



HIAP HUAT HOLDINGS BERHAD
[Registration No. 200901038858 (881993-M)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE THIRTEENTH ANNUAL GENERAL MEETING (“13TH AGM”)

- Day and Date and Time : Monday, 29 May 2023 at 9:00 a.m. or at any adjournment thereof
- Broadcast Venue : Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8 Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan.
- Meeting Platform : The 13th AGM will be conducted on a virtual basis through live streaming and Remote Participation and Voting facilities operated by Mlabs Research Sdn Bhd via <https://rebrand.ly/HiapHuatAGM>

1. MODE OF MEETING

The Broadcast Venue of the 13th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, whereby the main venue of the meeting shall be in Malaysia and the Chairman of the meeting shall be present at the main venue of the meeting. Shareholders/proxy(ies) from the public **ARE NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the meeting.

2. SHAREHOLDERS’ PARTICIPATION AT THE 13TH AGM VIA REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 13th AGM using the RPV facilities via <https://rebrand.ly/HiapHuatAGM>.


A shareholder who has appointed a proxy(ies) or attorney or authorised representative to participate at this 13th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/HiapHuatAGM>.

We **strongly encourage** you to participate in the 13th AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 13th AGM.

Kindly refer to the Procedures for RPV as set out below for the requirements and procedures.

3. PROCEDURES FOR RPV

Please read and follow the requirements and procedures below to engage in remote participation through live streaming and online remote voting at the 13th AGM using the RPV facilities:-

Procedure	Action
BEFORE THE 13TH AGM DAY	
(a) Register as a participant in the 13 th Virtual AGM 	<ul style="list-style-type: none"> • Using your computer, access to the website at https://rebrand.ly/HiapHuatAGM. Click on the REGISTER link to register as a participant for the 13th AGM. • If you are using mobile devices, you can also scan the QR code provided on the left to access the registration page. Click REGISTER and enter your email, followed by NEXT to fill in your details to register for the 13th AGM. • Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. • The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android, and iOS).

(b)	Submit your online registration to participate the 13 th AGM remotely	<ul style="list-style-type: none"> • Registration for the 13th AGM is open from Friday, 28 April 2023 at 5.00 p.m and the registration will be closed on Sunday, 28 May 2023 at 9.00 a.m. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 13th AGM to ascertain their eligibility to participate the 13th AGM using the RPV facilities. • Clicking on the link will redirect you to the 13th AGM event page. Click on the REGISTER link for the online registration form. • Complete your particulars in the registration page. Your name MUST match your CDS account name <i>[not applicable to proxy(ies) or corporate representative(s) or attorney(s)]</i>. • Kindly fill in the CDS account number and indicate the number of shares you hold. If you have more than one CDS account, please state the CDS account number and indicate the number of shares held separately with a comma (,). • Read and agree to the Terms & Conditions and confirm the Declaration. • Please review your registration and ensure all information given is accurate before you proceed to click SUBMIT to register for your remote participation. Failure to do so will result in your registration being rejected. • System will send an e-mail to notify that your registration for remote participation is received and pending verification. • After verification of your registration against the Record of Depositors as at 18 May 2023, the system will send you an e-mail after 19 May 2023 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of the registration for the RPV.)</i></p>
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ON THE DAY OF THE 13TH AGM		
(a)	Participating the Virtual 13 th AGM	<ul style="list-style-type: none"> • Two reminder e-mails will be sent to your inbox. First reminder will be sent one day before the 13th AGM day, while the second reminder will be sent an hour before the commencement of the 13th AGM. • Click JOIN EVENT in the reminder email for remote participation at the 13th AGM at any time from 8:00 a.m., i.e. an hour before the commencement of the 13th AGM on Monday, 29 May 2023 at 9:00 a.m. • Please ensure you have downloaded and installed Cisco Webex Meetings application before attending the Virtual 13th AGM.
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> • You will be given a short briefing on the RPV facilities. • Your microphone will be muted throughout the whole session. • If you have any question for the Chairman/ Board of Directors, you may use the Q&A PANEL to transmit your questions. The Chairman/ Board of Directors will endeavour to respond to relevant questions submitted by remote participants during the 13th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting. • The meeting session will be recorded. • Please note that the quality of the live streaming is dependent on the bandwidth and stability of the internal connection at your location.
(c)	Online Remote Voting	<ul style="list-style-type: none"> • The Chairman of the Meeting will announce the commencement of the voting session and the end of the voting session of the 13th AGM. • The list of resolutions for voting will appear at the right-hand side of your computer screen. You are required to indicate your votes for the resolutions that are tabled for voting within the given time frame. • Confirm and click the SUBMIT button upon completion to submit your votes. • The decision of votes cannot be changed once it is submitted.

(d)	End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairman on the closure of the 13th AGM, the live streaming will end.
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4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 18 May 2023 shall be eligible to participate in the 13th AGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the forms of Proxy and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the 13th AGM must be deposited by hand or post with the Company's Share Registrar office at Aldpro Corporate Services Sdn Bhd of B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan, not later than **Saturday, 27 May 2023 at 9.00 a.m.**

All members are strongly encouraged to participate and vote remotely at the 13th AGM using the RPV facilities. The procedures and requisite documents to be submitted by the respective members to facilitate remote participation and voting are summarised below:-

(I) For Individual Members

If an individual member is unable to participate the 13th AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

(II) For Corporate Members

Corporate members [through the appointment of Corporate Representative(s) or proxy(ies)] who wish to participate and vote remotely at the 13th AGM must contact the Company's Share Registrar with the details set out below for assistance and is required to deposit the following documents to the Company's Share Registrar no later than **Saturday, 27 May 2023 at 9.00 a.m.**:

- (a) Certificate of appointment of its Corporate Representative or Form of Proxy under the seal of the corporation;
- (b) Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- (c) Corporate Representative's or proxy's email address and mobile phone number.

Upon receipt of such documents, the Company's Share Registrar will respond to your remote participation request.

If a corporate member [through the appointment of Corporate Representative(s) or proxy(ies)] is unable to participate the 13th AGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

(III) For Institutional Members

The beneficiaries of the shares under a Nominee Company's CDS account ("Institutional member(s)") who wish to participate and vote remotely at the 13th AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 13th AGM. The Nominee Company must then contact the Company's Share Registrar with the details set out below for assistance and is required to deposit the following documents to the Company's Share Registrar no later than **Saturday, 27 May 2023 at 9.00 a.m.**:

- (a) Form of Proxy under the seal of the Nominee Company;
- (b) Copy of the proxy's MyKad (front and back)/Passport; and
- (c) Proxy's email address and mobile phone number.

Upon receipt of such documents, the Company's Share Registrar will respond to your remote participation request.

If an institutional member is unable to participate the 13th AGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

5. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the 13th AGM and subsequently decides to personally participate in the 13th AGM via RPV facilities, the Shareholder must contact the Company's Share Registrar to revoke the appointment of his/her proxy no later than **Saturday, 27 May 2023 at 9.00 a.m.**

6. VOTING AT MEETING

The voting at the 13th AGM will be conducted on a poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"). The Company has appointed Aldpro Corporate Services Sdn. Bhd. ("Aldpro") as the Poll Administrator to conduct the poll voting electronically and Ding Lai Ying as Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the voting session announced by the Chairman of the Meeting. Kindly refer to the "**Procedures for RPV**" provided above for guidance on how to vote remotely via the RPV facilities. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution tabled for voting is duly passed or otherwise.

7. RESULTS OF THE VOTING

The resolutions proposed at the 13th AGM and the results of the voting for the same will be announced at the 13th AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

8. NO RECORDING OR PHOTOGRAPHY

By participating at the 13th AGM, you agree that no part of the 13th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

9. NO DOOR GIFT/ FOOD PACKS/ ANY VOUCHER

There will be NO distribution of door gifts or food packs or any vouchers.

10. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

(i) For Registration, logging in and system related:

Name : Ms Eris/ Ms Jey
Contact No. : 03-7688 1013
Email : vgm@mlabs.com

(ii) For Form of Proxy and other matters:

Name : Ms Jennie Wong/ Mr. Simon
Contact No. : 03-9770 2200
Email : admin@aldpro.com.my