



HEETON HOLDINGS LIMITED
(Unique Entity Number 197601387M)
Incorporated in the Republic of Singapore

15 April 2021

Dear Shareholders

Annual General Meeting on 30 April 2021

Heeton Holdings Limited (“**Heeton**” or the “**Company**”) will be holding its Annual General Meeting (“**AGM**”) on Friday 30 April 2021.

As you are aware, the COVID-19 pandemic has resulted in nation-wide restrictions and the AGM of the Company will be held in compliance with the following regulations:

- (1) the COVID-19 (Temporary Measures) Act 2020 passed by Parliament on 7 April 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 was gazetted on 13 April 2020, and 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 and 1 October 2020) which includes a checklist to guide listed and non-listed entities on the conduct of general meetings during the period when safe management measures are in place.

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 webcast or audio-only tele-conferencing on **Friday 30 April 2021 at 9.30 a.m.**

2. Registration for AGM

Shareholders must register at https://live.motionmediaworks.com/heeton_reg_form by **9.30 a.m.**, on **Friday 23 April 2021** in order to participate in the AGM webcast. Verified shareholders will receive an email by **Thursday 29 April 2021** that will contain user ID and password details, 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 stream 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 2020

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 2020 (“**AR 2020**”) is now available to be downloaded from Heeton’s corporate website at <http://www.heeton.com/investor-relations/annual-reports/> under “Annual Report 2020”.

Should you however still wish to receive a printed copy of the AR 2020, please send an email to ir@heeton.com.

4. Questions for the Board

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

- (a) on https://live.motionmediaworks.com/heeton_reg_form;
- (b) by email to ir@heeton.com; or
- (c) by post to Heeton Holdings Limited, 60 Sembawang Road, #01-01 Hong Heng Mansions Singapore 779088.

All questions must be submitted to arrive by **9.30 a.m.**, on **Friday 23 April 2021** and every effort will be made to address them.

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

Shareholders who wish to exercise their right to vote will have to do so through proxy forms as our Constitution currently does not allow shareholders to submit their votes online. 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:

- (a) by email to gpc@mncsingapore.com by **9.30 a.m.**, on **Tuesday 27 April 2021**; or
- (b) by post to Heeton Holdings Limited, 60 Sembawang Road, #01-01 Hong Heng Mansions Singapore 779088, by **9.30 a.m.**, on **Tuesday 27 April 2021**.

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 **9.30 a.m.**, on **Wednesday 21 April 2021**

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	Action
From Thursday 15 April 2021	Shareholders may begin to register at https://live.motionmediaworks.com/heeton_reg_form for the live audio-visual webcast or live audio-only stream of the AGM proceedings.
9.30 a.m. on Wednesday 21 April 2021	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.
9.30 a.m. on Friday 23 April 2021	Deadline for shareholders to: <ol style="list-style-type: none"> 1. register for the live audio-visual webcast or live audio-only stream of the AGM proceedings; and 2. submit questions.
9.30 a.m. on Tuesday 27 April 2021	Deadline for shareholders to submit proxy forms by via email to gpc@mncsingapore.com or by post to Heeton Holdings Limited, 60 Sembawang Road, #01-01 Hong Heng Mansions Singapore 779088

By Thursday 29 April 2021	Authenticated shareholders will receive an email which will contain user ID and password details, 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 stream of the AGM proceedings.
9.30 a.m. on Friday 30 April 2021,	<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 stream of the AGM proceedings.

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 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