



HEETON HOLDINGS LIMITED
(Incorporated in the Republic of Singapore)
(Company Registration Number: 197601387M)

1 April 2022

Dear Shareholders

Annual General Meeting on 27 April 2022

Heeton Holdings Limited (“**Heeton**” or the “**Company**”) will be holding its Annual General Meeting (“**AGM**”) on **Wednesday, 27 April 2022**.

Due to the current COVID-19 restrictions in Singapore, the AGM will be held by electronic means in compliance with the following regulations:

- (1) the COVID-19 (Temporary Measures) Act 2020 which enables the Minister for Law by order to prescribe alternative arrangements for listed companies in Singapore to, inter alia, conduct general meetings, either wholly or partly, by electronic communication, video conferencing, tele-conferencing or other electronic means;
- (2) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 which sets out the alternative arrangements in respect of, inter alia, general meetings of companies; and
- (3) the Joint Statement by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and the Singapore Exchange Regulation issued on 13 April 2020 (as updated on 27 April 2020, 22 June 2020, 1 October 2020 and 4 February 2022) which includes a checklist to guide listed and non-listed entities on the conduct of general meetings during the period.

The notice of AGM and proxy form may be accessed on the SGX website at (<https://www.sgx.com/securities/company-announcements>) and on our corporate website at (<http://www.heeton.com/investor-relations/announcements/>).

1. Date, time and conduct of AGM

The AGM will be convened and held by way of live audio-visual webcast or live audio-only tele-streaming on **Wednesday, 27 April 2022** at **10.00 a.m.**

2. Registration for AGM

Shareholders must register at https://live.motionmediaworks.com/heeton_reg_form by **10.00 a.m.**, on **Wednesday, 20 April 2022** in order to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only streaming via their mobile phones, tablets or computers. Verified shareholders will receive an email by **Tuesday, 26 April 2022** that will contain the user ID and password, as well as the link to access the live audio-visual webcast or a toll-free telephone number and a conference code to access the live audio-only streaming of the AGM proceedings.

Shareholders holding Heeton shares through Depository Agents or other nominees will not be able to register to attend the live AGM proceedings.

3. Annual Report 2021

In line with Heeton's sustainability efforts, the Company's constitution ("**Constitution**") was amended to allow documents such as annual reports and circulars to be made available or sent to shareholders by electronic means, and we have discontinued the practice of automatically mailing a printed copy of the annual report to the shareholders since 2020. The Company's Annual Report for the financial year ended 31 December 2021 is now available to be downloaded from Heeton's corporate website at <http://www.heeton.com/investor-relations/annual-reports/> under "Annual Report 2021".

4. Questions for the Directors

Shareholders will not be able to ask questions at the AGM during the live audio-visual webcast or live audio-only streaming, and therefore it is important for shareholders to register and submit their questions related to the resolutions to be tabled for approval at the AGM in advance of the AGM. Shareholders who wish to raise questions relevant to the proceedings may do so by submitting such questions:

- (a) on [https://live.motionmediaworks.com/heeton_reg_form](https://live.motionmediaworks.com/heeton_reg_form;);
- (b) by email to ir@heeton.com; or
- (c) by post to Heeton Holdings Limited, 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051.

Shareholders are encouraged not to submit questions by post in order to avoid any delays in delivery.

All questions must be submitted by **10.00 a.m.**, on **Saturday, 9 April 2022** and every effort will be made to address them. Responses to questions will be uploaded onto <https://www.sgx.com/securities/company-announcements> and on our corporate website at <http://www.heeton.com/investor-relations/announcements/> on **Monday, 11 April 2022**.

5. Voting on the resolutions to be tabled at the AGM (the "Resolutions") will be done by way of proxy

Shareholders who wish to vote on the Resolutions have to submit their proxy forms in advance and appoint the "Chairman of the AGM" as their proxy.

A shareholder who wishes to vote by proxy must first complete and sign the proxy form before sending it:

- (a) by email to gpc@mncsingapore.com by **10.00 a.m.**, on **Sunday, 24 April 2022**; or
- (b) by post to Heeton Holdings Limited, 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051, by **10.00 a.m.**, on **Sunday, 24 April 2022**.

Shareholders are encouraged to submit proxy forms by **email** instead of by post in order to avoid any delays in delivery.

CPF or SRS investors who wish to appoint the Chairman of the AGM as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by **10.00 a.m.**, on **Thursday, 14 April 2022**.

Shareholders who hold their shares through Depository Agents will only be able to vote through their nominees, whom they should contact to confirm the arrangements.

6. Key dates for shareholders

Key Dates	Details
From Friday, 1 April 2022	Shareholders may begin to register at https://live.motionmediaworks.com/heeton_reg_form for the live audio-visual webcast or live audio-only streaming of the AGM proceedings.
10.00 a.m. on Saturday, 9 April 2022	Deadline for shareholders to submit questions.
By Monday, 11 April 2022	Responses to questions will be uploaded on the SGX website and on our corporate website.
10.00 a.m. on Thursday, 14 April 2022	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as their proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
10.00 a.m. on Wednesday, 20 April 2022	Deadline for shareholders to register for the live audio-visual webcast or live audio-only streaming of the AGM proceedings.
10.00 a.m. on Sunday, 24 April 2022	Deadline for shareholders to submit proxy forms by via email to gpc@mncsingapore.com or by post to Heeton Holdings Limited, 60 Paya Lebar Road, #08-36 Paya Lebar Square, Singapore 409051.
By Tuesday, 26 April 2022	Verified shareholders will receive an email (the “ Confirmation Email ”) containing the user ID and password, as well as the link to access the live audio-visual webcast or a toll-free telephone number and a conference code to access the live audio-only streaming of the AGM proceedings.
10.00 a.m. on Wednesday, 27 April 2022	<ol style="list-style-type: none"> 1. Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the AGM proceedings; or 2. Call the toll-free telephone number and enter the conference code in the Confirmation Email to access the live audio-only streaming of the AGM proceedings.

As the COVID-19 situation continues to evolve, the Company may be required to change the arrangements for the AGM at short notice. Shareholders are advised to check the Company’s corporate website (www.heeton.com/investor-relations/announcements/) or the Company’s announcements to apprise themselves of any changes to the AGMs.

We would like to thank all shareholders for their patience and support during this uncertain and unprecedented period.

Yours faithfully

Toh Giap Eng
Executive Chairman
Heeton Holdings Limited