**Order**”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
- (b) 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, 1 October 2020 and 4 February 2022) which provides additional guidance on the conduct of general meetings amid the evolving COVID-19 situation.

In compliance with the Order, the fifty-fourth annual general meeting (“**AGM**”) of the Company will be held by way of electronic means on Wednesday, 27 April 2022 at 10.30 a.m..

Pursuant to the Order, the Company will implement alternative arrangements relating to attendance at the AGM by electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or audio-only means), submission of questions to the Chairman of the Meeting in advance of the AGM, addressing of substantial and relevant questions prior to the AGM and voting by appointing the Chairman of the Meeting as proxy to vote at the AGM.

The Company wishes to highlight to all members the following important information regarding the AGM, which members are advised to take note of.

IMPORTANT INFORMATION

I. **To Access the Live Webcast and Audio-Only Means, and the Registration Process**

In connection with the current COVID-19 pandemic, a member will not be able to attend the AGM in person. Members may watch the AGM proceedings through a live webcast using their computers, tablets or mobile phones or listen to the AGM proceedings using their phones.

To access the live audio-visual webcast and/or the audio-only means, members need to register by no later than 24 April 2022, 10.30 a.m. being 72 hours before the time fixed for the AGM (“**Registration Deadline**”) to enable the Company to verify their status. Authenticated members will receive an email a day before the AGM, containing the link and the telephone number through which the live webcast and the audio-only means can be accessed, and the login details and credentials.

Members can register by clicking on the link below and we advise all members to register as early as possible.

<https://conveneagm.sg/hongfok-agm-registration>

Members are advised to also check the Junk folder of their emails in case the emails are directed there instead of Inbox.

Members who registered by the Registration Deadline but do not receive an email response by 26 April 2022, 10.30 a.m. may contact our Share Registrar by email at main@zicoholdings.com.

II. To Vote at the AGM

As the Company does not allow real-time remote electronic voting through an electronic voting system to take place at the AGM, a member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM. Please note that a member may not vote at the AGM otherwise than by way of appointing the Chairman of the Meeting as the member's proxy. Printed copies of the proxy form for the AGM will not be sent to members. Instead, the proxy form for the AGM will be sent to members by electronic means via the Company's website at <http://hongfok.listedcompany.com/> and on the SGX website at <https://www.sgx.com/securities/company-announcements>.

Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it 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.

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 14 April 2022, 10.30 a.m..

The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:

- (i) if submitted by post, be lodged with the Company's Share Registrar, B.A.C.S. Private Limited, 77 Robinson Road #06-03, Robinson 77, Singapore 068896; or
- (ii) if submitted electronically, be submitted via email to the Company's Share Registrar at main@zicoholdings.com or via the website at <https://conveneagm.sg/hongfok-agm-registration>.

in either case, by no later than 25 April 2022, 10.30 a.m., being at least 48 hours before the time for holding the AGM.

A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided in sub-paragraph (i) above, or before scanning and sending it electronically by email to the email address provided in sub-paragraph (ii) above or via the website at <https://conveneagm.sg/hongfok-agm-registration>.

In connection with the current COVID-19 pandemic, which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically.

III. To Submit Questions

A member who wishes to raise any matters at the AGM must submit such matters or any questions related to the AGM via email to the Company at ir@hongfok.com.sg or by post to 300 Beach Road #41-00, The Concourse, Singapore 199555. Members are required to submit the matters they wish to be heard on and/or their questions no later than 18 April 2022, 10.30 a.m..

When sending in your questions via email or by post, please also provide us with the following details:

- your full name;
- your address;
- number of shares held; and
- the manner in which you hold shares (e.g., via CDP, CPF or SRS).

We will address all substantial and relevant questions received from members no later than 22 April 2022, 10.30 a.m., being at least 72 hours prior to the closing date and time for the lodgment of the proxy forms by publishing our responses before the AGM on the Company's website and on SGXNet.

IV. Others

The Annual Report 2021 and the Addendum dated 5 April 2022 in relation to the proposed renewal of the share purchase mandate are published on the Company's website at <http://hongfok.listedcompany.com/> and on the SGX website at <https://www.sgx.com/securities/company-announcements>. Printed copies of these documents will NOT be despatched to shareholders.

Due to the COVID-19 situation in Singapore, we may be required to change our arrangements for the AGM at short notice. Members are therefore encouraged to check regularly the SGX website at <https://www.sgx.com/securities/company-announcements> or the Company's website for the latest updates on the Company's AGM.

By Order of the Board

Lo Swee Oi
Koh Chay Tiang
Company Secretaries

Singapore
5 April 2022