



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

Dear Valued Shareholders of Hiap Huat Holdings Berhad (“**Hiap Huat**” or the “**Company**”),

Reference is made to our notices of general meetings dated 30 April 2021 for the Company’s Eleventh Annual General Meeting (“**11<sup>th</sup> AGM**”) and Extraordinary General Meeting (“**EGM**”) in relation to the proposed establishment of an employee share option scheme of up to 30% of the total number of issued shares of Hiap Huat (excluding treasury shares) at any point in time for the eligible directors and employees of Hiap Huat and its subsidiaries (excluding dormant subsidiaries). The 11<sup>th</sup> AGM and EGM shall collectively be referred to as the “**Meetings**”.

In light of the announcement of the nationwide Movement Control Order by the Malaysian Government effective 12 May 2021 to 7 June 2021 to curb the spread of the COVID-19 pandemic, the Board of Directors of the Company wishes to inform that the Meetings of the Company will be conducted **on a FULLY VIRTUAL BASIS through live streaming and Remote Participation and Electronic Voting facilities** on 24 May 2021 as scheduled. **For the avoidance of doubt, physical Meetings will no longer be held.**

Other than the changes as set out above, all details of the Meetings shall remain unchanged and revised Notices and Proxy Forms of the Meetings will not be issued. For ease of reference, please find below the details of the Meetings:

Date : Monday, 24 May 2021

Time : 11<sup>th</sup> AGM : 9.00 a.m.

EGM : 10.00 a.m. or immediately upon the conclusion or adjournment the 11<sup>th</sup> AGM, whichever is later, or at any adjournment thereof

Broadcast Venue : Meeting Room, Level 5, Block B  
Dataran PHB, Saujana Resort  
Section U2  
40150 Shah Alam  
Selangor

The Broadcast Venue is strictly to comply with Section 327(2) of the Companies Act 2016, which requires the Chairman of the meeting to be present at the main venue. **No member or proxy or corporate representative shall be physically present nor admitted at the Broadcast Venue on the day of the Meetings.**

To attend the Meetings remotely, all members are required to register to attend remotely by using the Remote Participation and Voting via <https://rebrand.ly/HiapHuatAGM> (for the 11<sup>th</sup> AGM) or <https://rebrand.ly/HiapHuatEGM> (for the EGM). Please refer to the **Administrative Guide for the respective Meetings** published on the Company’s website at [www.hiaphuat.com](http://www.hiaphuat.com) and at Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

If you need any assistance, you may contact the following personnel during normal office hours (Monday to Friday) from 9.00 a.m. to 5.30 p.m. (except public holiday):

**Share Registrar - Boardroom.com Sdn Bhd**

Tel : +603 7890 0638 / Email : [admin.registrar@boardroom.com.my](mailto:admin.registrar@boardroom.com.my)

Fax : +603 7890 1032

By order of the Board

Tan Tong Lang (MAICSA 7045482 / SSM PC No. 201908002253)

Thien Lee Mee (LS 0009760 / SSM PC No. 201908002254)

Company Secretaries

Selangor Darul Ehsan  
18 May 2021



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

## **ADMINISTRATIVE GUIDE FOR THE ANNUAL GENERAL MEETING (“AGM”)**

**Date** : 24 May 2021

**Time** : 9.00 a.m.

**Broadcast Venue** : Meeting Room, Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor

### **MODE OF MEETING**

In view of the COVID-19 pandemic and as part of the safety measures, the AGM will be conducted on a virtual basis through live streaming from the Broadcast Venue and online remote voting. This is inline with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, including any amendments that may be made from time to time.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which stipulates that the Chairman to be present at the main venue of the AGM. All shareholders of the Company, whether individual shareholders, corporate shareholders, proxy holders, authorised nominees or exempt authorised nominees who wish to attend the AGM will have to register to attend remotely by using the Remote Participation and Voting (“**RPV**”) Platform, the details of which is set out below. Hence, no shareholders/proxies/authorised nominees will be allowed to be physically present at the Broadcast Venue on the day of the AGM.

### **RPV**

1. The AGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the AGM, you will be required to do so by registering yourself using the RPV Platform in accordance with the instructions set out under Paragraph 4 below.

With the RPV Platform, you may exercise your rights as a shareholder to participate (including to pose questions to the Board of Directors of the Company (“**Board**”) and vote at the AGM.

2. If a shareholder is unable to attend the AGM, 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.
3. For proxies or corporate representatives/authorised nominees/exempt authorised nominees who wishes to use the RPV Platform at the AGM, please ensure the duly executed Form of Proxy with the email address and contact no. or the original certificate of appointment of its corporate representative are submitted to Boardroom.com Sdn Bhd at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor not later than Saturday, 22 May 2021 at 9.00 a.m.

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

Procedures		Action
<b>Before the AGM</b>		
1.	Register as participant in the AGM	<ul style="list-style-type: none"> <li>Using your computer, access the registration website at <a href="https://rebrand.ly/HiapHuatAGM">https://rebrand.ly/HiapHuatAGM</a></li> <li>Click on the <b>Register</b> link to register for the AGM 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).</li> <li>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 AGM via RPV Platform are required to register prior to the meeting. The registration will be open from 5.00 p.m. on Tuesday, 18 May 2021 until 9.00 a.m. on Sunday, 23 May 2021.</li> <li>Clicking on the link mentioned in item 1 will redirect you to the AGM eventpage. 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 account name (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 remote participation. 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>17 May 2021</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>18 May 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>
3.	Attending the AGM	<ul style="list-style-type: none"> <li>Two reminder emails will be sent to your inbox. The first reminder email will be sent before the AGM day, while the second reminder email will be sent 1 hour before the AGM session.</li> <li>Click <b>Join Event</b> in the reminder email to participate the RPV.</li> </ul>

Procedures		Action
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 endeavour to respond to questions submitted by you during the AGM.</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 AGM.</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	Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

### **Revocation of Proxy**

Please note that if a shareholder has submitted his/her Form of Proxy prior to the AGM and subsequently decides to personally attend and participate in the AGM via the 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 22 May 2021.

### **Poll Voting**

The voting at the AGM will be conducted by way of 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 Scrutineer 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 Scrutineer 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 AGM and on Bursa Malaysia Securities Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **No Recording or Photography**

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

### **Door Gifts or Food Vouchers**

There will be no distribution door gifts or food vouchers.

## **Enquiry**

If you have any enquiry prior to the meeting, please contact the following officers during normal 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 matters: Mlabs Research Sdn Bhd**

Name : Mr. Lee  
Telephone No. : +60 16-328 7852  
Email : [vqm@mlabs.com](mailto:vqm@mlabs.com)

### **For Proxy and other matters: Boardroom.com Sdn Bhd**

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