

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

ADMINISTRATIVE GUIDE FOR THE FOURTEENTH ANNUAL GENERAL MEETING (“14TH AGM”)

- Day and Date and Time : Wednesday, 29 May 2024 at 9:00 a.m. or at any adjournment thereof
- Broadcast Venue : B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1 Medan Syed Putra Utara, 59200 Kuala Lumpur, W.P. Kuala Lumpur
- Meeting Platform : The 14th AGM will be conducted on a virtual basis through live streaming and Remote Participation and Voting facilities at <https://hiaphuat-agm.digerati.com.my> (Domain Registration Number D1A119533) provided by Digerati Technologies Sdn. Bhd.

1. MODE OF MEETING

The Broadcast Venue of the 14th 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 14TH 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 14th AGM using the RPV facilities via <https://hiaphuat-agm.digerati.com.my>.

We **strongly encourage** you to participate in the 14th 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 14th 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 14th AGM using the RPV facilities: -

Step	Action	Procedure
A	To register as a user at website: https://hiaphuat-agm.digerati.com.my 	<ul style="list-style-type: none"> • Click ‘Register’ to sign up as new user. • Upload your identity documents. • Complete & submit your registration. • Verify your email at your mailbox to complete the registration. • You will be notified upon successful or rejected registration. • You may pose your question, if any, to the Chairman/Board using the website. • Within 3 days before the AGM, you will be notified with login credentials to join the meeting upon approval. • Please check your spam mailbox if you do not receive emails from us • Registered user and proxy may skip this step. • Identity documents will be deleted after registration.

B	To appoint proxy or corporate representative at website (optional)	<ul style="list-style-type: none"> ● Login your registered account at website. ● Select “HIAP HUAT 14TH AGM”. ● Fill up the information to appoint proxy(s). ● Closing time for appointment is 48 hours prior to the meeting. No request will be entertained after closing time. ● Within 3 days before the AGM, you and your proxy(s) will be notified upon approval or rejection of RPV.
C	On the day of AGM	<ul style="list-style-type: none"> ● Access to Broadcast and E-Poll Form using the website or through email links ● If you have any question for the Chairman/Board, you may use the Q&A section in the E-Poll Form to type your question. ● Submit your voting within a specific period once the Chairman announces that the voting is open. ● Voting will be closed upon the expiry of the voting period. ● Broadcast will be terminated upon the announcement of the poll result by the Chairman.

4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 20 May 2024 shall be eligible to participate in the 14th 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 14th 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 **Monday, 27 May 2024 at 9.00 a.m.**

All members are strongly encouraged to participate and vote remotely at the 14th 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 14th 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 14th 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 **Monday, 27 May 2024 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 14th 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 14th AGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 14th 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 **Monday, 27 May 2024 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 14th 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.

Shareholders who have appointed a proxy or attorney or corporate representative to participate at the 14th AGM via RPV must request his/her proxy to register himself/herself for RPV at <https://hiaphuat-agm.digerati.com.my> provided by Digerati Technologies Sdn. Bhd. in Malaysia.

5. SUBMISSION OF QUESTIONS

Members and proxies may submit their questions via the real time submission of typed texts through a text box at <https://hiaphuat-agm.digerati.com.my> during the live streaming of the AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

6. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the 14th AGM and subsequently decides to personally participate in the 14th AGM via RPV facilities, the Shareholder must contact the Company's Share Registrar to revoke the appointment of his/her proxy no later than **Monday, 27 May 2024 at 9.00 a.m.**

7. VOTING AT MEETING

The voting at the 14th 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 Kok Seah Fern 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 14th AGM and the results of the voting for the same will be announced at the 14th 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 14th AGM, you agree that no part of the 14th 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 weekends and public holidays):-

The Share Registrar

Aldpro Corporate Services Sdn. Bhd.

Address : B-21-1, Level 21, Tower B,
Northpoint Mid Valley City,
No. 1, Medan Syed Putra Utara,
59200 Kuala Lumpur, Wilayah Persekutuan

Email Address : admin@aldpro.com.my

Contact Persons : Mr. Simon Teo / Puan Martini

Telephone No. : +603 9770 2200

OR

RPV Technical Support

If you have any enquiry in relation to registration, logging in and system related, please contact the Technical Support:

Technical Support : Digerati Technologies Sdn. Bhd.

Tel No. : +6011-6338 8316

Email : support@digerati.com.my