

**IMPORTANT NOTICE TO SHAREHOLDERS REGARDING THE  
COMPANY'S ANNUAL GENERAL MEETING TO BE HELD ON 21 APRIL 2022**

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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, 1 October 2020 and 4 February 2022) which provides additional guidance on the conduct of general meetings 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 5 April 2022 (“**Notice of AGM**”). The AGM will be held by way of electronic means on 21 April 2022 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 2021 (“**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).

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 situation and the Company’s efforts to minimise physical interactions and the transmission risk to a minimum, the AGM of the Company will be held by way of electronic means. Shareholders will not be able to attend the AGM in person. Alternative arrangements have been put in place to allow Shareholders to participate at the AGM by:

- (a) observing and/or listening to the AGM proceedings via live audio-visual webcast or live audit-only stream;
- (b) submitting questions in advance of the AGM; and/or
- (c) appointing the Chairman of the AGM as proxy to attend, speak and vote on their 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. Pre-registration is available via the Company's website at [www.hlsgroup.com.sg](http://www.hlsgroup.com.sg) ("Investor Relations" page).

Shareholders may also pre-register at the pre-registration website at the URL <https://conveneagm.com/sg/hlsgroup> in order to access the "live" audio-visual webcast or "live" audio-only stream. Shareholders may submit questions in advance of the AGM upon registration at the pre-registration website.

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 after registration at <https://conveneagm.com/sg/hlsgroup> or via email to our Chief Financial Officer at [info@hlsroup.com.sg](mailto:info@hlsroup.com.sg). All questions must be submitted by 9.30am, 13 April 2022.

When sending in the questions via email, 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 at least 48 hours prior to the closing date and time for the lodgment of the proxy forms.

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**

The Company does not allow real-time remote electronic voting at the AGM. 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) or [main@zicoholdings.com](mailto:main@zicoholdings.com);

(iii) Submit via the Company's website of the AGM, at <https://conveneage.com/sg/hlsgroup/>

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 meeting.

**6. The key dates/deadlines which members should take note of are set out in the table below:**

<b>Key dates</b>	<b>Actions</b>
5 April 2022	Members may begin to pre-register at the Company's website at <a href="http://www.hlsgroup.com.sg">www.hlsgroup.com.sg</a> ("Investor Relations" page) or <a href="https://conveneage.com/sg/hlsgroup/">https://conveneage.com/sg/hlsgroup/</a>  Shareholders may also email their full name, NRIC/Passport No./Company Registration No. and address to <a href="mailto:info@hlsgroup.com.sg">info@hlsgroup.com.sg</a> for registration.
By 9.30 a.m. on 13 April 2022	Deadlines for members to submit questions related to the resolutions to be tabled for approval in advance
By 5.00 p.m. on 13 April 2022	Deadline for CPFIS or SRS investors who wish to appoint the Chairman of the Meeting as proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
After trading hours on 14 April 2022	The Company to address and publish its responses to those substantial and relevant questions received from members via the Company's website and SGXNet, if any.
By 9.30 a.m. on 18 April 2022	Deadlines for members to: <ul style="list-style-type: none"> <li>• pre-register for Live Webcast;</li> <li>• submit the Corporate Representative Certificate (for Corporate members only); and</li> <li>• proxy forms.</li> </ul>
By 12.00 p.m. on 20 April 2022	Authenticated members will receive an email on their authentication status and a unique link to watch the live audio-visual webcast or listen the proceedings of the AGM through live audio-only system.  Members who do not receive an email confirmation by 12pm 20 April 2022 but have registered by 18 April 2022 deadline should send an email to <a href="mailto:info@hlsgroup.com.sg">info@hlsgroup.com.sg</a> with Full Name of the shareholder and his/her Identification by 5pm on 20 April 2022
9.30 a.m. on 21 April 2022	To access the Live Webcast of the proceedings of the Annual General Meeting using the account created.

**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

5 April 2022