



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 (“**11th 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 11th 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 : 11th AGM : 9.00 a.m.

EGM : 10.00 a.m. or immediately upon the conclusion or adjournment the 11th 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 11th 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 and at Bursa Malaysia Securities Berhad’s website at 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

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
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(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

- Date** : 24 May 2021
- Time** : 10.00 a.m. or immediately upon the conclusion or adjournment the 11th Annual General Meeting of Hiap Huat Holdings Berhad (“**Hiap Huat**” or the “**Company**”), 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

MODE OF MEETING

In view of the COVID-19 pandemic and as part of the safety measures, the EGM 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 EGM. All shareholders of the Company, whether individual shareholders, corporate shareholders, proxy holders, authorised nominees or exempt authorised nominees who wish to attend the EGM 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 EGM.

RPV

1. The EGM will be conducted entirely through live streaming and online remote voting. Should you wish to attend the EGM, 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 EGM.

2. If a shareholder 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.
3. For proxies or corporate representatives/authorised nominees/exempt authorised nominees who wishes to use the RPV Platform at the EGM, 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 10.00 a.m.

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

Procedures		Action
Before the EGM		
1.	Register as participant in the EGM	<ul style="list-style-type: none"> Using your computer, access the registration website at https://rebrand.ly/HiapHuatEGM. Click on the Register link to register for the EGM session. 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). Refer to the tutorial guide posted on the same page for assistance.
2.	Submit your online registration	<ul style="list-style-type: none"> Shareholders who wish to participate and vote remotely at the EGM 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 10.00 a.m. on Sunday, 23 May 2021. Clicking on the link mentioned in item 1 will redirect you to the EGM eventpage. 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 (not applicable for proxy). Insert your CDS account number(s) and indicate the number of shares you hold. Read and agree to the Terms & Conditions and confirm the Declarations. Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors of the Company as at 17 May 2021, the system will send you an email to notify you if your registration is approved or rejected after 18 May 2021. If your registration is rejected, you can contact the Company's Poll Administrator or the Company for clarifications or to appeal.
3.	Attending the EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. The first reminder email will be sent before the EGM day, while the second reminder email will be sent 1 hour before the EGM session. Click Join Event in the reminder email to participate the RPV.

Procedures		Action
4.	Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/Board, you may use the Q&A panel to send your questions. The Chairman/Board will endeavour to respond to questions submitted by you during the EGM. The session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.
5.	Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the Voting session and the duration allowed at the respective EGM. 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. Click on the Submit button when you have completed. Votes cannot be changed once it is submitted.
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the EGM, the live session will end.

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 the RPV Platform, the shareholder must contact Boardroom.com Sdn Bhd to revoke the appointment of his/her proxy no later than 10.00 a.m. on 22 May 2021.

Poll Voting

The voting at the EGM 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 EGM and on Bursa Malaysia Securities Berhad's website at www.bursamalaysia.com.

No Recording or Photography

Strictly NO recording or photography of the proceedings of the EGM 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

For Proxy and other matters: Boardroom.com Sdn Bhd

Name : Jennie Wong
Telephone No. : +603 7890 0638 (ext: 223)
Email : admin.registrar@boardroom.com.my