

## REQUEST FORM

### HIAP HOE LIMITED

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

15 April 2020

Dear Shareholders

In line with Hiap Hoe Limited's sustainability strategy, we will be discontinuing the practice of mailing CDs containing Hiap Hoe Limited's Annual Report. Instead, the Annual Report for the financial year ended 31 December 2019 ("**Annual Report for FY2019**") will be available for download from Hiap Hoe Limited's corporate website from the date of this letter, and may be accessed at the URL <https://www.hiaphoe.com/annual-reports>, under "Annual Report 2019". To access the Annual Report, click on the title "Annual Report 2019". You will need an internet browser and PDF reader to view these documents.

We sincerely hope that you will join our sustainability efforts and embrace e-communications. However, if you wish to receive a printed copy of Hiap Hoe Limited's Annual Report for FY2019, please send us the completed Request Form by 5 June 2020. The printed copy will be mailed to you from 11 May 2020 onwards upon receipt of your request.

By completing, signing and returning the Request Form to us, you agree and acknowledge that we and/or our service provider may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

### Extension of Time for Annual General Meeting ("AGM")

In view of the COVID-19 situation, Singapore Exchange Regulation and the Accounting and Corporate Regulatory Authority have granted Hiap Hoe Limited an extension of time to hold our AGM on or before 29 June 2020. We will provide the Notice of AGM and Proxy Form in due course prior to the AGM. As the situation is fluid, we will monitor the development closely and inform all shareholders via SGXNET if there are further developments.

Yours faithfully  
For and on behalf of  
**Hiap Hoe Limited**

Ong Beng Hong  
Joint Company Secretary

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## REQUEST FORM

### TO: HIAP HOE LIMITED

**Please send me/us a printed copy of Hiap Hoe Limited's Annual Report for FY2019.**

Name(s) of Shareholder(s) : \_\_\_\_\_

The shares are held by me/us under or through:

CDP Securities Account Number

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CPFIS Account

Physical Scrips

Address : \_\_\_\_\_ Singapore : \_\_\_\_\_

Signature(s) : \_\_\_\_\_ Date : \_\_\_\_\_

**Affix Stamp  
Here**

**HIAP HOE LIMITED**

18 Ah Hood Road #13-51,  
Hiap Hoe Building At Zhongshan Park,  
Singapore 329983

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**2nd fold here**

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