

**HOCK LIAN SENG HOLDINGS LIMITED**  
(Company Registration No. 200908903E)  
(Incorporated in the Republic of Singapore)

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**ANNUAL GENERAL MEETING TO BE HELD ON 22 APRIL 2021**

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**1. Introduction**

The Board of Directors (the “**Board**” or “**Directors**”) of Hock Lian Seng Holdings Limited (the “**Company**” and together with its subsidiaries, collectively the “**Group**”) refer 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 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 additional guidance on the conduct of general meetings on or before 30 June 2021 via electronic means.

**2. Date of Annual General Meeting**

The Directors wish to inform Shareholders that the Company has issued the Notice of Annual General Meeting (“**AGM**”) dated 6 April 2021 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 22 April 2021 at 9.30 a.m.

**3. No Despatch of Printed Copies of Annual Report, Notice of AGM and Proxy Form**

In line with the provisions under the Relevant Order, no printed copies of the Company’s annual report for the financial year ended 31 December 2020 (“**Annual Report**”), Notice of AGM and the Proxy Form (collectively, “**Documents**”) in respect of the AGM will be despatched to Shareholders.

The Documents have been uploaded on SGXNET today and can be found at the URL <http://www.sgx.com/securities/company-announcements> and is also available on the Company’s website at [www.hlsgroup.com.sg](http://www.hlsgroup.com.sg) (“Investor Relation” page).

Shareholders are advised to read the Notice of AGM carefully in order to decide whether they should vote in favour of or against the ordinary resolutions, or to abstain from voting on the ordinary resolutions, to be tabled at the AGM.

#### 4. **No Physical Attendance at AGM**

Due to the current COVID-19 restriction orders in Singapore, Shareholders are not allowed to attend the AGM physically. Alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:

- (a) observing the AGM proceedings via live webcast;
- (b) submitting questions in advance of the AGM; and/or
- (c) voting by proxy at the AGM.

Please see paragraph 5 below for these alternative arrangements.

#### 5. **Alternative Arrangements**

The following are the details regarding alternative arrangements which have been put in place for the AGM:

##### (a) **Registration for Live Webcast**

Shareholders may access the live webcast of the AGM proceedings at an online link that will be provided upon pre-registration. The online link will also provide option to submit questions related to resolutions to be approved at the AGM. Please check the Company's website at [www.hlsgroup.com.sg](http://www.hlsgroup.com.sg) ("Investor Relations" page) for further information.

Shareholders may also email their full name, NRIC/Passport No./Company Registration No. and address to [info@hlsgroup.com.sg](mailto:info@hlsgroup.com.sg) for registration.

Pre-registration to be completed not less than seventy-two (72) hours before the time appointed for the AGM. Only Shareholders of the Company will be able to register to watch the live webcast.

After verification, authenticated shareholders (or their proxies) will receive an email confirmation by 21 April 2021 with necessary password and online link to access the live webcast of the AGM proceedings.

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

##### (b) **Shareholders' Queries**

Shareholders may submit any questions that are related to any resolutions to be tabled for approval at the AGM, Shareholders may send their queries by 9.30 a.m. on 19 April 2021, via email to our Chief Financial Officer at [info@hlsroup.com.sg](mailto:info@hlsroup.com.sg) or the online link provide in the Company website.

When sending in the questions, please provide full name, identification number/registration number and contact number. The Company requires these information to authenticate sender's status as Shareholders.

The Company will address substantial and relevant questions from Shareholders either before or during the AGM.

The Company will, within one month after the date of the AGM, publish the minutes of the AGM on SGXNET and the Company's website.

The Company is unable to take on questions through the live webcast proceedings.

(c) **Proxy Voting**

Shareholders who wish to vote for the resolutions, must appoint “**Chairman of the Meeting**” as their proxy by completing the proxy form attached to the Notice of AGM.

Shareholder can either choose to submit the completed and signed proxy form by:

- (i) Depositing it at the Registered Office of the Company at 80 Marine Parade Road, #16-08 Parkway Parade, Singapore 449269, or
- (ii) Email it to [info@hlsgroup.com.sg](mailto:info@hlsgroup.com.sg)

not less than seventy-two (72) hours before the time appointed for holding the AGM of the Company. Any incomplete and incorrect proxy forms will be rejected by the Company.

For CPF or SRS investors who wish to appoint the Chairman as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes at least seven (7) working days before the general meetings.

**Important reminder: The Company would like to remind Shareholders that, with the current COVID-19 situation, the Company may be required to change its AGM arrangements at short notice. Shareholders are advised to check on the Company’s website at [www.hlsgroup.com.sg](http://www.hlsgroup.com.sg) and SGXNet at [www.sgx.com/securities/company-announcements](http://www.sgx.com/securities/company-announcements) for the latest updates on the AGM.**

The Company would like to thank all Shareholders for their patience and co-operation in enabling the Company to hold its AGM with the optimum safe distancing measures amidst the current COVID-19 pandemic.

By Order of the Board

Siau Kuei Lian  
Company Secretary  
Singapore

6 April 2021