



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

**NOTICE OF EXTRAORDINARY GENERAL MEETING**

NOTICE IS HEREBY GIVEN that the Extraordinary General Meeting ("EGM") of Hiap Huat Holdings Berhad ("Hiap Huat" or "the Company") will be conducted by way of fully virtual meeting entirely through live streaming via Remote Participation and Voting ("RPV") Facilities via Mlabs VGM platform operated by Mlabs Research Sdn Bhd at the main venue at Lot 10.3, 10th Floor, Menara Lien Hoe, No 8, Persiaran Tropicana 47410 Petaling Jaya on Wednesday, 15 September 2021 at 10.00 a.m. and at any adjournment thereof for the purpose of transacting the following businesses:

**ORDINARY RESOLUTIONS 1 TO 2**

**PROPOSED ALLOCATION OF OPTIONS PURSUANT TO THE EMPLOYEE SHARE OPTION SCHEME ("ESOS") TO THE DIRECTORS OF THE COMPANY**

"THAT subsequent to the approval for the establishment of an ESOS being obtained at the EGM of the Company held on 24 May 2021, and subject to the approvals of the relevant authorities and/ or parties (where applicable) being obtained for the ESOS, approval be and is hereby given to the Board to authorise the ESOS Committee to offer and to grant, from time to time throughout the duration of the ESOS, such number of Options under the ESOS to the following Directors of the Company:

- |                          |                       |
|--------------------------|-----------------------|
| (i) DATO' CHAN SAY HWA   | Ordinary Resolution 1 |
| (ii) DATIN CHOW PUI LING | Ordinary Resolution 2 |

**PROVIDED ALWAYS THAT:**

- (i) not more than 10% of the total number of Shares to be made available under the ESOS shall be allocated to him/her if he/she, either singly or collectively through Persons Connected with him/her, holds 20% or more of the total number of issued Shares (excluding treasury shares); and
- (ii) he/she must not participate in the deliberation or discussion of his/her own allocation, as well as that of the persons connected with him/her, under the ESOS,

and subject always to such terms and conditions of the By-Laws and/or any adjustment which may be made in accordance with the provisions of the By-Laws and the Listing Requirements of Bursa Securities, or any prevailing guidelines issued by Bursa Securities or any other relevant authorities, as amended from time to time;

**AND THAT** approval be and is hereby given to the Board to allot and issue such number of new Hiap Huat Shares arising from the exercise of the ESOS Options, from time to time, to the abovementioned persons."

**BY ORDER OF THE BOARD**

TAN TONG LANG (MAICSA 7045482 / SSM PC No. 201908002253)

THIEN LEE MEE (LS0009760 / SSM PC No. 201908002254)

Company Secretaries

Selangor

30 August 2021

**NOTES:**

1. Please refer to the Administrative Guide for the procedures to register, participate and vote remotely at this virtual EGM using RPV Facilities provided by Mlabs Research Sdn Bhd via Webex Events platform through the link <https://rebrand.ly/HiapHuatEGM>.
2. A member of the Company entitled to participate and vote at the meeting is entitled to appoint one or more proxies to attend and vote in his/her stead. A proxy may but need not, be a member of the Company. Where a member/ shareholder appoints more than one proxy to attend and vote at the meeting, such appointment shall be invalid unless he/she specifies the proportion of his/her shareholdings to be represented by each proxy.
3. Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991, it may appoint one (1) or more proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
4. Where a member of the Company is an exempt authorised nominee defined under the SICDA which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("Omnibus Account"), there is no limit to the number of proxies which the exempt authorised nominees may appoint in respect of each Omnibus Account it holds.
5. Where the authorised nominee or an exempt authorised nominee appoints more than one (1) proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
6. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorised in writing, or if the appointor is a corporation, either under its Common Seal or under the hands of an officer or attorney duly authorised.
7. The Proxy Form must be deposited at the Share Registrar Office of the Company at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor not less than 48 hours before the time set for holding the meeting or any adjournment thereof.
8. For the purposes of determining a member who shall be entitled to participate the meeting, the Company shall be requesting the Record of Depositors as at 7 September 2021. Only a depositor whose name appears on the Record of Depositors shall be entitled to participate, speak and vote at the meeting as well as for appointment of proxy(ies) to participate, speak and vote on his/her stead.
9. Pursuant to Rule 8.31A of the Listing Requirements of Bursa Securities, all resolutions set out above will be put to vote by way of poll.



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## **EXTRAORDINARY GENERAL MEETING**

### **ADMINISTRATIVE GUIDE**

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Main Venue</u></b>
15 September 2021	10:00 a.m.	Lot 10.3, 10th Floor, Menara Lien Hoe, No 8, Persiaran Tropicana, 47410 Petaling Jaya  The EGM will be hosted virtually at <a href="https://rebrand.ly/HiapHuatEGM">https://rebrand.ly/HiapHuatEGM</a> operated by Mlabs Research Sdn. Bhd.

### **MODE OF MEETING**

The Extraordinary General Meeting (“EGM”) will be carried out in the manner as guided by the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendments that may be made from time to time. As a result of the implementation of the National Recovery Plan (“NCP”), the Securities Commission Malaysia has further revised its Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers (“Revised Guidance Note and FAQ”) to state that when a listed issuer conducts its general meeting during NCP Phase 1, the listed issuer is only allowed to conduct a fully virtual general meeting where all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical gathering irrespective of size is prohibited.

According to the Revised Guidance Note and FAQ, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 provided that the online platform is located in Malaysia.

Shareholders of the Company, whether Individual Shareholders, Corporate Shareholders, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees (“Shareholders”) are NOT REQUIRED to be physically present NOR ADMITTED at the Main Venue on the day of the EGM.

Shareholders will have to register to attend the EGM remotely by using the Remote Participation and Voting (“RPV”) Facilities, the details as set out below.

### **RPV**

The EGM will be conducted through live streaming and online remote voting. You are encouraged to attend the EGM by using the RPV Facilities. With the RPV Facilities, you may exercise your rights as a Shareholder to participate (including to pose questions to our Board) and vote at the EGM.

**Individual Members** are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the EGM. Please refer to the details as set out under RPV Facilities for information.

If an individual member is unable to attend the EGM, he/she is encouraged to appoint 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.

**Corporate Members** (through Corporate Representatives or appointed proxies) are also strongly advised to participate and vote remotely at the EGM using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the EGM must contact the poll administrator, Boardroom.com Sdn Bhd with the details set out below for assistance and will be required to provide the following documents to our Company no later than Monday, **13 September 2021 at 10.00 a.m.**

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

Upon receipt of such documents, Boardroom.com Sdn Bhd or our Company will respond to your remote participation request.

If a Corporate Member (through Corporate Representative(s) or appointed proxy(ies)) is unable to attend the EGM, 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.


In respect of **Nominee Company Members**, the beneficiaries of the shares under a Nominee Company's CDS account are also strongly advised to participate and vote remotely at the EGM using RPV Facilities. Nominee Company Members who wish to participate and vote remotely at the EGM can request its Nominee Company to appoint him/ her as a proxy to participate and vote remotely at the EGM. Nominee Company must contact the poll administrator, Boardroom.com Sdn Bhd with the details setout below for assistance and will be required to provide the following documents to our Company no later than Monday, 13 September 2021 at 10.00 a.m.

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

Upon receipt of such documents, Boardroom.com Sdn Bhd or our Company will respond to your remote participation request.

If a Nominee Company Member is unable to attend the EGM, it is encouraged to request its Nominee Company 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.

The procedures for the RPV in respect of the live streaming and remote voting at the EGM is as follows:

Procedures	Action
<b>Before EGM</b>	
1. Register as participant in Virtual EGM 	<ul style="list-style-type: none"> <li>Using your computer, access the registration website at <a href="https://rebrand.ly/HiapHuatEGM">https://rebrand.ly/HiapHuatEGM</a></li> <li>Click on the <b>Register</b> link to register for the EGM session.</li> <li>If you are using mobile devices, you can also scan the QR 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 EGM session.</li> <li>Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification.</li> <li>The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.</li> </ul>
2. Submit your online registration	<ul style="list-style-type: none"> <li>Shareholders who wish to participate and vote remotely at the EGM via RPV Facilities are required to register prior to the meeting. The registration will be open from <b>5.00 p.m. on Monday, 30 August 2021</b> until <b>9.00 a.m. on Wednesday, 15 September 2021</b>.</li> <li>Clicking on the link mentioned in item 1 will redirect you to the EGM event page. Click on the <b>Register</b> link for the online registration form.</li> <li>Complete your particulars in the registration page. Your name <b>MUST</b> match your CDS accountname (not applicable for proxy).</li> <li>Insert your CDS account number(s) and indicate the number of shares you hold.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declarations.</li> <li>Please ensure all information given is accurate before you click <b>Submit</b> to register your remoteparticipation. Failure to do so will result in your registration being rejected.</li> <li>System will send an email to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors of the Company as at <b>7 September 2021</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>8 September 2021</b>.</li> <li>If your registration is rejected, you can contact the Company's Poll Administrator or the Company for clarifications or to appeal.</li> </ul>

<b>On the day of EGM</b>		
3.	Attending Virtual EGM	<ul style="list-style-type: none"> <li>Two reminder emails will be sent to your inbox. First is one day before the EGM day, while the 2<sup>nd</sup> will be sent 1 hour before the EGM session.</li> <li>Click <b>Join Event</b> in the reminder email to participate the RPV.</li> </ul>
4.	Participate with live video	<ul style="list-style-type: none"> <li>You will be given a short brief about the system.</li> <li>Your microphone is muted throughout the whole session.</li> <li>If you have any questions for the Chairman/Board, you may use the <b>Q&amp;A panel</b> to send your questions. The Chairman/Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email.</li> <li>The session will be recorded.</li> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>The Chairman will announce the commencement of the Voting session and the duration allowed at the respective EGM.</li> <li>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 within the given stipulated time frame.</li> <li>Click on the <b>Submit</b> button when you have completed.</li> <li>Votes cannot be changed once it is submitted.</li> </ul>
6.	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the EGM, the live session will end.</li> </ul>

### **Revocation of Proxy**

Please note that if a Shareholder has submitted his/her Form of Proxy prior to the EGM and subsequently decides to personally attend and participate in the EGM via RPV Platform, the Shareholder must contact Boardroom.com Sdn Bhd to revoke the appointment of his/her proxy no later than **9:00 a.m. on 14 September 2021**.

### **Poll Voting**

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom.com Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Ms. 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. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolution is duly passed or otherwise.

The results of the voting for all resolutions will be announced at the EGM and on Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com)

### **No Recording or Photography**

Strictly NO recording or photography of the proceedings of the EGM is allowed.

### **No Breakfast/Lunch Packs, Door Gifts or Food Vouchers**

There will be no distribution of breakfast / lunch packs, door gifts or food vouchers.

**Enquiry**

If you have any enquiry prior to the meeting, please contact the following officers during office hours (Monday to Friday) from 9.00 a.m. to 5.30 p.m.(except public holiday):

**For Registration, logging in and system related:**

**Mlabs Research Sdn Bhd**

Name : Mr. Bryan / Mr. Hong  
Telephone No. : 03-76881013  
Email : [vgm@mlabs.com](mailto:vgm@mlabs.com)

**For Proxy and other matters:**

**Boardroom.com Sdn Bhd**

Name : Ms Jennie Wong / Mr. Rikki Tan  
Telephone No. : +603 7890 0638  
Email : [admin.registrar@boardroom.com.my](mailto:admin.registrar@boardroom.com.my)