

# ANNUAL GENERAL MEETING HIAP HOE LIMITED

Company Registration Number 199400676Z  
(Incorporated in the Republic of Singapore)

This form of proxy has been made available on SGXNet and the Company's website and may be accessed at the URL:

<https://www.hiaphoe.com/annual-general-meeting/2022>.

A printed copy of this form of proxy will NOT be despatched to members.

## Important:

1. Alternative arrangements relating to, among others, attendance, submission of questions in advance and/or voting by proxy at the Annual General Meeting are set out in the Company's announcement dated 7 April 2022 entitled "Important Notice to Shareholders Regarding the Company's Annual General Meeting on 29 April 2022" which has been uploaded together with the Notice of Annual General Meeting dated 7 April 2022 on SGXNet on the same day. This announcement may also be accessed at the URL <https://www.hiaphoe.com/annual-general-meeting/2022>.
2. A member will not be able to attend the Annual General Meeting in person. If a member (individual or corporate) wishes to exercise his/her/its voting rights at the Annual General Meeting, he/she/it must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting. In appointing the Chairman as proxy, a member (whether individual or corporate) must give specific instructions as to voting, or abstentions from voting, in the form of proxy, failing which the appointment will be treated as invalid.
3. This Proxy Form is not valid for use by CPF/SRS investors and shall be ineffective for all intents and purposes if used or purported to be used by them.
4. CPF/SRS investors who wish to vote should contact their CPF Agent Banks or SRS Operators to submit their votes by 10.30 a.m. on 19 April 2022.

## PROXY FORM

(Please see notes overleaf before completing the Proxy Form)

I/We\* \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Address)

being a member/members\* of Hiap Hoe Limited (the "**Company**") hereby appoint the Chairman of the Annual General Meeting as my/our proxy to attend, speak and to vote for me/us on my/our behalf at the Annual General Meeting of the Company to be held by way of electronic means on Friday, 29 April 2022 at 10.30 a.m. and at any adjournment thereof;

I/We direct the Chairman of the Annual General Meeting as my/our proxy to vote for or against the Resolutions, or to abstain from voting on the Resolutions, to be proposed at the Annual General Meeting as indicated hereunder.

**(Please indicate your vote "For" or "Against" with an "X" within the box provided. If you wish to abstain from voting, please indicate your vote "Abstain" with an "X" within the box provided.)**

No.	Resolutions relating to:	For	Against	Abstain
<b>Ordinary Resolutions</b>				
1	Directors' Statement and Audited Financial Statements for the financial year ended 31 December 2021			
2	Payment of proposed final dividend of 0.5 Singapore cent per ordinary share			
3	Re-election of Mr Roland Teo Ho Kang as a Director			
4	Re-election of Mr Chan Boon Hui as a Director			
5	Approval of Directors' fees amounting to S\$160,000			
6	Re-appointment of Messrs Ernst & Young LLP as Auditors and authorisation for Directors to fix its remuneration			
7	Authority to allot and issue new shares and convertible securities			

\* If you wish to exercise all your votes "For" or "Against" the Resolution or to abstain from voting on the Resolution in respect of all your votes, please indicate your vote "For" or "Against" or "Abstain" with an "X" within the box provided. Alternatively, please indicate the number of votes as appropriate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Signature(s) of shareholder(s) or  
common seal of corporate shareholder

Total Number of Shares in:	
(a) CDP	
(b) Register of Members	
<b>TOTAL</b>	

**Notes:**

1. A member will not be able to attend the Annual General Meeting in person. If a member (individual or corporate) wishes to exercise his/her/its voting rights at the Annual General Meeting, he/she/it must appoint the Chairman of the Annual General Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting. In appointing the Chairman as proxy, a member (whether individual or corporate) must give specific instructions as to voting, or abstentions from voting, in the form of proxy, failing which the appointment will be treated as invalid.
2. Please insert the total number of shares held by you. If you have shares entered against your name in the Depository Register (as defined in Section 81SF of the Securities and Futures Act 2001), you should insert that number of shares. If you have shares registered in your name in the Register of Members of the Company, you should insert that number of shares. If you have shares entered against your name in the Depository Register and shares registered in your name in the Register of Members, you should insert the aggregate number of shares entered against your name in the Depository Register and registered in your name in the Register of Members. If no number is inserted, the instrument appointing a proxy shall be deemed to relate to all the shares held by you.
3. The Chairman of the Annual General Meeting, as proxy, need not be a member of the Company.
4. The instrument appointing a proxy must:
  - (a) if sent by post, be deposited at the registered office of the Company at 18 Ah Hood Road, #13-51 Hiap Hoe Building At Zhongshan Park, Singapore 329983; or
  - (b) if submitted by email, be received by the Company at [hiaphoe@hiaphoe.com](mailto:hiaphoe@hiaphoe.com),

in either case not less than 72 hours before the time appointed for the Annual General Meeting, and in default the instrument of proxy shall not be treated as valid.

A member who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before submitting it by post to the address provided above, or before scanning and sending it by email to the email address provided above.

**In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are strongly encouraged to submit completed proxy forms electronically via email.**

5. If sent by post, the instrument appointing the Chairman of the Annual General Meeting as proxy of an individual must be under the hand of the appointor or of his/her attorney duly authorised in writing and the instrument appointing the Chairman of the Annual General Meeting as proxy of a corporation must be executed either under its common seal or under the hand of a duly authorised officer or attorney.
6. Where the instrument appointing the Chairman of the Annual General Meeting as proxy is submitted by email, it must be authorised in the following manner:
  - (a) by way of the affixation of an electronic signature by the appointor or his/her duly authorised attorney or, as the case may be, an officer or duly authorised attorney of a corporation; or
  - (b) by way of the appointor or his duly authorised attorney or, as the case may be, an officer or duly authorised attorney of a corporation signing the instrument under hand and submitting a scanned copy of the signed instrument by email.
7. Where an instrument appointing the Chairman of the Annual General Meeting as proxy is signed or, as the case may be, authorised on behalf of the appointor by an attorney, the letter or power of attorney or a duly certified copy thereof must (failing previous registration with the Company) be lodged with the instrument appointing the Chairman of the Annual General Meeting as proxy, failing which the instrument may be treated as invalid.

**General:**

The Company shall be entitled to reject the instrument appointing the Chairman of the Annual General Meeting as proxy if it is incomplete, improperly completed or illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing the Chairman of the Annual General Meeting as proxy. In addition, in the case of members whose shares are entered against their names in the Depository Register, the Company may reject any instrument appointing the Chairman of the Annual General Meeting as proxy lodged if such members are not shown to have shares entered against their names in the Depository Register as at 72 hours before the time appointed for holding the Meeting, as certified by The Central Depository (Pte) Limited to the Company.

**Personal Data Privacy:**

By attending the Meeting and/or any adjournment thereof or submitting an instrument appointing a proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Annual General Meeting.