

HONG LEONG FINANCE LIMITED
(Co. Reg. No. 196100003D)
(Incorporated in the Republic of Singapore)

61st ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2021

1. **Background.** Hong Leong Finance Limited (“**HLF**” or the “**Company**”) refers to:
 - (a) the COVID-19 (Temporary Measures) Act 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**”) 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 guidance on the conduct of general meetings amid the evolving COVID-19 situation during the period from 27 March 2020 to 30 June 2021.
2. **Date, time and conduct of Annual General Meeting.** HLF is pleased to announce that pursuant to the Order, its 61st Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Thursday, 29 April 2021 at 11.00 a.m.**
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form have been made available to shareholders solely by electronic means *via* (i) publication on the Company’s corporate website at the URL <https://www.hlf.com.sg/investor-relations/agm.php> and (ii) on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Please note that printed copies of these documents **will not** be sent to shareholders *via* post.
4. **No personal attendance at AGM.** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
 - (a) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM;
 - (b) observing and/or listening to the AGM proceedings via ‘live’ audio-visual webcast or ‘live’ audio-only stream; and/or
 - (c) submitting questions they would like to raise in advance of the AGM.

Details of the steps for submission of the proxy form for voting at the AGM, pre-registration to obtain access to the ‘live’ audio-visual webcast or ‘live’ audio-only stream, and pre-submission of questions to be raised at the AGM are set out in the

Annual General Meeting to be held on 29 April 2021

Appendix to this announcement. A copy of this announcement may also be accessed at the Company's corporate website at the URL <https://www.hlf.com.sg/investor-relations/agm.php>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

6. **Persons who hold shares through relevant intermediaries.** Persons who hold HLF shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF and SRS investors, and who wish to participate in the AGM by:

- (a) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM;
- (b) observing and/or listening to the AGM proceedings *via* 'live' audio-visual webcast or 'live' audio-only stream; and/or
- (c) submitting questions they would like to raise in advance of the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2020.** The Annual Report 2020 has been published on our corporate website, and may be accessed at the URL <https://www.hlf.com.sg/ar.html> by clicking on the link for "Annual Report 2020". It may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Shareholders who still wish to receive a printed copy of the Annual Report 2020 may submit their request(s) through the online Request Form at the URL <https://www.hlf.com.sg/ar.html> no later than **7 April 2021**.

8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
From 9.00 a.m. on 31 March 2021 (Wednesday)	Shareholders may begin to pre-register at https://www.hlf.com.sg/agm2021.html for 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.
5.00 p.m. on 19 April 2021 (Monday)	CPF or SRS investors, who wish to appoint the Chairman of the Meeting as their proxy, must approach their respective CPF Agent Banks or SRS Operators to submit their votes by this deadline.

Annual General Meeting to be held on 29 April 2021

Key dates	Actions
23 April 2021 (Friday)	Deadline for shareholders to submit questions to be raised at the AGM
11.00 a.m. on 26 April 2021 (Monday)	Deadline for shareholders to: <ul style="list-style-type: none"> • submit proxy forms; and • pre-register for the 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.
27 April 2021 (Tuesday)	Individuals or corporates that have pre-registered but whose status as shareholders cannot be verified will receive an email by this date to inform them of this.
By 12.00 p.m. on 28 April 2021 (Wednesday)	Authenticated shareholders will receive an email with login credentials, as well as the link to access the 'live' audio-visual webcast and a toll-free telephone number to access the 'live' audio-only stream of the AGM proceedings (the " Confirmation Email "). Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 28 April 2021 but have registered by the 26 April 2021 deadline should contact our Share Registrar, M & C Services Private Limited at gpe@mncsingapore.com , or alternatively at +65 6228 0506 from 12.00 p.m. to 7.00 p.m. on 28 April 2021 and 9.00 a.m. to 10.30 a.m. on 29 April 2021.
By 29 April 2021 (Thursday)	Publication of answers to questions raised at the URL https://www.hlf.com.sg/investor-relations/agm.php and on the SGX website at the URL https://www.sgx.com/securities/company-announcements .
11.00 a.m. on 29 April 2021 (Thursday)	61 st Annual General Meeting <ul style="list-style-type: none"> • Click on the link in the Confirmation Email and enter the password to access the 'live' audio-visual webcast of the AGM proceedings; or • Call the toll-free telephone number in the Confirmation Email and enter the conference code and password to access the 'live' audio-only stream of the AGM proceedings.

Annual General Meeting to be held on 29 April 2021

Key dates	Actions
5.00 p.m. on 10 May 2021 (Monday)	Record Date for determining entitlements to final dividend, subject to shareholders' approval for the declaration of the final dividend at the AGM.
25 May 2021 (Tuesday)	Payment date for final dividend, subject to shareholders' approval for the declaration of the final dividend at the AGM.

9. **Important reminder. Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its arrangements for the AGM at short notice. Shareholders should check the Company's corporate website at the URL <https://www.hlf.com.sg/investor-relations/agm.php> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.**

BY ORDER OF THE BOARD

Yeo Swee Gim, Joanne
Company Secretary

Singapore

31 March 2021

Annual General Meeting to be held on 29 April 2021

APPENDIX

Steps for voting on the AGM resolutions, pre-registration to observe/listen to the AGM proceedings and pre-submission of questions in advance of the AGM

Shareholders can only vote in respect of the resolutions proposed at the AGM by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM. Shareholders may, if they wish, to observe and/or listen to the AGM proceedings through a 'live' audio-visual webcast or 'live' audio-only stream, and may also submit questions in advance of the AGM. Please refer to the following steps for the submission of the proxy form, pre-registration for the audio-visual webcast or audio-only stream and submission of questions.

No.	Steps	Details
1.	Submit proxy form to vote	Appointment of Chairman of the Meeting as proxy. Due to the current COVID-19 situation in Singapore, a shareholder will not be able to attend the AGM in person. A shareholder (whether an individual or a corporate) cannot appoint any other person as his/her/its proxy for the AGM and must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM. Specific voting instructions to be given. Where shareholders (whether an individual or a 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 each resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for any resolution without specific instructions will be treated as invalid.

Annual General Meeting to be held on 29 April 2021

No.	Steps	Details
		<p>Submission of proxy forms. A shareholder who wishes to submit a proxy form appointing the Chairman of the Meeting as his/her/their proxy must first download the proxy form at the URL https://www.hlf.com.sg/investor-relations/agm.php and click on the hyperlink “Proxy Form” under the caption “Annual General Meeting 2021”, and thereafter complete and sign the proxy form, before submitting it in the manner provided below:</p> <p>(a) if submitted by post, to be received at the office of the Company’s Share Registrar, M & C Services Private Limited, at 112 Robinson Road, #05-01, Singapore 068902; or</p> <p>(b) if submitted electronically, to be submitted <i>via</i> email to the Company’s Share Registrar at gpe@mncsingapore.com,</p> <p>in either case, by 11.00 a.m. on 26 April 2021.</p> <p>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically <i>via</i> email.</p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as their proxy should approach their respective Agent Banks/SRS operators to submit their votes by 5.00 p.m. on 19 April 2021.</p>
2.	Pre-registration for the AGM	<p>Shareholders, who wish to observe or listen to the AGM proceedings, must pre-register at the pre-registration website at https://www.hlf.com.sg/agm2021.html from 9.00 a.m. on 31 March 2021 to 11.00 a.m. on 26 April 2021 to enable the Company to verify their status as shareholders.</p> <p>Following the verification of the status of shareholders, authenticated shareholders will receive an email with login credentials, as well as the link to access the ‘live’ audio-visual webcast or a toll-free telephone number to access the ‘live’ audio-only stream of the AGM proceedings (the “Confirmation Email”).</p>

Annual General Meeting to be held on 29 April 2021

No.	Steps	Details
		<p>Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 28 April 2021, but have registered by the 26 April 2021 deadline should contact the Company's Share Registrar, M & C Services Private Limited, at gpe@mncsingapore.com, or alternatively, +65 6228 0506 between 12.00 p.m. and 7.00 p.m. on 28 April 2021 and between 9.00 a.m. and 10.30 a.m. on 29 April 2021.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at https://www.hlf.com.sg/agm2021.html for the 'live' broadcast of the AGM. If they wish to participate in the 'live' broadcast of the AGM, they should instead approach his/her/its relevant intermediary as soon as possible in order to make the necessary arrangements to participate in the 'live' broadcast of the AGM.</p>
3.	Submit questions in advance of the AGM	<p>Shareholders will not be able to ask questions at the AGM during the 'live' audio-visual webcast or 'live' audio only stream, and therefore it is important for shareholders to submit their questions in advance of the AGM.</p> <p>Submission of questions. Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) By email to gcasecretary@cdl.com.sg; or</p> <p>(b) By post to Hong Leong Finance Limited, Corporate Secretariat, 16 Raffles Quay #01-05 Hong Leong Building, Singapore 048581.</p>

Annual General Meeting to be held on 29 April 2021

No.	Steps	Details
		<p>To ensure that questions are received by the Company by the stipulated deadline set out below, shareholders are strongly encouraged to submit questions by email.</p> <p>When sending questions, shareholders should also provide their full name as it appears on the CDP/CPF/SRS/Scrip share records, address, number of shares in the Company and the manner in which the shares are held in the Company (eg. <i>via</i> CDP, CPF or SRS, or scrip based) for verification. Mobile phone numbers provided will help the Company to reach out more easily if clarification is required.</p> <p>Deadline to submit questions. All questions must be submitted by 23 April 2021.</p> <p>Addressing questions. The Company will endeavour to address all substantial and relevant questions primarily relating to the Annual Report 2020 and the other agenda items set out in the Notice of AGM received from shareholders. Responses to these substantial and relevant questions will be published on the Company's corporate website at the URL https://www.hlf.com.sg/investor-relations/agm.php and will also be made available on the SGX website at the URL https://www.sgx.com/securities/company-announcements by 29 April 2021.</p> <p>Minutes of AGM. The Company will publish the minutes of the AGM on the Company's corporate website and on the SGX website within one month of the date of the AGM.</p>