



**HONG LAI HUAT GROUP LIMITED**  
(Incorporated in the Republic of Singapore)  
No. 199905292D

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This booklet contains the following:

**Notice of Annual General Meeting**  
**Proxy Form**  
**Request Form**

# HONG LAI HUAT GROUP LIMITED

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

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Annual General Meeting of the Company will be held at Raffles Town Club, 1 Plymouth Avenue Singapore 297753 on Tuesday, 30 April 2024 at 10.30 a.m. to transact the following businesses as set out below.

### AS ORDINARY BUSINESS

1. To receive, consider and adopt the Directors' Statement and Audited Financial Statements for the year ended 31 December 2023 and the Auditor's Report thereon. **(Resolution 1)**
2. To re-elect Mr Lien We King, an Independent Director, who retires in accordance with Regulation 89 of the Company's Constitution and who being eligible, offers himself for re-election. **(Resolution 2)**
3. To re-elect Dr. Lee Bee Wah, an Independent Director, who retires in accordance with Regulation 88 of the Company's Constitution and who being eligible, offers herself for re-election. **(Resolution 3)**
4. To note that Dr. Wang Kai Yuen, an independent Director, who retires in accordance with Regulation 89 of the Company's Constitution has decided not to seek re-election.
5. To re-appoint Messrs Baker Tilly TFW LLP as Auditors of the Company and to authorise the Directors to fix their remuneration. **(Resolution 4)**
6. To transact any other business which may be properly transacted at an Annual General Meeting.

### AS SPECIAL BUSINESS

To consider and, if thought fit, to pass with or without modifications, the following resolutions which will be proposed as Ordinary Resolutions:

7. To approve the payment of Directors' Fees of \$130,640 for the financial year ended 31 December 2023 (2022 S\$121,868) [See Explanatory Note (i)] **(Resolution 5)**
8. Authority to issue shares **(Resolution 6)**

That pursuant to Section 161 of the Companies Act 1967 of Singapore ("Companies Act") and Rule 806 of the Listing Manual of the Singapore Exchange Securities Trading Limited ("SGX-ST"), authority be and is hereby given to the Directors of the Company to:

- (a) (i) issue shares of the Company ("Shares") (including the issue of shares and convertible securities) whether by way of rights, bonus or otherwise; and/or
- (ii) make or grant offers, agreements or options (collectively, "Instruments") which would or which might require Shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) options, warrants, debentures or other instruments convertible into Shares,
- (b) (notwithstanding the authority conferred by this Resolution may have ceased to be in force) issue Shares in pursuance of any Instruments made or granted by the Directors while this Resolution was in force,

PROVIDED ALWAYS THAT:

- (i) the aggregate number of Shares (including shares to be issued in pursuance of Instruments made or granted pursuant to this Resolution shall not exceed 50% of the total number of issued Shares (excluding treasury shares and subsidiary holdings) of the Company (as calculated in accordance with sub-paragraph (ii) below), of which the aggregate number of Shares to be issued other than on a pro rata basis to existing shareholders must not exceed twenty percent (20%) of the total number of issued Shares (excluding treasury shares and subsidiary holdings, if any) of the Company (as calculated in accordance with sub-paragraph (ii) below); and

(ii) (subject to such manner of calculation as may be prescribed by the SGX-ST) for the purpose of determining the aggregate number of Shares that may be issued under sub-paragraph (i) above, the percentage of issued Shares shall be based on the total number of issued Shares (excluding treasury shares and subsidiary holdings) at the time of passing of this Resolution, after adjusting for:

(a) new Shares arising from the conversion or exercise of convertible securities or share options or vesting of share awards which were issued and are outstanding or subsisting at the time of this Resolution is passed; and

(b) any subsequent bonus issues, consolidation or subdivision of Shares;

and, in paragraph (i) above and this paragraph (ii), “subsidiary holdings” has the meaning given to it in the Listing Manual of SGX-ST;

(iii) in exercising the authority conferred by this Resolution, the Company shall comply with the provisions of the Listing Manual of SGX-ST for the time being in force (unless such compliance has been waived by the SGX-ST), all applicable legal requirements under the Companies Act and the Constitution of the Company; and

(iv) such authority shall (unless varied or revoked by the Company in the general meeting) continue in force until the conclusion of the next annual general meeting of the Company or the date by which the next general meeting of the Company is required by law to be held, whichever is the earlier.

[See Explanatory Note (ii)]

9. Authority to grant options and to allot and issue shares under HLH Employee Share Option Scheme 2017 **(Resolution 7)**

That authority be and is hereby given to the Directors to offer and grant options in accordance with the rules of HLH Employee Share Option Scheme 2017 and pursuant to Section 161 of the Companies Act and to deliver existing shares (including treasury shares, if any) and allot and issue from time to time such number of new shares as may be required to be transferred or allotted and issued pursuant to the exercise of the options under the HLH Employee Share Option Scheme 2017.

[See Explanatory Note (iii)]

10. Authority to grant awards and to allot and issue shares under HLH Performance Share Plan 2017 **(Resolution 8)**

That authority be and is hereby given to the Directors to grant awards in accordance with the rules of HLH Employee Performance Share Plan 2017 and pursuant to Section 161 of the Companies Act and to deliver existing shares (including treasury shares, if any) and allot and issue from time to time such number of new shares as may be required to be transferred or allotted and issued pursuant to the release of awards under the HLH Performance Share Plan 2017.

[See Explanatory Note (iv)]

11. Proposed renewal of the Share Purchase Mandate **(Resolution 9)**

That:

(a) for the purposes of Sections 76C and 76E of the Companies Act, the exercise by the Directors of all the powers of the Company to purchase or otherwise acquire from time to time issued ordinary shares in the capital of the Company (the “Shares”), not exceeding in aggregate the Prescribed Limit (as hereinafter defined), at such price or prices as may be determined by the directors from time to time up to the Maximum Price (as hereinafter defined), whether by way of:

(i) on-market purchases (each a “Market Purchase”) effected on the SGX-ST through one or more duly licensed dealers appointed by the Company for that purpose; and/or

- (ii) off-market purchases (each an “Off-Market Purchase”) effected in accordance with any equal access scheme(s) as may be determined or formulated by the Directors as they may consider fit, which scheme(s) shall satisfy all the conditions prescribed by the Companies Act and otherwise in accordance with all other laws and regulations and rules of the SGX-ST,

be and is hereby authorised and approved generally and unconditionally (the “Share Purchase Mandate”);

- (b) unless varied or revoked by the Company in general meeting, the authority conferred on the Directors pursuant to the Share Purchase Mandate may be exercised by the Directors at any time and from time to time during the period commencing from the date of the passing of this Ordinary Resolution, and expiring on the earlier of:-

- (i) the date on which the next annual general meeting of the Company is held; or
- (ii) the date by which the next annual general meeting of the Company is required by law to be held; or
- (iii) the date on which the purchases of Shares by the Company pursuant to the Share Purchase Mandate are carried out to the full extent mandated;

- (c) in this Resolution:-

“Maximum Price” in relation to a Share to be purchased or acquired, means an amount (excluding brokerage, stamp duties, commission, applicable goods and services tax and other related expenses) not exceeding:-

- (i) in the case of a Market Purchase, 105% of the Average Closing Price; and
- (ii) in the case of an Off-Market Purchase, 120% of the Average Closing Price,

where:

“Average Closing Price” means the average of the closing market prices of a Share over the last 5 Market Days (“Market Day” being a day on which the SGX-ST is open for securities trading), on which transactions in the Shares were recorded on the SGX-ST, before the day on which the Market Purchase was made or, as the case may be, before the date of making an announcement by the Company of an offer for an Off-Market Purchase, and deemed to be adjusted for any corporate action that occurs after the relevant 5 Market Days;

“Prescribed Limit” means 10% of the total number of issued Shares as at the date of passing of this Resolution (excluding treasury shares and subsidiary holdings (as defined in the Listing Manual of the SGX-ST)); and

- (d) the Directors of the Company and/or any of them be and are hereby authorised to complete and do all such acts and things as they and/or he may consider necessary, desirable, expedient, incidental or in the interests of the Company to give effect to the transactions contemplated and/or authorised by this Resolution.

[See Explanatory Note (v)]

Detailed information on the Directors who are proposed to be re-elected can be found under the sections entitled “Board of Directors” in the 2023 Annual Report of the Company and “Supplemental Information on Directors Seeking Re-election at the Annual General Meeting”.

BY ORDER OF THE BOARD

Liew Meng Ling  
Company Secretary  
Date: 15 April 2024  
Singapore

## Explanatory Notes:

- (i) Ordinary Resolution 5 set out under the Special Business above, if passed, will authorize the payment of Directors' Fees of \$130,640 for the financial year ended 31 December 2023.
- (ii) Ordinary Resolution 6 set out under Special Business above, if passed, will empower the Directors of the Company from the date of the Meeting until the next AGM (unless such authority is revoked or varied at a general meeting), to issue Shares and/or make or grant Instruments that might require Shares to be issued pursuant to such Instruments, up to a limit of 50% of the total number of issued Shares of the Company (excluding treasury shares and subsidiary holdings) with a sub-limit of 20% for issues other than on a pro rata basis, calculated as described in the Resolution.
- (iii) Ordinary Resolution 7 if passed, will empower the Directors of the Company from the date of this Meeting until the date of the next Annual General Meeting of the Company, or the date by which the next Annual General Meeting of the Company is required by law to be held or such authority is varied or revoked by the Company in a general meeting, whichever is the earlier, to offer and grant options in accordance with the rules of the HLH Employee Share Option Scheme 2017 (the "Scheme") and pursuant to Section 161 of the Companies Act and to issue shares from time to time as may be required pursuant to the exercise of the options under the Scheme. The Scheme was first approved by the Shareholders at the Extraordinary General Meeting held on 28 April 2017. Details of the Scheme may also be found in the Circular to Shareholders dated 12 April 2017.
- (iv) Ordinary Resolution 8, if passed, will empower the Directors of the Company from the date of this Meeting until the date of the next Annual General Meeting of the Company, or the date by which the next Annual General Meeting of the Company is required by law to be held or such authority is varied or revoked by the Company in a general meeting, whichever is the earlier, to grant awards in accordance with the rules of the HLH Employee Performance Share Plan 2017 (the "Plan"), and pursuant to Section 161 of the Companies Act and to issue shares from time to time as may be required pursuant to the release of awards under the Plan. The Plan was first approved by the Shareholders at the Extraordinary General Meeting held on 28 April 2017. Details of the Plan may also be found in the Circular to Shareholders dated 12 April 2017.
- (v) Ordinary Resolution 9, if passed, will renew the mandate to permit the Company to purchase or otherwise acquire its issued ordinary shares on the terms and subject to the conditions of the Resolution. Further details are set out in Addendum to this Notice, which is available at <http://honglaihuatgroup.com/annual-general-meeting/>.

## Notes:

### Format of Meeting

1. The AGM will be held in a wholly physical format, at Raffles Town Club, 1 Plymouth Avenue Singapore 297753 on 30 April 2024 at 10.30 a.m. Members, including Central Depository Fund Investment Scheme ("CPF") and Supplementary Retirement Scheme ("SRS") investors, and (where applicable) duly appointed proxies and representatives will be able to ask questions and vote at the AGM by attending the AGM in person. **There will be no option for members to participate virtually.**

### Access to Documents

2. The 2023 Annual Report and the Addendum in relation to the proposed adoption of the share purchase mandate have been published and may be accessed at the Company's website as follows:
  - (i) the 2023 Annual Report may be accessed at URL <https://www.honglaihuatgroup.com/annual-reports/>
  - (ii) the Addendum dated 8 April 2024 in relation to the proposed adoption of the purchase mandate may be accessed at the URL <https://www.honglaihuatgroup.com/annual-general-meeting/>
3. The above documents may also be accessed at the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
4. Printed copies of this Notice, the accompanying proxy form and Request Form will be sent by post to members of the Company and will be made available on the Company's website at <https://www.honglaihuatgroup.com/annual-general-meeting/> and on the SGXNet at <https://www.sgx.com/securities/company-announcements>. A member will need an internet browser and PDF reader to view these documents.

### Submission of Questions

5. **Submission of Questions.** Members, including CPF and SRS investors, can submit substantial and relevant questions related to the resolutions to be tabled at the AGM in advance of the AGM, in the following manner:
  - a) **by post** to the Company's principal place of business at 10 Bukit Batok Crescent #13-05 The Spire Singapore 658079; or
  - b) **by email** to the Company at [dylanong@hlh.com.sg](mailto:dylanong@hlh.com.sg).
6. Members are required to provide the Company with the following details when sending in their questions by post or email:
  - their full names;
  - their full address; and
  - the manner in which they hold shares in the Company (e.g., via The Central Depository (Pte) Limited, CPF or SRS).

For submission of questions in advance by members, all questions must be received by 10.30 a.m. on 22 April 2024.

7. **Addressing Questions.** The Company will endeavour to address all substantial and relevant questions which members have submitted in advance by publishing the Company's responses to such questions via SGXNet at <https://www.sgx.com/securities/company-announcements> and the Company's website at <https://www.honglaihuatgroup.com/annual-general-meeting/> on 26 April 2024. Where substantially similar questions are received, the Company will consolidate such questions and consequently not all questions may be individually addressed.

8. **Minutes of AGM.** The Company will, within one (1) month after the date of the AGM, publish the minutes of the AGM on SGXNet at <https://www.sgx.com/securities/company-announcements> and the Company's website at <https://www.honglaihuategroup.com/annual-general-meeting/> respectively. The minutes of the AGM will include the responses to substantial and relevant questions from members which are addressed during the AGM.

*Appointment of Proxy(ies)*

9. A member who is unable to attend the AGM and wishes to appoint proxy(ies) to attend, speak and vote at the AGM on his/her/its behalf should complete, sign and return the Proxy Form in accordance with the instructions printed thereon.
10. A member who is not a relevant intermediary is entitled to appoint not more than two (2) proxies to attend, speak and vote at the AGM. Where such member's Proxy Form appoints more than one (1) proxy, the proportion of his/her shareholding (expressed as a percentage of the whole) to be represented by each proxy shall be specified in the Proxy Form.
11. A member who is a relevant intermediary is entitled to appoint more than two (2) proxies to attend, speak and vote at the AGM, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's Proxy Form appoints more than two (2) proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the Proxy Form.

"Relevant Intermediary" has the meaning ascribed to it in section 181 of the Companies Act 1967 of Singapore.

12. A member who wishes to appoint a proxy(ies) must complete the instrument appointing a proxy(ies), before submitting it in the manner set out below.
13. A proxy need not to be a member of the Company. A member may choose to appoint the chairman of the AGM ("**Chairman**") as his/her/its proxy.
14. Where a member (whether individual or corporate) appoints a proxy(ies) to attend, speak and vote on his/her/its behalf at the AGM, he/she/it must give specific instructions as to voting for, voting against, or abstentions from voting, in respect of a resolution in the Proxy Form, failing which the appointment of the proxy for that resolution will be treated as invalid.
15. Where a member (whether individual or corporate) appoints the Chairman as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM, he/she/it must give specific instructions as to voting for, voting against, or abstentions from voting, in respect of a resolution in the Proxy Form appointing the Chairman as proxy, failing which the appointment of the Chairman as proxy for that resolution will be treated as invalid.
16. CPF or SRS investors:
- a) may vote at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have any queries regarding their appointment as proxies; or
  - b) may appoint the Chairman as proxy to vote on their behalf at the AGM, in which case they should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 18 April 2024, being seven (7) working days before the date of the AGM.
17. The instrument appointing the proxy(ies), together with the letter or power of attorney or other authority under which it is signed or a duly certified copy thereof (if applicable), must be submitted to the Company in the following manner:
- a) If submitted by post, be deposited at the Company's Share Registrar, B.A.C.S. Private Limited at 77 Robinson Road #06-03 Robinson 77 Singapore 068896; or
  - b) if submitted electronically, be received by the Company's Share Registrar, B.A.C.S. Private Limited at [main@zicoholdings.com](mailto:main@zicoholdings.com),
- in either case not less than forty-eight (48) hours before the time appointed for holding the AGM.

**PERSONAL DATA PRIVACY:**

By submitting a proxy form appointing proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, 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 or service providers) for the purpose of the processing and administration by the Company (or its agents or service providers) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents or service providers) to comply with any applicable laws, listing rules, take-over 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.

# HONG LAI HUAT GROUP LIMITED

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

## PROXY FORM

### ANNUAL GENERAL MEETING

#### IMPORTANT NOTES

- (1) This Proxy Form is not valid for use by investors who hold shares in the Company through relevant intermediaries (as defined in Section 181 of the Companies Act 1967 of Singapore), including CPF and SRS investors, and shall be ineffective for all intents and purposes if used or purported to be used by them.
- (2) CPF Investors and SRS Investors (a) may vote at the AGM if they are appointed as proxies by their respective CPF Agent Banks or SRS Operators, and should contact their respective CPF Agent Banks or SRS Operators if they have queries regarding their appointment as proxies; or (b) may appoint the Chairman of the Meeting as proxy to vote on their behalf in which case they should approach their respective CPF Agent Banks and SRS Operators to submit their voting instructions at least seven (7) working days before the AGM (i.e. by 5.00 p.m. on 18 April 2024). Other investors holding shares in the Company through relevant intermediaries who wish to vote should approach their relevant intermediaries as soon as possible to specify voting instructions.
- (3) Relevant intermediaries as defined in Section 181 of the Companies Act 1967 may appoint more than two proxies to attend, speak and vote at the Annual General Meeting.

#### PERSONAL DATA PRIVACY:

By submitting this Proxy Form, the member accepts and agrees to the personal data privacy terms set out in the Notice of AGM dated 15 April 2024.

\*I/We \_\_\_\_\_ (Name) \_\_\_\_\_ (NRIC/Passport/Co. Reg.No)\*  
of \_\_\_\_\_ (Address)  
being \*member/members of HONG LAI HUAT GROUP LIMITED (the "Company"), hereby appoint:

Name	Email Address	NRIC/Passport No.	Proportion of Shareholdings to be represented by proxy (%)	
			No. of Shares	%
Address				

and/or (delete as appropriate)

Name	Email Address	NRIC/Passport No.	Proportion of Shareholdings to be represented by proxy (%)	
			No. of Shares	%
Address				

or failing \*him/her/they, or if no person is named above, hereby appoint the Chairman of the Meeting as my/our proxy/proxies, to vote for me/us on my/our behalf at the AGM of the Company to be held at Raffles Town Club, 1 Plymouth Avenue Singapore 297753 on Tuesday, 30 April 2024 at 10.30 a.m. and at any adjournment thereof. I/We direct my/our proxy/proxies to vote for or against or abstain from voting on the resolutions to be proposed at the AGM in the spaces provided hereunder. In the absence of specific directions in respect of a resolution, the appointment of the Chairman of the Meeting as your proxy for that resolution will be treated as invalid.

No.	Resolutions relating to:	Number of Votes For*	Number of Votes Against*	Number of Votes Abstain*
<b>Ordinary Business</b>				
1	Adoption of Directors' Statement and Audited Financial Statements for the year ended 31 December 2023 and the Auditors' Report thereon.			
2	Re-election of Mr Lien We King as Director of the Company.			
3	Re-election of Dr. Lee Bee Wah as Director of the Company.			
4	Re-appointment of Messrs Baker Tilly TFW LLP as auditors of the Company.			
<b>Special Business</b>				
5	Approval of Directors' Fees of \$130,640 for the year ended 31 December 2023.			
6	Authority to allot and issue shares in the capital of the Company under Section 161 of the Companies Act 1967.			
7	Authority to grant options and to allot and issue shares under HLH Employee Share Option Scheme 2017.			
8	Authority to grant awards and issue shares under HLH Performance Share Plan 2017.			
9	Proposed renewal of the Share Purchase Mandate.			

\*Voting will be conducted by poll. If you wish to exercise all your votes "For" or "Against" the relevant resolution or to "Abstain" from voting on the resolution in respect of all your votes, please "✓" within the relevant boxes provided. Alternatively, if you wish to exercise some and not all of your votes both "For" and "Against" the relevant resolution and/or to abstain from voting in respect of the relevant resolution, please indicate the number of shares in the boxes provided.

Dated this \_\_\_\_\_ day of April 2024

Total number of Shares in:	No. of Shares
(a) CDP Register	
(b) Register of Members	

Signature(s) of Member(s) or  
Common Seal of Corporation

Contact number/email address of Member(s)

\*Delete accordingly





**Notes:-**

1. Please insert the total number of shares held by you. If you have shares entered against your name in the Depository Register (as defined in section 81SF of the Securities and Futures Act 2001), you should insert that number of shares. If you have shares registered in your name in the Register of Members, you should insert that number of shares. If you have shares entered against your name in the Depository Register and shares registered in your name in the Register of Members, you should insert the aggregate number of shares entered against your name in the Depository Register and registered in your name in the Register of Members. If no number is inserted, the instrument appointing a proxy shall be deemed to relate to all the shares held by you.
2. A member of the Company who is not a relevant intermediary is entitled to appoint not more than two (2) proxies to attend, speak and vote at the AGM. Where such member's Proxy Form appoints more than one (1) proxy, the proportion of his/her shareholding concerned to be represented by each proxy shall be specified in the Proxy Form.  
A member of the Company who is a relevant intermediary is entitled to appoint more than two (2) proxies to attend, speak and vote at the AGM, but each proxy must be appointed to exercise the rights attached to a different share or shares held by such member. Where such member's Proxy Form appoints more than two (2) proxies, the number and class of shares in relation to which each proxy has been appointed shall be specified in the Proxy Form.  
"Relevant intermediary" has the meaning ascribed to it in section 181 of the Companies Act 1967 of Singapore.  
A member who wishes to appoint a proxy(ies) must complete the instrument appointing a proxy(ies), before submitting it in the manner set out below.
3. A proxy need not be a member of the Company. A member may choose to appoint the Chairman of the AGM as his/her/its proxy.
4. Where a member (whether individual or corporate) appoints a proxy(ies) to attend, speak and vote on his/her/its behalf at the AGM, 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 proxy for that resolution will be treated as invalid.
5. Where a member (whether individual or corporate) appoints the Chairman of the AGM as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM, 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 AGM as proxy for that resolution will be treated as invalid.
6. A corporation which is a member may also authorise by resolution of its directors or other governing body such person as it thinks fit to act as its representative at the AGM, in accordance with section 179 of the Companies Act 1967.
7. The appointment of a proxy(ies) shall not preclude a member from attending, speaking and voting in person at the AGM. If a member attends the AGM in person, the appointment of a proxy(ies) shall be deemed to be revoked, and the Company reserves the right to refuse to admit such proxy(ies) to the AGM.
8. The instrument appointing a proxy must:
  - (a) if sent by post, be deposited at the office of the Share Registrar, B.A.C.S. Private Limited at 77 Robinson Road #06-03 Robinson 77 Singapore 068896; or
  - (b) if submitted by email, be received by the Company's Share Registrar, B.A.C.S Private Limited at main@zicoholdings.comin either case, not less than forty-eight (48) hours before the time set for the AGM, and in default the instrument of proxy shall not be treated as valid.

FOLD HERE FOR SEALING

PLEASE  
AFFIX  
POSTAGE  
STAMP HERE

**HONG LAI HUAT GROUP LIMITED**

c/o B.A.C.S. Private Limited  
77 Robinson Road  
#06-03 Robinson 77  
Singapore 068896

FOLD HERE

9. 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 above, or before scanning and sending it by email to the email address provided above.
10. If sent by post, the instrument appointing a proxy(ies) must be under the hand of the appointor or of his/her attorney duly authorized in writing and the instrument appointing the proxy(ies) of a corporation must be executed either under its common seal or under the hand of its attorney or a duly authorized officer.
11. Where an instrument appointing a proxy(ies) is submitted by email, it must be authorized in the following manner:
  - (a) by way of signature by the appointor or his/her duly authorised attorney or, as the case may be, an officer or duly authorized attorney of a corporation; or
  - (b) by way of the appointor or his duly authorized attorney or, as the case may be, an officer or duly authorized attorney of a corporation signing the instrument under hand and submitting a scanned copy of the signed instrument by email.**Members are strongly encouraged to submit their completed proxy forms electronically via email to ensure that they are received by the Company by the stipulated deadline.**
12. Where an instrument appointing a proxy(ies) is signed or, as the case may be, authorized 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) be lodged with the instrument appointing the proxy(ies), failing which the instrument may be treated as invalid.
13. The Company shall be entitled to reject any instrument appointing a proxy(ies) if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument including any related attachment) (such as in the case where the appointor submit more than one instrument appointing his/her/its proxy(ies). In addition, in the case of shares entered in the Depository Register, the Company may reject any instrument appointing a proxy(ies) if the member, being the appointor is not shown to have shares entered against his/her/its name in the Depository Register as at 72 hours before the time appointed for holding the AGM as certified by The Central Depository (Pte) Limited to the Company.

**Personal Data Privacy**

By submitting an instrument appointing a proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting dated 15 April 2024.



# HONG LAI HUAT GROUP LIMITED

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

## REQUEST FORM

15 April 2024

Dear Shareholder/Member

We are pleased to enclose printed copies of Notice and Proxy Form for the upcoming Annual General Meeting (“AGM”) of Hong Lai Huat Group Limited (“HLH”) to be held on Tuesday, 30 April 2024 at 10.30 a.m.

The Annual Report for the financial year ended 31 December 2023 (“Annual Report 2023”) and the Addendum to the Notice of AGM dated 15 April 2024 in relation to (i) the proposed of the renewal share purchase mandate (“Addendum”) is available on HLH’s website at <https://www.honglaihuatgroup.com/annual-general-meeting/> from the date of this letter. You will need an internet browser and PDF reader to view these documents.

We sincerely hope that you will join our sustainability efforts and embrace e-communications. If you wish to receive printed copies of Annual Report 2023 and the Addendum, please complete the Request Form below and return it to us no later than 19 April 2024. Alternatively, you may email to [main@zicoholdings.com](mailto:main@zicoholdings.com). All previous requests for printed annual reports will be disregarded. We regret that incomplete or improperly completed forms will not be processed.

By completing, signing and returning the Request Form to HLH, you agree and acknowledge that we and/or our service provider may collect, use, disclose and retain your personal data, as contained in your submitted Request Form or which is otherwise collected from you and your authorised representative(s), for the purposes of processing and effecting your request.

Yours faithfully  
For and on behalf of  
Hong Lai Huat Group Limited

Liew Meng Ling  
Company Secretary

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### Request Form

To: Hong Lai Huat Group Limited

Please send me/us a printed copy of the Annual Report 2023 and the Addendum dated 8 April 2024

Name(s) of Shareholder(s): \_\_\_\_\_ NRIC/Passport No.: \_\_\_\_\_

The HLH shares are held by \*me/us under or through:

- CDP Securities Account No. 

1	6	8	1	-															
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- CPF Investment Scheme (CPFIS) Account
- Physical Scripts

Mailing Address: \_\_\_\_\_

Email (Optional) \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

*\*Delete where applicable*



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**HONG LAI HUAT GROUP LIMITED**

*c/o* B.A.C.S. Private Limited

77 Robinson Road

#06-03 Robinson 77

Singapore 068896

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