

---

## NOTICE OF EXTRAORDINARY GENERAL MEETING

---

**HOE LEONG CORPORATION LTD.**  
(Incorporated in the Republic of Singapore)  
(Company Registration Number: 199408433W)

### NOTICE OF EXTRAORDINARY GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that an extraordinary general meeting (the "**EGM**") of the shareholders ("**Shareholders**") of Hoe Leong Corporation Ltd. (the "**Company**") will be convened and held by way of electronic means (see Notes 1 to 8) (via LIVE WEBCAST and AUDIO ONLY MEANS) on 10 August 2022 at 2.00 p.m. for the purposes of considering and, if thought fit, passing (with or without modifications) the following resolution:-

*Unless otherwise defined or the context otherwise requires, all capitalised terms herein shall bear the same meaning as used in the circular dated 26 July 2022 issued by the Company (the "Circular").*

### ORDINARY RESOLUTION – THE PROPOSED ADOPTION OF THE PLAN

#### THAT:-

- (1) the Plan, the details of and Rules of which are set out in the Circular and under which Awards of fully-paid shares may be granted to selected Participants, be and is hereby approved and adopted with effect from Completion;
- (2) the Directors of the Company or the remuneration committee be and are hereby authorised to:-
  - (a) establish and administer the Plan;
  - (b) modify or amend the Plan from time to time, provided that such modification or amendment is effected in accordance with the provisions of the Plan and to do all such acts and to enter into all such transactions, arrangements and agreements as may be necessary or expedient in order to give full effect to the Plan; and
  - (c) offer and grant Awards in accordance with the Rules of the Plan and to issue such number of fully-paid new Shares and/or transfer such number of existing shares held in treasury, free of charge, as may be required to be delivered from time to time pursuant to the Vesting of Awards under the Plan; and
- (3) the Directors be and are hereby authorised to complete and do all such acts and things (including executing such documents and approving any amendments, alterations or modifications to any documents as may be required) as they may consider expedient or necessary to give effect to this ordinary resolution as they or each of them may in their or each of their absolute discretion deem fit in the interests of the Group.

By Order of the Board  
**HOE LEONG CORPORATION LTD.**

Liew Yoke Pheng Joseph  
Executive Chairman and Chief Executive Officer

26 July 2022

---

## NOTICE OF EXTRAORDINARY GENERAL MEETING

---

### Important Notice from the Company on COVID-19

As the COVID-19 situation continues to evolve, the Company is closely monitoring the situation, including any precautionary measures which may be required or recommended by government agencies to minimise the risk of community spread of COVID-19. **Shareholders should note that the Company may be required (including at short notice) to make further changes to its EGM arrangements as the situation evolves, and Shareholders are advised to keep abreast of any such changes as may be announced by the Company as may be made from time to time on SGXNET.**

The Company apologises for any inconvenience caused and seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19. The Company, Group, officers and employees shall have no liability whatsoever to Shareholders, corporate representatives or any other attendees arising out of or in connection with the Company taking precautionary measures at the Company's discretion in response to the COVID-19 situation.

#### Notes:-

##### 1. **Alternative Arrangements**

Please refer to paragraph 10 of the Circular setting out alternative arrangements relating to, *inter alia*, attendance, submission of questions in advance and/or voting by proxy at the EGM. The Circular has been uploaded together with this Notice on SGXNet and the Company's designated website on the same day.

In particular:-

##### **(a) "Live" audio-visual webcast and "live" audio-only stream**

The EGM will be held by electronic means. Shareholders and investors holding shares in the Company through relevant intermediaries (as defined in Section 181 of the Companies Act) ("**Investors**") (including CPF Investors and SRS Investors) will be able to (i) watch these proceedings through a "live" audio-visual webcast via their mobile phones, tablets or computers, or (ii) listen to these proceedings through a "live" audio-only stream.

In order to do so, Shareholders and Investors must follow the following steps:-

- (1) Those who wish to watch the "live" audio-visual webcast or listen to the "live" audio-only stream must pre-register by 2.00 p.m. of 7 August 2022 by email to [contact@hoeleong.com](mailto:contact@hoeleong.com). Shareholders shall include the following particulars in the email: Full name, NRIC/ Passport numbers, company registration number and number of shares held).
- (2) Upon authentication of their status as Shareholders and Investors will receive an email confirmation by 5.00 p.m. of 8 August 2022 and will be able to access the webcast and audio feed of the EGM proceedings using their login credentials created during preregistration.
- (3) Those who do not receive an email by 5.00 p.m. of 8 August 2022, but who have registered by the registration deadline, should contact the Company at 6463 8666 or [contact@hoeleong.com](mailto:contact@hoeleong.com) for assistance.

---

## NOTICE OF EXTRAORDINARY GENERAL MEETING

---

Members who are watching the live webcast will not be able to vote online.

**(b) Prior submission of questions**

Shareholders may submit questions or matters related to the resolution to approve the Proposed Adoption of the Plan by 5.00 p.m. of 2 August 2022 via the following email: [contact@hoeleong.com](mailto:contact@hoeleong.com).

Members will not be able to ask questions at the EGM "live" during the audio-visual webcast or audio-only stream.

**(c) Voting by proxy only**

Shareholders and Investors will not be able to attend the EGM in person or vote online at the EGM. Shareholders (whether individual or corporate) must vote by proxy only and appoint **only the Chairman of the EGM** to act as proxy and direct the vote at the EGM. A member (whether individual or corporate) appointing the Chairman of the EGM as proxy must give specific instructions as to his/her/its manner of voting, or abstentions from voting, in the proxy form, failing which the appointment will be treated as invalid.

All Shareholders are encouraged to complete, sign and return the enclosed Proxy Form attached to this Circular in accordance with the instructions printed thereon as soon as possible and, in any event, so as to reach (a) by email to [contact@hoeleong.com](mailto:contact@hoeleong.com) or (b) by post to the Company's registered address at 6 Clementi Loop #01-11 Singapore 129814, not later than 2.00 p.m. of 7 August 2022 (being 72 hours before the time fixed for the EGM).

**In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed Proxy Forms by post, members are strongly encouraged to submit completed Proxy Forms electronically via email.**

CPF Investors and SRS Investors who wish to appoint the Chairman of the EGM as their proxy should approach their respective CPF agent banks and SRS operators to submit their votes no later than 28 July 2022, being seven (7) working days before the date of the EGM. CPF Investors and SRS Investors should not directly appoint the Chairman as proxy to direct the vote. The Proxy Form is not valid for use by CPF and SRS Investors and shall be ineffective for all intents and purposes if used or purported to be used by them.

If the member is a corporation, the instrument appointing the proxy must be given under its common seal or signed on its behalf by an attorney or a duly authorised officer of the corporation.

2. The Chairman of the EGM, as proxy, need not be a member of the Company.
3. In the case of Shares entered in the Depository Register, the Company may reject any instrument appointing the Chairman of the EGM as proxy lodged if the member, being the appointor, is not shown to have Shares entered against his name in the Depository Register as at 72 hours before the time appointed for holding the EGM, as certified by The Central Depository (Pte) Limited to the Company.

---

## NOTICE OF EXTRAORDINARY GENERAL MEETING

---

4. The Circular, this Notice of EGM and the Proxy Form have been made available on SGXNet. A printed copy of these documents will NOT be despatched to Shareholders.

### **PERSONAL DATA PRIVACY**

By submitting a proxy form appointing the Chairman of the EGM as proxy to attend, speak and vote at the EGM and/or any adjournment thereof, and/or by registering to attend the "live" audio-visual webcast and/or "live" audio-only stream of the EGM as detailed in paragraph 10 of the Circular, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing, administration and analysis by the Company (or its agents or service providers) of the appointment of the Chairman of the EGM as proxy for the EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, proxy lists, minutes and other documents relating to the EGM (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents or service providers), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents or service providers) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.