## **PROXY FORM**

# HONG LAI HUAT GROUP LIMITED

(Incorporated in the Republic of Singapore) (Company Registration No. 199905292D)

# **PROXY FORM Extraordinary General Meeting**

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### IMPORTANT:

- Due to the current COVID-19 situation in Singapore, members will not be allowed to attend the Extraordinary General Meeting in person. The Extraordinary General Meeting is being convened, and will be held, by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Extraordinary General Meeting if such member wishes to exercise his/her/its voting rights at the Extraordinary General Meeting.
- Alternative arrangements relating to attendance at the Extraordinary General Alternative arrangements relating to attendance at the Extraordinary General Meeting via electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the Extraordinary General Meeting, addressing of substantial and relevant questions at or prior to the Extraordinary General Meeting and voting by appointing the Chairman of the Meeting as proxy at the Extraordinary General Meeting, are set out in the accompanying Company's announcement dated 1 February 2021. The announcement, which has been uploaded together with the Circular, may be accessed at the Company's website at the URL <a href="https://www.sgx.com/securities/company-announcements">www.honglaihuatgroup.com/extraordinary-general-meeting/</a>, and is also available on the SGX-ST website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a>. A printed copy of URL https://www.sgx.com/securities/company-announcements. A printed copy of the Circular (together with the Notice of Extraordinary General Meeting and the Proxy Form) will NOT be despatched to members.
- For CPFIS Members or SRS Investors, this form of proxy is not valid for use and shall be ineffective for all intents and purposes if used or purported to be used by them. CPFIS Members or SRS Investors who wish to appoint the Chairman of the Extraordinary General Meeting as proxy should approach their respective approved CPF agent banks or SRS Approved Banks to submit their votes by 10 February 2021 at 9.00 a.m., being at least seven (7) working days before the Extraordinary General Meeting.
- By submitting an instrument appointing the Chairman of the Meeting as proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Extraordinary General Meeting dated 1 February 2021.
- Please read the notes overleaf which contain instructions on, amongst others, the appointment of the Chairman of the Meeting as a member's proxy to attend, speak and vote on his/her/its behalf at the Extraordinary General Meeting.

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oting will be conducted by poll. If you wish the Chairman of the Meetin gainst" a resolution, please indicate with an "X" in the "For" or "Against ternatively, please indicate the number of votes "For" or "Against" in solution. If you wish the Chairman of the Meeting as your proxy to dicate with an "X" in the "Abstain" box provided in respect of that rumber of shares that the Chairman of the Meeting as your proxy is directly in the shares that the Chairman of the Meeting as your proxy is directly in the shares that the Chairman of the Meeting as your proxy is directly in the shares that the Chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of the Meeting as your proxy is directly in the shares that the chairman of th	st" box provided the "For" or "Ag abstain from vo resolution. Alteri	in respect of gainst" box in oting on a responsitively, pleas	that resolution respect of that olution, please se indicate the
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#### Notes:

- If the member has shares entered against his/her/its name in the Depository Register (maintained by The Central Depository (Pte) Limited), he/she/it should insert that number of shares. If the member has shares registered in his/her/its name in the Register of Members (maintained by or on behalf of the Company), he/she/it should insert that number of shares. If the member has shares entered against his/her/its name in the Depository Register and shares registered in his/her/its name in the Register of Members, he should insert the aggregate number of shares. If no number is inserted, this form of proxy will be deemed to relate to all the shares held by the member.
- 2. Due to the current COVID-19 situation in Singapore, members will not be allowed to attend the Extraordinary General Meeting in person. The Extraordinary General Meeting is being convened, and will be held, by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Extraordinary General Meeting if such member wishes to exercise his/her/its voting rights at the Extraordinary General Meeting. This form of proxy may be accessed at the Company's website at the URL www.honglaihuatgroup.com/extraordinary-general-meeting/, and will also be made available on the SGX-ST website at the URL https://www.sgx.com/securities/company-announcements.

For CPFIS Members or SRS Investors, this form of proxy is not valid for use and shall be ineffective for all intents and purposes if used or purported to be used by them. CPFIS Members or SRS Investors who wish to appoint the Chairman of the EGM as proxy should approach their respective approved CPF agent banks or SRS Approved Banks to submit their votes by 10 February 2021 at 9.00 a.m., being at least seven (7) working days before the Extraordinary General Meeting.

- 3. 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 form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.
- 4. The Chairman of the Meeting, as proxy, need not be a member of the Company.
- 5. The instrument appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:
  - (i) if sent by post, be lodged at the office of the Share Registrar, B.A.C.S. Private Limited, at 8 Robinson Road, #03-00 ASO Building, Singapore 048544; or
  - (ii) if submitted electronically, be submitted via email to the Company's Share Registrar at main@zicoholdings.com,

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### HONG LAI HUAT GROUP LIMITED

1 Gateway Drive #20-12/13 Westgate Tower Singapore 608531

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in either case not less than 48 hours before the time appointed for the Extraordinary General Meeting.

A member who wishes to submit an instrument of proxy must first download (where necessary), complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above. In the alternative, a member may download, complete and authorise the proxy form by way of the affixation of an electronic signature, before sending it by email to the email address provided above.

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.

Where the instrument appointing the Chairman of the Meeting as proxy is sent by post, it must be under the hand of the appointor or of his attorney duly authorised in writing and where such instrument is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised. Where the instrument appointing the Chairman of the Meeting as proxy is submitted electronically, it must be authorised in the following manner:

- (i) by way of the affixation of an electronic signature by the appointor or of his attorney duly authorised in writing or, as the case may be, an officer or duly authorised attorney of a corporation; or
- (ii) by way of the appointor or his duly authorised attorney or, as the case may be, an officer or duly authorised attorney of a corporation signing the instrument under hand and submitting a scanned copy of the signed instrument by email.

Where an instrument appointing the Chairman of the Meeting as proxy is signed or, as the case may be, authorised on behalf of the appointor by an attorney, the letter or power of attorney or a duly certified copy thereof must (failing previous registration with the Company), if the instrument appointing the Chairman of the Meeting as proxy is sent by post, be lodged with the instrument of proxy or, if the instrument appointing the Chairman of the Meeting as proxy is submitted electronically via email, be emailed with the instrument of proxy, failing which the instrument may be treated as invalid.

6. The Company shall be entitled to reject the instrument appointing the Chairman of the Meeting as proxy if it is incomplete, improperly completed or illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing the Chairman of the Meeting as proxy (including any related attachment). In addition, in the case of shares entered in the Depository Register, the Company may reject any instrument appointing the Chairman of the Meeting 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 Extraordinary General Meeting, as certified by The Central Depository (Pte) Limited to the Company.