

# HEETON HOLDINGS LIMITED

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

2 April 2020

Dear Shareholders

## Annual General Meeting on 24 April 2020 - “Live” Webcast<sup>1</sup>

Heeton Holdings Limited (“Company”) will be holding its Annual General Meeting (“AGM”) on Friday 24 April 2020.

As you are all aware, the COVID-19 crisis has resulted in nation-wide restrictions (including the Infectious Diseases (Measures to Prevent Spread of COVID-19) Regulations 2020 (“Regulations”) and guidance by the Accounting and Corporate Regulatory Authority, the Monetary Authority of Singapore and Singapore Exchange Regulation) regarding how general meetings are conducted.

In compliance with the Government’s safe distancing measures the Company will be proceeding with the AGM on 24 April 2020 in the following manner:

### 1. Shareholders will only be able to attend the AGM by way of “live” webcast.

As the Regulations require the Company to restrict the number of individuals being present at or taking part in any event in person to be less than 10, no shareholders will be able to attend the AGM in person. Shareholders will instead be able to watch the proceedings through a live webcast via their mobile phones, tablets or computers. In order to do so, they will have to **pre-register** by post to the Company’s registered address at **60 Sembawang Road, Hong Heng Mansions, #01-02, Singapore 779088** or email to **ir@heeton.com**, to be received **not later than 10.a.m. on 21 April 2020** to verify their status as shareholders. The Company will at a later date provide information on the URL link to access the webcast of the AGM proceedings via an announcement to be made on SGXNET.

### 2. Voting on the resolutions to be tabled at the AGM (the “Resolutions”) will be done by way of proxy.

In order to do so, Shareholders will have to **submit proxy forms to vote** as our Constitution currently does not allow shareholders to submit their votes online. Shareholders who pre-register to watch the webcast “live” and wish to vote on the Resolutions have to submit their proxy forms in advance and appoint the “Chairman of the Meeting” as their proxy. Please send the duly executed and completed proxy form to the Company’s registered office (as above) **to be received by 10 a.m. on 21 April 2020**. CPF or SRS investors who wish to appoint the Chairman of the Meeting as their proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes **at least seven working days** before the AGM.

### 3. Questions for the Board

Shareholders who wish to raise questions relevant to the proceedings to be heard during the AGM **must submit these questions** to the Company’s investor relations contact (**ir@heeton.com**) **to be received by 10.a.m. on 21 April 2020**. Every effort will be made to address them during the AGM.

As the COVID-19 situation continues to evolve, the Company reserves the right to take further measures as appropriate up to the date of the AGM. Changes in government policy may make it necessary for the AGM to be postponed at short notice. Shareholders are advised to visit [www.heeton.com](http://www.heeton.com) or keep track of the Company’s SGXNET announcements to apprise themselves of any changes.

We would like to thank all shareholders for their support and to remind everyone to be vigilant and socially responsible at all times during this uncertain and unprecedented period.

Yours faithfully

Toh Giap Eng  
Executive Deputy Chairman  
Heeton Holdings Limited

<sup>1</sup> Subject to the provisions, announced by the Ministry of Law and the Ministry of Finance on 31 March 2020 that there will be upcoming legislative provisions to help entities who find it challenging or are unable to hold meetings where personal attendance is provided for, in any written law or legal instrument, in compliance with MOH’s safe distancing measures, being passed into law. The provisions will be introduced at the April Parliament sitting (on or around 7 April 2020).