

## ANNUAL GENERAL MEETING::VOLUNTARY

### Issuer & Securities

#### Issuer/ Manager

HONG LEONG ASIA LTD.

#### Security

HONG LEONG ASIA LTD. - SG1F76860344 - H22

### Announcement Details

#### Announcement Title

Annual General Meeting

#### Date & Time of Broadcast

30-Mar-2021 06:41:43

#### Status

New

#### Announcement Reference

SG210330MEET313B

#### Submitted By (Co./ Ind. Name)

Ng Siew Ping, Jaslin

#### Designation

Company Secretary

#### Financial Year End

31-Dec-2020

### Event Narrative

Narrative Type	Narrative Text
Additional Text	<p>Please refer to the following documents attached:</p> <ul style="list-style-type: none"><li>(1) Announcement relating to the 60th Annual General Meeting ("AGM") to be held on 28 April 2021;</li><li>(2) Notice of AGM;</li><li>(3) Proxy Form;</li><li>(4) Arrangements for the AGM (in FAQ format); and</li><li>(5) Letter to Shareholders dated 30 March 2021.</li></ul>

### Event Dates

#### Meeting Date and Time

28-Apr-2021 10:00:00

#### Response Deadline Date

25-Apr-2021 10:00:00

### Event Venue(s)

## Place

Venue(s)	Venue details
Meeting Venue	The 60th AGM of the Company will be conducted by way of electronic means. Shareholders will not be able to attend the AGM in person. Please refer to the Announcement relating to the 60th AGM to be held on 28 April 2021 for details on how to participate in the AGM.

## Attachments

 [AGM Annt.pdf](#)

 [Notice of AGM.pdf](#)

 [Proxy Form.pdf](#)

 [AGM FAQs.pdf](#)

 [HLA - Letter to Shareholders.pdf](#)

Total size =872K MB

**HONG LEONG ASIA LTD.**  
Co. Reg. No. 196300306G  
(Incorporated in the Republic of Singapore)

**60<sup>TH</sup> ANNUAL GENERAL MEETING TO BE HELD ON 28 APRIL 2021**

1. **Background.** Hong Leong Asia Ltd. (“HLA” or the “Company”) refers to:
  - (a) 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;
  - (b) the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020 (the “Order”) which sets out the alternative arrangements in respect of, *inter alia*, general meetings of companies; and
  - (c) the joint statement by the Accounting and Corporate Regulatory Authority, Monetary Authority of Singapore and Singapore Exchange Regulation of 13 April 2020 (and subsequently updated on 27 April 2020, 22 June 2020 and 1 October 2020) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation during the period from 27 March 2020 to 30 June 2021.
2. **Date, time and conduct of Annual General Meeting.** HLA is pleased to announce that pursuant to the Order, its 60<sup>th</sup> Annual General Meeting (“AGM”) will be convened and held by way of electronic means on **Wednesday, 28 April 2021 at 10.00 a.m.**
3. **Notice of AGM and proxy form.** The Notice of AGM and proxy form have been made available to shareholders solely by electronic means *via* (i) publication on the Company’s corporate website at the URL <http://agm.hlasia.com.sg> and (ii) on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Please note that printed copies of these documents **will not** be sent to shareholders *via* post.
4. **No personal attendance at AGM.** Due to the current COVID-19 situation in Singapore, **shareholders will not be able to attend the AGM in person.**
5. **Alternative arrangements for participation at the AGM.** Shareholders may participate at the AGM by:
  - (a) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM;
  - (b) observing and/or listening to the AGM proceedings via ‘live’ audio-visual webcast or ‘live’ audio-only stream; and/or
  - (c) submitting questions they would like to raise in advance of the AGM.

Details of the steps for submission of the proxy form for voting at the AGM, pre-registration to obtain access to the ‘live’ audio-visual webcast or ‘live’ audio-only stream, and pre-submission of questions to be raised at the AGM are set out in the **Appendix** to this announcement. A copy of this announcement may also be accessed at the Company’s corporate website at the URL <http://agm.hlasia.com.sg>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

**Annual General Meeting to be held on 28 April 2021**

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6. **Persons who hold shares through relevant intermediaries.** Persons who hold HLA shares through relevant intermediaries (as defined in section 181 of the Companies Act, Chapter 50), including CPF and SRS investors, and who wish to participate in the AGM by:

- (a) appointing the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM;
- (b) observing and/or listening to the AGM proceedings *via* 'live' audio-visual webcast or 'live' audio-only stream; and/or
- (c) submitting questions they would like to raise in advance of the AGM,

should contact the relevant intermediary (which would include, in the case of CPF and SRS investors, their respective CPF Agent Banks and SRS Operators) through which they hold such shares as soon as possible in order for the necessary arrangements to be made for their participation in the AGM.

7. **Annual Report 2020 and Letter to Shareholders.** The Annual Report 2020 and Letter to Shareholders dated 30 March 2021 ("**Letter to Shareholders**") (in relation to the proposed renewal of the Share Purchase Mandate and renewal of the General Mandate for Interested Person Transactions) have been published on our corporate website, and may be accessed at the URL <http://agm.hlasia.com.sg> by clicking on the links for "Annual Report 2020" and "Letter to Shareholders". These may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Shareholders who still wish to receive a printed copy each of the Annual Report 2020 and the Letter to Shareholders may submit their request(s) through the online Request Form at the URL <http://agm.hlasia.com.sg> no later than **15 April 2021**.

8. **Key dates/deadlines.** In summary, the key dates/deadlines which shareholders should take note of are set out in the table below:

Key dates	Actions
<b>From 9.00 a.m. on 30 March 2021 (Tuesday)</b>	Shareholders may begin to pre-register at <a href="https://online.meetings.vision/hlasia-agm-registration">https://online.meetings.vision/hlasia-agm-registration</a> for 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.
<b>5.00 p.m. on 16 April 2021 (Friday)</b>	CPF or SRS investors, who wish to appoint the Chairman of the Meeting as their proxy, must approach their respective CPF Agent Banks or SRS Operators to submit their votes by this deadline.

**Annual General Meeting to be held on 28 April 2021**

<b>Key dates</b>	<b>Actions</b>
<b>22 April 2021 (Thursday)</b>	Deadline for shareholders to submit questions to be raised at the AGM
<b>10.00 a.m. on 25 April 2021 (Sunday)</b>	Deadline for shareholders to: <ul style="list-style-type: none"> <li>• submit proxy forms; and</li> <li>• pre-register for the 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.</li> </ul>
<b>26 April 2021 (Monday)</b>	Individuals or corporates that have pre-registered but whose status as shareholders cannot be verified will receive an email by this date to inform them of this.
<b>By 12.00 p.m. on 27 April 2021 (Tuesday)</b>	Authenticated shareholders will receive an email with the link to access the 'live' audio-visual webcast or a toll-free telephone number to access the 'live' audio-only stream of the AGM proceedings (the " <b>Confirmation Email</b> ").  Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 27 April 2021 but have registered by the 25 April 2021 deadline should contact our Share Registrar, M & C Services Private Limited at <a href="mailto:gpb@mncsingapore.com">gpb@mncsingapore.com</a> , or alternatively at +65 6228 0530 from 12.00 p.m. to 7.00 p.m. on 27 April 2021 and 9.00 a.m. to 10.00 a.m. on 28 April 2021.
<b>By 28 April 2021 (Wednesday)</b>	Publication of answers to questions raised at the URL <a href="http://agm.hlasia.com.sg">http://agm.hlasia.com.sg</a> and on the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> .
<b>10.00 a.m. on 28 April 2021 (Wednesday)</b>	60 <sup>th</sup> Annual General Meeting <ul style="list-style-type: none"> <li>• Click on the link in the Confirmation Email to access the 'live' audio-visual webcast of the AGM proceedings; or</li> <li>• Call the toll-free telephone number in the Confirmation Email and enter the meeting ID and password to access the 'live' audio-only stream of the AGM proceedings.</li> </ul>

**Hong Leong Asia Ltd.**  
(Co. Reg. No. 196300306G)  
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**Annual General Meeting to be held on 28 April 2021**

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<b>Key dates</b>	<b>Actions</b>
<b>5.00 p.m. on 6 May 2021 (Thursday)</b>	Record Date for determining entitlements to first and final dividend (the “ <b>Dividend</b> ”), subject to shareholders’ approval for the declaration of the Dividend at the AGM.
<b>18 May 2021 (Tuesday)</b>	Payment date for Dividend, subject to shareholders’ approval for the declaration of the Dividend at the AGM.

9. **Important reminder. Due to the constantly evolving COVID-19 situation in Singapore, the Company may be required to change its arrangements for the AGM at short notice. Shareholders should check the Company’s corporate website at the URL <http://agm.hlasia.com.sg> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.**

BY ORDER OF THE BOARD

Ng Siew Ping, Jaslin  
Yeo Swee Gim, Joanne  
Company Secretaries

Singapore  
30 March 2021

**Annual General Meeting to be held on 28 April 2021**

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**APPENDIX**

**Steps for voting on the AGM resolutions, pre-registration to observe/listen to the AGM proceedings and pre-submission of questions in advance of the AGM**

Shareholders can only vote in respect of the resolutions proposed at the AGM by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM. Shareholders may, if they wish, to observe and/or listen to the AGM proceedings through a 'live' audio-visual webcast or 'live' audio-only stream, and may also submit questions in advance of the AGM. Please refer to the following steps for the submission of the proxy form, pre-registration for the audio-visual webcast or audio-only stream and submission of questions.

No.	Steps	Details
1.	<b>Submit proxy form to vote</b>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Due to the current COVID-19 situation in Singapore, a shareholder will not be able to attend the AGM in person. A shareholder (whether an individual or a corporate) cannot appoint any other person as his/her/its proxy for the AGM and must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the AGM if such member wishes to exercise his/her/its voting rights at the AGM.</p> <p><b>Specific voting instructions to be given.</b> Where shareholders (whether an individual or a corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for any resolution without specific instructions will be treated as invalid.</p> <p><b>Submission of proxy forms.</b> A shareholder who wishes to submit a proxy form appointing the Chairman of the Meeting as his/her/their proxy must first download the proxy form at the URL <a href="http://agm.hlasia.com.sg">http://agm.hlasia.com.sg</a> and click on the hyperlink "Proxy Form" under the caption "60<sup>th</sup> Annual General Meeting", and thereafter complete and sign the proxy form, before submitting it in the manner provided below:</p> <p>(a) if submitted by post, to be received at the office of the Company's Share Registrar, M &amp; C Services Private Limited, at 112 Robinson Road, #05-01, Singapore 068902; or</p>

**Annual General Meeting to be held on 28 April 2021**

No.	Steps	Details
		<p>(b) if submitted electronically, to be submitted <i>via</i> email to the Company's Share Registrar at <a href="mailto:gpb@mncsingapore.com">gpb@mncsingapore.com</a>,</p> <p>in either case, by <b>10.00 a.m. on 25 April 2021</b>.</p> <p><b>Due to the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically <i>via</i> email.</b></p> <p>CPF or SRS investors who wish to appoint the Chairman of the Meeting as their proxy should approach their respective Agent Banks/SRS operators to submit their votes by <b>5.00 p.m. on 16 April 2021</b>.</p>
2.	<b>Pre-registration for the AGM</b>	<p>Shareholders, who wish to observe or listen to the AGM proceedings, must pre-register at the pre-registration website at <a href="https://online.meetings.vision/hlasia-agm-registration">https://online.meetings.vision/hlasia-agm-registration</a> from 9.00 a.m. on 30 March 2021 to 10.00 a.m. on 25 April 2021 to enable the Company to verify their status as shareholders.</p> <p>Following the verification of the status of shareholders, authenticated shareholders will receive an email with login credentials, as well as the link to access the 'live' audio-visual webcast or a toll-free telephone number to access the 'live' audio-only stream of the AGM proceedings (the "<b>Confirmation Email</b>").</p> <p>Shareholders who do not receive the Confirmation Email by <b>12.00 p.m. on 27 April 2021</b>, but have registered by the 25 April 2021 deadline should contact the Company's Share Registrar, M &amp; C Services Private Limited, at <a href="mailto:gpb@mncsingapore.com">gpb@mncsingapore.com</a>, or alternatively, call Tel No. +65 6228 0530 between 12.00 p.m. and 7.00 p.m. on 27 April 2021 and between 9.00 a.m. and 10.00 a.m. on 28 April 2021.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at <a href="https://online.meetings.vision/hlasia-agm-registration">https://online.meetings.vision/hlasia-agm-registration</a> for the 'live' broadcast of the AGM. If they wish to participate in the 'live' broadcast of the AGM, they should instead approach his/her/its relevant intermediary as soon as possible in order to make the necessary arrangements to participate in the 'live' broadcast of the AGM.</p>



**Annual General Meeting to be held on 28 April 2021**

No.	Steps	Details
3.	Submit questions in advance of the AGM	<p><b>Shareholders will not be able to ask questions at the AGM during the ‘live’ audio-visual webcast or ‘live’ audio only stream, and therefore it is important for shareholders to submit their questions in advance of the AGM.</b></p> <p><b>Submission of questions.</b> Shareholders can submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:</p> <p>(a) <b>By email</b> to <a href="mailto:investor_relations@corp.hla-grp.com">investor_relations@corp.hla-grp.com</a>; or</p> <p>(b) <b>By post</b> to Hong Leong Asia Ltd., Investor Relations, 16 Raffles Quay, #26-00 Hong Leong Building, Singapore 048581.</p> <p>To ensure that questions are received by the Company by the stipulated deadline set out below, shareholders are strongly encouraged to submit questions by email.</p> <p>When sending questions, shareholders should also provide their full name as it appears on the CDP/CPF/SRS records, address, number of shares in the Company and the manner in which the shares are held in the Company (eg. <i>via</i> CDP, CPF or SRS) for verification. Mobile phone numbers provided will help the Company to reach out more easily if clarification is required.</p> <p><b>Deadline to submit questions.</b> All questions must be submitted by 22 April 2021.</p> <p><b>Addressing questions.</b> The Company will endeavour to address all substantial and relevant questions primarily relating to the Annual Report 2020 and the other agenda items set out in the Notice of AGM received from shareholders. Responses to these substantial and relevant questions will be published on the Company’s corporate website at the URL <a href="http://agm.hlasia.com.sg">http://agm.hlasia.com.sg</a> and will also be made available on the SGX website at the URL <a href="https://www.sgx.com/securities/company-announcements">https://www.sgx.com/securities/company-announcements</a> by 28 April 2021.</p> <p><b>Minutes of AGM.</b> The Company will publish the minutes of the AGM on the Company’s corporate website and on the SGX website within one month of the date of the AGM.</p>



# HONG LEONG ASIA LTD.

Co. Reg. No. 196300306G  
(Incorporated in the Republic of Singapore)

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Sixtieth Annual General Meeting (the "**Meeting**") of HONG LEONG ASIA LTD. (the "**Company**") will be convened and held by way of electronic means on Wednesday, 28 April 2021 at 10.00 a.m. for the following purposes:

### A. ORDINARY BUSINESS:

1. To receive the Directors' Statement and Audited Financial Statements for the year ended 31 December ("**FY**") 2020 and the Auditors' Report thereon.
2. To declare a first and final one-tier tax exempt dividend of 1 cent per ordinary share for FY 2020 ("**First and Final Dividend**").
3. To approve Directors' Fees of \$415,776 for FY 2020 (FY 2019: \$414,685) and Audit and Risk Committee ("**ARC**") Fees comprising \$58,000 payable to the ARC chairman and \$38,000 payable to each ARC member for FY 2021 (FY 2020: \$58,000 payable for the ARC chairman and \$38,000 for each ARC member).
4. To elect/re-elect the following Directors who would be retiring in accordance with the Company's Constitution and who, being eligible, offer themselves for election/re-election as Directors of the Company:
  - (a) Mr Stephen Ho Kiam Kong (appointed on 3 August 2020)
  - (b) Mr Tan Chian Khong

Note: Mr Ernest Colin Lee, who would be retiring by rotation in accordance with the Company's Constitution, has notified the Company that he will not be seeking re-election as a Director at the Meeting. Consequently, he would cease to be the Lead Independent Director, chairman of the Nominating Committee ("**NC**"), the Remuneration Committee ("**RC**"), the Hong Leong Asia Share Option Scheme 2000 Committee ("**SOSC**") and a member of the ARC.

*Detailed information on the Directors who are proposed to be elected/re-elected can be found under the sections on "Board of Directors" and "Additional Information on Directors Seeking Election/Re-election" of the Annual Report 2020.*

5. To re-appoint Ernst & Young LLP as Auditor of the Company and to authorise the Directors to fix their remuneration.

### B. SPECIAL BUSINESS:

To consider and, if thought fit, to pass, with or without any modifications, the following resolutions as Ordinary Resolutions:

6. That authority be and is hereby given to the Directors to:
  - (a) (i) issue shares of the Company ("**shares**") whether by way of rights, bonus or otherwise; and/or
  - (ii) make or grant offers, agreements or options (collectively, "**Instruments**") that might or would require shares to be issued, including but not limited to the creation and issue of (as well as adjustments to) warrants, debentures or other instruments convertible into shares,

at any time and upon such terms and conditions and for such purposes and to such persons as the Directors may, in their absolute discretion, deem fit; and

- (b) (notwithstanding the authority conferred by this Ordinary Resolution may have ceased to be in force) issue shares in pursuance of any Instrument made or granted by the Directors while this Ordinary Resolution is in force,

provided that:

- (1) the aggregate number of shares to be issued pursuant to this Ordinary Resolution (including shares to be issued in pursuance of Instruments made or granted pursuant to this Ordinary Resolution but excluding shares which may be issued pursuant to any adjustments effected under any relevant Instrument) does not exceed 100% of the total number of issued shares, excluding treasury shares and subsidiary holdings, of the Company (as calculated in accordance with sub-paragraph (2) below), of which the aggregate number of shares to be issued other than on a *pro rata* basis to shareholders of the Company (including shares to be issued in pursuance of Instruments made or granted pursuant to this Ordinary Resolution but excluding shares which may be issued pursuant to any adjustments effected under any relevant Instrument) does not exceed 20% of the total number of issued shares, excluding treasury shares and subsidiary holdings, of the Company (as calculated in accordance with sub-paragraph (2) below);
- (2) (subject to such manner of calculation as may be prescribed by Singapore Exchange Securities Trading Limited (“**SGX-ST**”)) for the purpose of determining the aggregate number of shares that may be issued under sub-paragraph (1) above, the percentage of issued shares, excluding treasury shares and subsidiary holdings, shall be based on the total number of issued shares, excluding treasury shares and subsidiary holdings, of the Company at the time this Ordinary Resolution is passed, after adjusting for:
  - (i) new shares arising from the conversion or exercise of any convertible securities or share options or vesting of share awards which are outstanding or subsisting at the time this Ordinary Resolution is passed; and
  - (ii) any subsequent bonus issue, consolidation or subdivision of shares;and, in sub-paragraph (1) above and this sub-paragraph (2), “subsidiary holdings” has the meaning given to it in the Listing Manual of SGX-ST;
- (3) in exercising the authority conferred by this Ordinary Resolution, the Company shall comply with the provisions of the Listing Manual of SGX-ST for the time being in force (unless such compliance has been waived by SGX-ST) and the Constitution for the time being of the Company; and
- (4) (unless revoked or varied by the Company in general meeting) the authority conferred by this Ordinary Resolution shall continue in force until the conclusion of the next annual general meeting (“**AGM**”) of the Company or the date by which the next AGM of the Company is required by law to be held, whichever is the earlier.

- 7. That approval be and is hereby given to the Directors to offer and grant options in accordance with the provisions of the Hong Leong Asia Share Option Scheme 2000 (the “**SOS**”) to eligible participants under the SOS other than Parent Group Employees and Parent Group Non-Executive Directors (each as defined under the terms of the SOS) and to allot and issue from time to time such number of shares of the Company as may be required to be issued pursuant to the exercise of the options granted under the SOS, provided that the aggregate number of shares to be issued pursuant to the SOS shall not exceed 15% of the total number of issued shares excluding treasury shares of the Company and subsidiary holdings (as defined in the Listing Manual of SGX-ST) from time to time.

8. That:

- (a) for the purposes of Sections 76C and 76E of the Companies Act, Chapter 50 of Singapore (the "**Companies Act**"), the exercise by the Directors of the Company of all the powers of the Company to purchase or otherwise acquire issued ordinary shares of the Company (the "**Shares**") not exceeding in aggregate the Maximum Limit (as hereinafter defined), at such price or prices as may be determined by the Directors from time to time up to the Maximum Price (as hereinafter defined), whether by way of:
- (i) market purchase(s) on SGX-ST and/or any other stock exchange on which the Shares may for the time being be listed and quoted ("**Other Exchange**"); and/or
  - (ii) off-market purchase(s) (if effected otherwise than on SGX-ST or, as the case may be, Other Exchange) in accordance with any equal access scheme(s) as may be determined or formulated by the Directors as they may, in their absolute discretion, deem fit, which scheme(s) shall satisfy all the conditions prescribed by the Companies Act,

and otherwise in accordance with all other laws, regulations and rules of SGX-ST or, as the case may be, Other Exchange as may for the time being be applicable, be and is hereby authorized and approved generally and unconditionally (the "**Share Purchase Mandate**");

- (b) the authority conferred on the Directors of the Company pursuant to the Share Purchase Mandate may be exercised by the Directors at any time and from time to time during the period commencing from the date of the passing of this Ordinary Resolution and expiring on the earliest of:
- (i) the date on which the next AGM of the Company is held or required by law to be held;
  - (ii) the date on which the authority conferred by the Share Purchase Mandate is varied or revoked in general meeting; or
  - (iii) the date on which the purchases or acquisitions of Shares pursuant to the Share Purchase Mandate are carried out to the full extent mandated;
- (c) in this Ordinary Resolution:

"Average Closing Price" means the average of the closing market prices of a Share for the five consecutive market days on which the Shares are transacted on SGX-ST or, as the case may be, Other Exchange immediately preceding the date of market purchase by the Company or, as the case may be, the date of the making of the offer pursuant to the off-market purchase, and deemed to be adjusted in accordance with the listing rules of SGX-ST for any corporate action which occurs during the relevant five-day period and the day on which the purchase is made;

"date of the making of the offer" means the date on which the Company announces its intention to make an offer for the purchase or acquisition of Shares from holders of Shares, stating therein the purchase price (which shall not be more than the Maximum Price) for each Share, and the relevant terms of the equal access scheme for effecting the off-market purchase;

"Maximum Limit" means that number of issued Shares representing 10% of the total number of issued Shares of the Company (excluding treasury shares and subsidiary holdings (as defined in the Listing Manual of SGX-ST)) as at the date of the passing of this Ordinary Resolution; and

“Maximum Price” in relation to a Share to be purchased or acquired, means the purchase price (excluding brokerage, stamp duties (if applicable), commission, applicable goods and services tax and other related expenses (if applicable)) which shall not exceed:

- (i) in the case of a market purchase of a Share, 105% of the Average Closing Price of the Shares; and
  - (ii) in the case of an off-market purchase of a Share pursuant to an equal access scheme, 110% of the Average Closing Price of the Shares; and
- (d) the Directors of the Company and/or any of them be and are hereby authorised to complete and do all such acts and things (including executing such documents as may be required) as they and/or he may consider expedient or necessary to give effect to the transactions contemplated and/or authorised by this Ordinary Resolution.
9. (a) That approval be and is hereby given for the purpose of Chapter 9 of the Listing Manual of SGX-ST, for the Company, its subsidiaries and its associated companies that are not listed on SGX-ST, or an approved exchange, over which the Company, its subsidiaries and/or its interested person(s), have control, or any of them, to enter into any of the transactions falling within the category of Interested Person Transactions, particulars of which are set out in the Letter to Shareholders dated 30 March 2021 (the “**Letter to Shareholders**”) with any party who is of the class or classes of Interested Persons described in the Letter to Shareholders; provided that such transactions are entered into in accordance with the review procedures for Interested Person Transactions as set out in the Letter to Shareholders, and that such approval (the “**IPT Mandate**”), shall unless revoked or varied by the Company in general meeting, continue in force until the next AGM of the Company; and
- (b) That the Directors and each of them be and are hereby authorised to complete and do all such acts and things (including executing all such documents as may be required) as they or he may consider expedient or necessary or in the interests of the Company to give effect to the IPT Mandate and/or this Ordinary Resolution.

## **C. TO TRANSACT ANY OTHER ORDINARY BUSINESS**

### **BY ORDER OF THE BOARD**

Ng Siew Ping, Jaslin  
Yeo Swee Gim, Joanne  
Company Secretaries

Singapore, 30 March 2021

## Explanatory Notes:

1. With reference to item 2 of the Ordinary Business above, the Share Transfer Books and Register of Members will be closed from 5.00 p.m. on 6 May 2021 up to (and including) 7 May 2021. Registrable transfers received up to 5.00 p.m. on 6 May 2021 will be registered to determine shareholders' entitlement to the First and Final Dividend. If approved at the Meeting, it will be paid on 18 May 2021.
2. With reference to item 3 of the Ordinary Business above, the Directors' Fees of \$415,776 for FY 2020 excludes the ARC Fees of \$58,000 per annum paid to the ARC chairman and \$38,000 per annum paid to each ARC member for FY 2020 which had been approved by shareholders at the 2020 AGM of the Company. The payment of the ARC Fees for FY 2021 shall be made on a quarterly basis in arrears at the end of each calendar quarter (except for the first quarter of 2021 which shall be made upon the approval by the shareholders at the Meeting). Further information on the Directors' Fees structure can be found on page 69 of the Annual Report 2020.
3. Key information on Mr Stephen Ho Kiam Kong, who is seeking election as a Director of the Company under item 4(a) of the Ordinary Business above, can be found on page 19 and pages 238 to 240 of the Annual Report 2020.
4. With reference to item 4(b) of the Ordinary Business above, Mr Tan Chian Khong will, upon re-election as a Director of the Company, remain as the chairman of the ARC and a member of the RC and SOSOC. He will also become the Lead Independent Director and a member of the NC following the conclusion of the Meeting. Mr Tan is considered an independent Director.

Key information on Mr Tan can be found on page 21 and pages 238 to 240 of the Annual Report 2020.

5. The Ordinary Resolution set out in item 6 of the Special Business above, if passed, will empower the Directors of the Company from the date of the Meeting until the next AGM (unless such authority is revoked or varied at a general meeting), to issue shares and/or make or grant Instruments that might require shares to be issued up to a number not exceeding 100% of the total number of issued shares, excluding treasury shares and subsidiary holdings, of the Company, of which up to 20% may be issued other than on a *pro rata* basis to shareholders. The aggregate number of shares which may be issued under this Ordinary Resolution will be calculated based on the total number of issued shares, excluding treasury shares and subsidiary holdings, of the Company at the time that this Ordinary Resolution is passed, after adjusting for new shares arising from the conversion or exercise of any convertible securities or share options which are outstanding or subsisting at the time this Ordinary Resolution is passed and any subsequent bonus issue, consolidation or subdivision of shares.

On 16 March 2021, SGX Regco announced an update to its news release issued on 8 April 2020 which allows Mainboard issuers to seek or renew a general mandate for an issue of shares and convertible securities of up to an aggregate of 100% of its issued shares (excluding treasury shares and subsidiary holdings), versus up to 50% previously (the "**Enhanced Share Issue Limit**"). In accordance with the updated announcement, the Enhanced Share Issue Limit will expire at the conclusion of the next AGM or on the date by which the next AGM is required by law or the Listing Manual of SGX-ST to be held, whichever is earlier and by which date any shares issued pursuant to the Enhanced Share Issue Limit must be listed, and no further shares may be issued under this limit.

The Company is proposing to avail itself to the Enhanced Share Issue Limit and accordingly is seeking shareholders' approval for the same at the Meeting. The Board of Directors is of the view that it would be in the interests of the Company and its shareholders to do so in the event that circumstances evolve before the 2022 AGM amid the COVID-19 situation to such an extent that a 50% limit for *pro rata* issue of shares is not sufficient to meet the Company's needs. Under such circumstances, fund raising efforts would be unnecessarily hampered and compromised in view of the time needed to obtain shareholders' approval for the issue of shares above the 50% threshold.

6. The Ordinary Resolution set out in item 7 of the Special Business above, if passed, will empower the Directors to offer and grant options in accordance with the SOS to eligible participants under the SOS other than Parent Group Employees and Parent Group Non-Executive Directors and to issue from time to time such number of shares of the Company pursuant to the exercise of such options under the SOS subject to such limits as prescribed in the SOS (see note below on voting restrictions).

Voting restrictions pursuant to Rule 859 of the Listing Manual of SGX-ST

Please note that a shareholder who is eligible to participate in the SOS (other than as a director and/or employee of Hong Leong Investment Holdings Pte. Ltd. (the "**Parent Company**") and its subsidiaries (but not including the Company and its subsidiaries)), should abstain from voting at the Meeting in respect of the Ordinary Resolution set out in item 7 in relation to the SOS, and accordingly should not appoint the Chairman of the Meeting to vote on his/her/its behalf.

7. The Ordinary Resolution set out in item 8 of the Special Business above, if passed, will empower the Directors to make purchases or otherwise acquire the Company's issued Shares from time to time subject to and in accordance with the guidelines set out in Annexure I of the Letter to Shareholders. This authority will expire at the conclusion of the next AGM of the Company, unless previously revoked or varied at a general meeting or when such purchases or acquisitions are carried out to the full extent mandated.
8. The Ordinary Resolution set out in item 9 of the Special Business above, if passed, will renew the IPT Mandate first approved by Shareholders on 30 May 2003 to facilitate the Company, its subsidiaries and its associated companies, to enter into Interested Person Transactions, the details of which are set out in Annexures II and III of the Letter to Shareholders. The IPT Mandate will continue in force until the conclusion of the next AGM of the Company, unless previously revoked or varied at a general meeting.

Voting restrictions pursuant to Rule 921(7) of the Listing Manual of SGX-ST

The Parent Company and its subsidiaries, the Directors of the Company and their associates, who are also shareholders of the Company and being Interested Persons under the IPT Mandate, are required to abstain from voting at the Meeting in respect of the Ordinary Resolution set out in item 9 in relation to the proposed renewal of the IPT Mandate.

**Meeting Notes:**

1. The Meeting is being convened, and will be held, by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Printed copies of this Notice will not be sent to members, instead, this Notice will be made available to members by electronic means via publication on the Company's website at the URL <http://agm.hlasia.com.sg>. This Notice will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
2. Alternative arrangements relating to the attendance at the Meeting via electronic means (including arrangements by which the Meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the Meeting, addressing of substantial and relevant questions at the Meeting and voting by appointing the Chairman of the Meeting as proxy at the Meeting, are set out in the accompanying Company's announcement dated 30 March 2021. The announcement may be accessed at the Company's website at URL <http://agm.hlasia.com.sg>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
3. **Due to the current COVID-19 situation in Singapore, a member will not be able to attend the Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting if such member wishes to exercise his/her/its voting rights at the Meeting.** The accompanying Proxy Form for the Meeting may be downloaded from the Company's website at the URL <http://agm.hlasia.com.sg>, and also from the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.



Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to the voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

CPF or SFRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 16 April 2021.

4. The Chairman of the Meeting, as proxy, need not be a member of the Company.
5. The form appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:
  - (a) if submitted by post, be lodged with the Company's Share Registrar, M & C Services Private Limited at 112 Robinson Road, #05-01, Singapore 068902; or
  - (b) if submitted electronically, via email to the Company's Share Registrar at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com),

in either case, at least 72 hours before the time for holding the Meeting.

A member who wishes to submit an instrument of proxy must 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.

**Due to the current COVID-19 situation in Singapore, members are strongly encouraged to submit completed proxy forms electronically via email.**

The Annual Report 2020 and the Letter to Shareholders dated 30 March 2021 ("**Letter to Shareholders**") are available on the Company's website at the URL <http://agm.hlasia.com.sg> and may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Members may request for printed copies of the Annual Report 2020 and the Letter to Shareholders by completing and submitting the Request Form.

#### **Personal data privacy:**

By (a) submitting a form appointing the Chairman of the Meeting as proxy to attend, speak and vote at the Meeting and/or any adjournment thereof, or (b) submitting details for the registration to observe the proceedings of the Meeting via a live audio-visual webcast or a live audio-only stream (via telephone), or (c) submitting any question prior to the Meeting in accordance with this Notice, a member of the Company consents to the collection, use and disclosure of the member's personal data by the Company (or its agents or service providers) for the following purposes:

- (a) processing and administration by the Company (or its agents or service providers) of the appointment of the Chairman of the Meeting as proxy for the Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, proxy lists, minutes and other documents relating to the Meeting (including any adjournment thereof);
- (b) processing of the registration for purpose of granting access to members (or their corporate representatives in the case of members which are legal entities) to observe the proceedings of the Meeting and providing them with any technical assistance where necessary;
- (c) addressing relevant and substantial questions from members received before the Meeting and if necessary, following up with the relevant members in relation to such questions; and
- (d) enabling the Company (or its agents or service providers) to comply with any applicable laws, listing rules, take-over rules, regulations and/or guidelines by the relevant authorities.



**HONG LEONG ASIA LTD.**

Co. Reg. No. 196300306G

(Incorporated in the Republic of Singapore)

**PROXY FORM**for 60<sup>th</sup> Annual General Meeting**IMPORTANT:***Alternative Arrangements for Annual General Meeting ("Meeting")*

1. The Meeting is being convened, and will be held, by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020. Printed copies of the Notice of Meeting will not be sent to members. Instead, the Notice of Meeting will be sent to members by electronic means via publication on the Company's website at the URL <http://agm.hlasia.com.sg>. The Notice of Meeting will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
2. Alternative arrangements relating to attendance at the Meeting via electronic means (including arrangements by which the Meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the Meeting, addressing of substantial and relevant questions at the Meeting and voting by appointing the Chairman of the Meeting as proxy at the Meeting, are set out in the accompanying Company's announcement dated 30 March 2021. The announcement may be accessed at the Company's website at the URL <http://agm.hlasia.com.sg>, and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.
3. **Due to the current COVID-19 situation in Singapore, a member will not be able to attend the Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting if such member wishes to exercise his/her/its voting rights at the Meeting.**
4. Please read the notes overleaf which contain instructions on, *inter alia*, the appointment of the Chairman of the Meeting as a member's proxy to attend, speak and vote on his/her/its behalf at the Meeting.

*CPF/SRS Investors*

5. CPF/SRS Investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks/SRS Operators to submit their votes by 5.00 p.m. on 16 April 2021.

*Personal Data*

6. By submitting a form appointing the Chairman of the Meeting as proxy, the member accepts and agrees to the personal data privacy terms set out in the Notice of Meeting dated 30 March 2021.

I/We, (name) \_\_\_\_\_ with NRIC/Passport/Co. Reg. No.: \_\_\_\_\_

of (address) \_\_\_\_\_

being a member/members of HONG LEONG ASIA LTD. (the "Company"), hereby appoint the Chairman of the Meeting as my/our proxy/proxies to attend, speak and vote for me/us on my/our behalf at the Sixtieth Annual General Meeting of the Company (the "Meeting") to be convened and held by way of electronic means on Wednesday, 28 April 2021 at 10.00 a.m., and at any adjournment thereof.

I/We have indicated with an 'X' in the appropriate box against each item below how I/we wish the Chairman of the Meeting as my/our proxy to vote, or to abstain from voting.

**NOTE:** Voting on all resolutions will be conducted by poll. If you wish the Chairman of the Meeting as your proxy to cast all your votes "For" or "Against" a resolution, please indicate with an 'X' in the "For" or "Against" box provided in respect of that resolution. Alternatively, please indicate the number of votes "For" or "Against" in the "For" or "Against" box provided in respect of that resolution. If you wish the Chairman of the Meeting as your proxy to abstain from voting on a resolution, please indicate with an "X" in the "Abstain" box provided in respect of that resolution. Alternatively, please indicate the number of shares that the Chairman of the Meeting as your proxy is directed to abstain from voting in the "Abstain" box provided in respect of that resolution. **In the absence of specific directions in respect of a resolution, the appointment of the Chairman of the Meeting as your proxy for that resolution will be treated as invalid.**

No.	Resolutions	For	Against	Abstain
<b>A.</b>	<b>ORDINARY BUSINESS:</b>			
1.	Receipt of the Directors' Statement and Audited Financial Statements together with the Auditor's Report thereon			
2.	Declaration of a First and Final Dividend			
3.	Approval of Directors' Fees and Audit and Risk Committee Fees			
4.	Election/Re-election of Directors: (a) Mr Stephen Ho Kiam Kong (b) Mr Tan Chian Khong			
5.	Re-appointment of Ernst & Young LLP as Auditor			
<b>B.</b>	<b>SPECIAL BUSINESS:</b>			
6.	Authority for Directors to issue shares and/or make or grant offers, agreements or options pursuant to Section 161 of the Companies Act, Chapter 50 of Singapore and the Listing Manual of Singapore Exchange Securities Trading Limited			
7.	Authority for Directors to offer and grant options to eligible participants under the Hong Leong Asia Share Option Scheme 2000 (the "SOS") other than Parent Group Employees and Parent Group Non-Executive Directors and to issue shares in accordance with the provisions of the SOS			
8.	Renewal of Share Purchase Mandate			
9.	Renewal of IPT Mandate for Interested Person Transactions			

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

<b>Total No. of Shares Held</b>

\_\_\_\_\_  
Signature(s) or Common Seal of Member(s)

NOTES: SEE OVERLEAF

**Notes:**

1. Please insert the total number of shares held by you. If you have shares entered against your name in the Depository Register (maintained by The Central Depository (Pte) Limited), you should insert that number of shares. If no number is inserted, this form of proxy will be deemed to relate to all the shares held by you.
2. **Due to the current COVID-19 situation in Singapore, a member will not be able to attend the Meeting in person. A member (whether individual or corporate) must appoint the Chairman of the Meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Meeting if such member wishes to exercise his/her/its voting rights at the Meeting.** This proxy form may be downloaded from the Company's website at the URL <http://agm.hlasia.com.sg>, and also from the SGX website at the URL <https://www.sgx.com/securities/company-announcements>. Where a member (whether individual or corporate) appoints the Chairman of the Meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

CPF/SRS investors who wish to appoint the Chairman of the Meeting as proxy should approach their respective CPF Agent Banks or SRS Operators to submit their votes by 5.00 p.m. on 16 April 2021.

3. The Chairman of the Meeting, as proxy, need not be a member of the Company.
4. The form appointing the Chairman of the Meeting as proxy must be submitted to the Company in the following manner:
  - (a) if submitted by post, be deposited at the office of the Company's Share Registrar, M & C Services Private Limited at 112 Robinson Road, #05-01, Singapore 068902; or
  - (b) if submitted electronically, be submitted via email to the Company's Share Registrar at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com)

in either case not less than 72 hours before the time appointed for holding the Meeting.

A member who wishes to submit a form 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.

**Due to the current COVID-19 situation in Singapore, members are strongly encouraged to submit completed proxy forms electronically via email.**

5. The form appointing the Chairman of the Meeting as proxy must be signed by the appointor or his attorney duly authorized in writing. Where the form appointing the Chairman of the Meeting as proxy is executed by a corporation, it must be executed either under its seal or signed by a director or an officer or an attorney duly authorized.
6. The Company shall be entitled to reject the form of proxy if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the form of proxy (including any related attachment). In addition, in the case of a member whose shares are entered in the Depository Register, the Company may reject any form of proxy lodged if the member, being the appointor, is not shown to have shares entered against his name 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.

Fold Here

**PROXY FORM**

Affix  
Postage  
Stamp

**HONG LEONG ASIA LTD.**  
c/o The Share Registrar  
M & C Services Private Limited  
112 Robinson Road  
#05-01  
Singapore 068902

Fold Here

**HONG LEONG ASIA LTD.**  
("HLA" or the "Company")  
Co. Reg. No. 196300306G  
(Incorporated in the Republic of Singapore)

**ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

**A THE AGM**

A1 Date, time and conduct of AGM?

The AGM is being convened, and will be held, by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020.

The AGM will be convened and held by way of electronic means on Wednesday, 28 April 2021 at 10.00 a.m. (Singapore Time). Please click on the hyperlink "Notice of AGM" at <http://agm.hlasia.com.sg> for full details.

A2 Will there be a business/financial presentation scheduled for this AGM?

Yes, it will be given before the motion to receive the 2020 financial statements at the AGM.

**B ATTENDANCE AT THE AGM**

B1 Are shareholders able to attend the AGM in person?

No, shareholders are not allowed to attend the AGM in person due to the current COVID-19 situation in Singapore.

B2 How can I participate in the AGM if I am not allowed to attend in person?

If you have pre-registered to observe and/or listen to the AGM proceedings and have been authenticated following the Company's verification process, you will be provided with a unique password to access a 'live' audio-visual webcast or a toll-free telephone number for an audio only stream of the AGM proceedings. Please refer to the FAQ on "Accessing the 'live' AGM proceedings" below.

B3 How can I ask questions about the Annual Report 2020 if I am not allowed to attend the AGM in person?

You can submit questions relating to the Annual Report 2020 to a dedicated email or mailing address in advance of the AGM. Please refer to the FAQ on "Questions from shareholders" below for more details.

B4 What if the COVID-19 situation improves before the day of the AGM? Will I be allowed to attend the AGM in person at that point?

Unfortunately, the Company needs to prepare for the AGM logistics based on circumstances prevailing as at the latest practicable time before the issue of its Notice of AGM. Hence, you will not be able to attend in person even if the situation improves by the AGM date.

**ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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**C QUESTIONS FROM SHAREHOLDERS**

**C1 Can I ask questions at the AGM?**

No, you will not be able to ask questions during the 'live' AGM, and therefore it is important for you to submit your questions in advance of the AGM. You can submit your question(s) relating to the Annual Report 2020 and resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:

- (a) By email to [investor\\_relations@corp.hla-grp.com](mailto:investor_relations@corp.hla-grp.com); or
- (b) By post to Hong Leong Asia Ltd., Investor Relations, 16 Raffles Quay, #26-00 Hong Leong Building, Singapore 048481.

All questions must be submitted and reach us by 22 April 2021.

Due to the current COVID-19 situation in Singapore, you are strongly encouraged to submit your questions via email. We wish to highlight that the Company will address only substantial and relevant questions, primarily relating to the Annual Report 2020 and the other AGM agenda items set out in the Notice of AGM.

**C2 Do I need to identify myself when posing questions (email or by mail) to the Company?**

Yes, please provide:

- your full name as it appears on your CDP/CPF/SRS records,
- your address,
- number of shares held, and
- the manner in which you hold shares in the Company (e.g., via CDP, CPF or SRS).

We regret we will not be able to answer your questions if we are unable to verify your shareholder status.

**C3 Is there a cut-off date to submit questions for the AGM?**

All questions must be submitted and reach us by 22 April 2021. We regret that we are unable to address questions received after the cut-off date.

**C4 Would all questions be answered?**

We will endeavour to address the substantial and relevant questions relating to the Annual Report 2020 and the other AGM agenda items set out in the Notice of AGM. The responses to these substantial and relevant questions will be published on our website at the URL <http://agm.hlasia.com.sg> and will also be made available on the SGX website at the URL <https://www.sgx.com/securities/company-announcements> 28 April 2021.

**ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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**D PRE-REGISTRATION FOR THE 'LIVE' AUDIO-VISUAL WEBCAST OR AUDIO ONLY 'LIVE' STREAM OF AGM PROCEEDINGS**

**D1 Who can pre-register?**

Only members whose names appear on the Company's Register of Members/ CDP Depository Register/CPF & SRS agent bank's lists as at 25 April 2021 can pre-register for the 'live' AGM proceedings and/or listen to the 'live' audio-only stream.

Registrations that do not meet this requirement will be rejected during the verification stage.

**D2 Can I pre-register another person to watch the 'live' audio-visual webcast and/or listen to the 'live' audio-only stream?**

No. The AGM is a private event. Only shareholders of the Company will be able to register for the 'live' AGM proceedings.

**D3 How do I register?**

Go to URL: <https://online.meetings.vision/hlasia-agm-registration> and follow the steps below:

Step 1: Access the URL: <https://online.meetings.vision/hlasia-agm-registration>

Step 2: Click on the "Register for AGM" button if you wish to watch and listen to a 'live' video feed of the AGM proceedings or if you wish to phone in and only listen to the AGM proceedings. If you have made multiple registrations, we will take your last registration as your final registration.

Step 3: Complete the information required on the registration page and click "Preview".

Step 4: Review your input and ensure it is accurate before clicking "Submit".

Step 5: After you click "Submit", an acknowledgement of your registration will appear on the registration page, followed by an acknowledgement sent to your email address.

**Note:**

1. If you do not receive an email acknowledgement after your registration, it means your pre-registration is not successful. Please check your spam/junk email folder or try again.
2. If you hold shares through a relevant intermediary as defined in Section 181 of the Companies Act, Chapter 50 of Singapore (e.g. nominee companies), you are not able to pre-register online. Please contact your respective relevant intermediaries for assistance.
3. If we are unable to verify your shareholder status following your pre-registration, you will receive an email notification on 26 April 2021 informing you of this. Please contact our Share Registrar, M & C Services Private Limited, at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com), or alternatively at Tel No. +65 6228 0530 between

## **ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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9.00 a.m. and 7.00 p.m. on 26 April 2021 and 27 April 2021, and between 9.00 a.m. and 10.00 a.m. on 28 April 2021 if you have any questions.

4. Once you have been verified as a shareholder, an email (Confirmation Email) will be sent to you by 12.00 p.m. on 27 April 2021 with your login password and the link to access the 'live' audio visual webcast or toll-free telephone number, meeting ID and password to call for the audio-only stream. Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 27 April 2021, but have registered by the 25 April 2021 deadline and have not been informed of an unsuccessful registration should contact our Share Registrar, M & C Services Private Limited, at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com), or alternatively call Tel No. +65 6228 0530 between 12.00 p.m. and 7.00 p.m. on 27 April 2021 and between 9.00 a.m. and 10.00 a.m. on 28 April 2021.

**D4** When can I start to pre-register for the 'live' AGM proceedings?

You can start your pre-registration from 9.00 a.m. on 30 March 2021.

**D5** Is there a closing date for pre-registration?

Yes, please complete your pre-registration before 10.00 a.m. on 25 April 2021.

**D6** What information do I need to provide for the pre-registration?

You will need to provide the following information, failing which we will not be able to register you:

- Name as per CDP/CPF/SRS records
- Email Address
- Shareholding Type (How your shares are held)
- NRIC or Passport Number
- Telephone Number

For Joint account holders, please register both names. However, only one NRIC/Passport number and email address is required.

**D7** Why do I need to provide my full NRIC/Passport number?

This will enable the Company to verify that you are a shareholder.

**D8** When will I receive the login credentials for the 'live' audio-visual webcast or audio only 'live' stream?

Authenticated shareholders will receive a Confirmation Email by 12.00 p.m. on 27 April 2021. The email will contain:

- A URL link to view the 'live' webcast (for those who opted for audio-visual at pre-registration)
- A toll-free telephone number, meeting ID and password to access the audio only stream (for those who opted for 'live' audio-only stream at pre-registration)

## **ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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Shareholders who do not receive the Confirmation Email by 12.00 p.m. on 27 April 2021 but have registered by the 25 April 2021 deadline should contact our Share Registrar, M & C Services Private Limited, at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com), or alternatively call Tel No. +65 6228 0530 between 12.00 p.m. and 7.00 p.m. on 27 April 2021 and between 9.00 a.m. and 10.00 a.m. on 28 April 2021.

**D9** What happens if the Company cannot verify my shareholder status?

You will receive an email on 26 April 2021 notifying you that we are unable to verify your shareholder status, and therefore, you will not be able to access the 'live' AGM proceedings. Please contact our Share Registrar: M&C Services Private Limited at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com), or alternatively at Tel No.: +65 6228 0530 between 12.00 p.m. and 7.00 p.m. on 26 April 2021 and 27 April 2021 and between 9.00 a.m. and 10.00 a.m. on 28 April 2021 if you have any questions.

**D10** If I hold shares via a securities sub-account in a depository agent (e.g. a nominee company), can I register for the 'live' AGM proceedings?

You should contact the relevant intermediary through which you hold such shares as soon as possible in order to make the necessary arrangements for access for your participation in the 'live' AGM proceedings.

**D11** I am a relevant intermediary as defined in Section 181 of the Companies Act, Chapter 50 of Singapore. How do I register my beneficial shareholders for the 'live' AGM proceedings?

Please email to our Share Registrar M&C Services Private Limited at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com) immediately for a copy of the Excel template for completion. Upon receipt of this Excel template, please input your list of beneficial shareholders' details into the respective fields and return the completed template to [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com) latest by 10.00 a.m. on 25 April 2021.

A confirmation email containing the URL link to view the 'live' audio-visual webcast or toll-free telephone number to call for the audio-only stream (depending on the preferred option) will be emailed to each beneficial shareholder by 12.00 p.m. on 27 April 2021.

## **E ACCESSING THE 'LIVE' AGM PROCEEDINGS**

**E1** I have received the confirmation email. What should I do next?

The AGM commences at 10.00 a.m. sharp on 28 April 2021.

Audio-visual option

- For shareholders who have opted for the audio-visual 'live' webcast, you may access the URL link indicated in your confirmation email from 9.50 a.m. onwards.
- Click on the link provided in the confirmation email. Please use the same email address that you have pre-registered to access the URL link.



## **ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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- The AGM will commence at 10.00 a.m.

### Audio Only Option

- Call the toll-free telephone number indicated on your confirmation email and the meeting ID and password when prompted to do so.
- Specify your name clearly when prompted.
- The telephone line will be open from 9.50 a.m. onwards. You will be put on hold until the AGM commences at 10.00 a.m. sharp.

### **E2 Can I watch the 'live' audio-visual webcast from my mobile phone?**

Yes, you can watch the 'live' audio-visual webcast from any device as long as:

- Your browser is HTML5-compatible (e.g. Microsoft Edge, Chrome, Firefox)
- You have a stable WIFI connection or LAN connection
- You have a connection speed of at least 1.8mbps to watch the webcast in 480p or a connection speed of at least 2.5mbps to watch the webcast in 720p.

### **E3 Can I ask questions during the 'live' audio-visual webcast or through the audio only stream?**

Both the 'live' audio-visual webcast and audio only stream allow you to view/listen or listen to the AGM proceedings respectively. There is no online interaction which will allow shareholders to ask questions during the AGM proceedings.

All questions must be submitted to the email address at [investor\\_relations@corp.hla-grp.com](mailto:investor_relations@corp.hla-grp.com) by 22 April 2021. Please refer to the FAQ on "Questions from shareholders" above.

### **E4 Do I need to pre-register to watch/listen to the AGM proceedings?**

Yes. Please refer to the FAQ on "Pre-Registration for the 'live' audio-visual webcast or audio only 'live' stream of AGM proceedings" under D above for details. You may also access the URL: <https://online.meetings.vision/hlasia-agm-registration> and click "Register for AGM" to perform your pre-registration immediately.

## **F VOTING ON THE RESOLUTIONS TABLED FOR APPROVAL AT THE AGM**

### **F1 Since I am not able to attend the AGM, how can I exercise my votes?**

You will not be able to vote online. If you wish to vote on the resolutions to be tabled for approval at the AGM, you must complete the proxy form to appoint the Chairman of the Meeting as your proxy to vote on your behalf.

You must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the Chairman of



## **ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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the Meeting as proxy for that resolution without specific instructions will be treated as invalid.

**F2** Where can I find the proxy form?

Please access the URL: <http://agm.hlasia.com.sg> and click on the hyperlink "Proxy Form" under the caption "60th Annual General Meeting" to download the proxy form.

**F3** Can I email or post my completed proxy form?

You may do so either way.

By post or lodged at the office of the Company's Share Registrar, M & C Services Private Limited at 112 Robinson Road, #05-01, Singapore 068902.

Alternatively, please email the completed proxy form to our Share Registrar, M&C Services Private Limited at [gpb@mncsingapore.com](mailto:gpb@mncsingapore.com).

Completed proxy forms sent by post or email must reach our Share Registrar by 10.00 a.m. on 25 April 2021. We regret that incomplete or incorrectly completed proxy forms will be rejected.

Due to the current COVID-19 situation in Singapore, you are strongly encouraged to submit completed proxy forms by email.

**F4** In view of the COVID-19 situation, is there flexibility in accepting proxy forms that are submitted late?

No, proxy forms received after 10.00 a.m. on 25 April 2021 will be rejected.

**F5** My shares are held through a relevant intermediary as defined in Section 181 of the Companies Act, Chapter 50 of Singapore. How do I exercise my votes?

Please approach your relevant intermediary as soon as possible to inform them of your voting instructions.

**F6** I am a relevant intermediary as defined in Section 181 of the Companies Act, Chapter 50 of Singapore. How can I help my beneficial shareholders exercise their votes?

Please collate all the votes from your beneficial shareholders and complete the proxy form appointing the Chairman of the Meeting as proxy to vote in accordance with the beneficial shareholders' instructions.

Ensure you complete the proxy form indicating your beneficial shareholders' specific instructions as to voting, or abstentions from voting, in respect of a resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid.

Please refer to FAQ under F2 and F3 above for location and submission of proxy forms to the Company.

**ARRANGEMENTS FOR THE ANNUAL GENERAL MEETING ("AGM") TO BE HELD ON 28 APRIL 2021 (IN FAQ FORMAT)**

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**F7** My shares are held through a CPF/SRS agent bank. How can I exercise my votes?

Please approach your agent bank before **5.00 p.m. on 16 April 2021** and liaise with them regarding the exercise of your votes.

**F8** I am a CPF/SRS agent bank and I have been approached by CPF/SRS investors who wish to exercise their votes on their shares. What do I need to do?

Please collate all the votes from your CPF/SRS investors and complete the proxy form appointing the Chairman of the Meeting as proxy to vote in accordance with the CPF/SRS investors' instructions.

Ensure you complete the proxy form indicating your CPF/SRS investors' **specific instructions as to voting, or abstentions from voting**, in respect of each resolution in the proxy form, failing which the appointment of the Chairman of the Meeting as proxy for any resolution without specific instructions will be treated as invalid.

Please refer to FAQ under F2 and F3 above for location and submission of proxy forms to the Company.

**G GENERAL**

**G1** If there are any changes to the AGM, how would I know?

Please check SGXNET and the Company's website for the latest updates.



**HONG LEONG ASIA LTD.**

Co. Reg. No. 196300306G  
(Incorporated in the Republic of Singapore)

**LETTER TO SHAREHOLDERS  
DATED 30 MARCH 2021**

**IN RELATION TO THE PROPOSED**

- (1) RENEWAL OF THE SHARE PURCHASE MANDATE; AND**
- (2) RENEWAL OF THE GENERAL MANDATE FOR INTERESTED PERSON  
TRANSACTIONS**

# CONTENTS

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## Page

### LETTER TO SHAREHOLDERS

1. Introduction .....	1
2. Directors' and Substantial Shareholders' Interests .....	2
3. Directors' Responsibility Statement .....	3

### ANNEXURE I

#### PROPOSED RENEWAL OF THE SHARE PURCHASE MANDATE

1. Introduction .....	4
2. Definitions .....	4
3. Renewal of the Share Purchase Mandate .....	6
4. Recommendation .....	15

### ANNEXURE II

#### PROPOSED RENEWAL OF THE GENERAL MANDATE FOR INTERESTED PERSON TRANSACTIONS

1. Background .....	16
2. Renewal of the General Mandate .....	16
3. Interested Person Transactions .....	17
4. Audit and Risk Committee's Statement .....	17
5. Recommendation .....	17

### ANNEXURE III

#### GENERAL MANDATE FOR INTERESTED PERSON TRANSACTIONS

1. General Information relating to Chapter 9 of the Listing Manual .....	18
2. Introduction and Rationale for the IPT Mandate .....	19
3. Scope of the IPT Mandate .....	20
4. Benefits of the IPT Mandate .....	20
5. Classes of Interested Persons .....	20
6. Categories of Interested Person Transactions .....	21
7. Review Procedures for Interested Person Transactions .....	22
8. Expiry and Renewal of the IPT Mandate .....	25
9. Disclosure .....	25

# LETTER TO SHAREHOLDERS

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## HONG LEONG ASIA LTD.

Co. Reg. No. 196300306G  
(Incorporated in the Republic of Singapore)

### Directors:

#### Executive Directors:

Kwek Leng Peck (Executive Chairman)  
Stephen Ho Kiam Kong (Executive Director and Chief Executive Officer)

### Registered Office:

16 Raffles Quay  
#26-00 Hong Leong Building  
Singapore 048581

### Lead Independent Director:

Ernest Colin Lee

### Independent Non-Executive Directors:

Kwong Ka Lo @ Caroline Kwong  
Ng Sey Ming  
Tan Chian Khong

30 March 2021

To: The Shareholders of Hong Leong Asia Ltd.

Dear Sir/Madam

- (1) **PROPOSED RENEWAL OF THE SHARE PURCHASE MANDATE**
- (2) **PROPOSED RENEWAL OF THE GENERAL MANDATE FOR INTERESTED PERSON TRANSACTIONS**

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## 1. INTRODUCTION

We refer to the Notice of the Sixtieth Annual General Meeting of Hong Leong Asia Ltd. (the “**Company**”) (“**Forthcoming AGM**”) issued by the Company on 30 March 2021.

Item 8 of the Notice of the Forthcoming AGM is an ordinary resolution (“**Resolution 8**”) to be proposed at the Forthcoming AGM for the renewal of the Company’s share purchase mandate (“**Share Purchase Mandate**”) which will empower the directors of the Company (“**Directors**”) to make purchases or otherwise acquire issued ordinary shares of the Company (the “**Shares**”) from time to time subject to certain restrictions set out in the Listing Manual of Singapore Exchange Securities Trading Limited (“**SGX-ST**”). Information relating to Resolution 8 is set out in **Annexure I** of this Letter to Shareholders (“**Letter**”).

Item 9 of the Notice of the Forthcoming AGM is an ordinary resolution (“**Resolution 9**”) to be proposed at the Forthcoming AGM for the renewal of the Company’s mandate for interested person transactions which will facilitate the Company, its subsidiaries and its associated companies, to enter into transactions with its interested persons (“**IPT Mandate**”), the details of which are set out in **Annexures II and III** of this Letter.

The purpose of this Letter is to provide shareholders of the Company (“**Shareholders**”) with the reasons for, and information relating to, Resolution 8 and Resolution 9.

## 2. DIRECTORS' AND SUBSTANTIAL SHAREHOLDERS' INTERESTS

The interests of the Directors and substantial shareholders of the Company in the issued Shares and options granted under the Hong Leong Asia Share Option Scheme 2000 (the “Share Options”) as at 15 March 2021 (the “Latest Practicable Date”), were as follows:

Directors	← Direct Interest →		← Deemed Interest →		Number of Share Options
	Number of Shares	%	Number of Shares	%	
Kwek Leng Peck	7,870,700	1.05	–	–	–
Stephen Ho Kiam Kong	103,500	0.01	–	–	200,000
Ernest Colin Lee	80,000	0.01	–	–	–
Kwong Ka Lo @ Caroline Kwong	–	–	–	–	–
Ng Sey Ming	–	–	–	–	–
Tan Chian Khong	–	–	–	–	–

Substantial Shareholders	← Direct Interest →		← Deemed Interest →	
	Number of Shares	%	Number of Shares	%
Hong Leong Corporation Holdings Pte Ltd	549,001,657	73.41	13,328,000 <sup>(1)</sup>	1.78
Hong Leong Enterprises Pte. Ltd.	–	–	562,329,657 <sup>(2)</sup>	75.20
Hong Leong Investment Holdings Pte. Ltd.	–	–	562,865,657 <sup>(3)</sup>	75.27
Davos Investment Holdings Private Limited	–	–	562,865,657 <sup>(4)</sup>	75.27
Kwek Holdings Pte Ltd	–	–	562,865,657 <sup>(4)</sup>	75.27

### Notes:

- (1) Hong Leong Corporation Holdings Pte Ltd (“HLCH”) is deemed under Section 4 of the Securities and Futures Act, Chapter 289 of Singapore (the “SFA”) to have an interest in the Shares held directly by its wholly-owned subsidiary, Starich Investments Pte. Ltd. (“Starich”).
- (2) Hong Leong Enterprises Pte. Ltd. is deemed under Section 4 of the SFA to have an interest in the Shares held directly by HLCH and Starich, in which it is entitled to exercise or control the exercise of not less than 20% of the voting shares in the latter companies.
- (3) Hong Leong Investment Holdings Pte. Ltd. (“HLIH”) is deemed under Section 4 of the SFA to have an interest in the Shares held directly by its subsidiaries, HLCH, Starich, Millennium Securities Pte Ltd and Welkin Investments Pte Ltd.
- (4) Davos Investment Holdings Private Limited and Kwek Holdings Pte Ltd are deemed under Section 4 of the SFA to have interests in the Shares referred to in Note 3 above held indirectly by HLIH, in which each of them is entitled to exercise or control the exercise of not less than 20% of the voting shares in HLIH.

The Directors will abstain from voting their shareholdings in the Company, if any, on Resolution 9 at the Forthcoming AGM. They have also undertaken to ensure that their associates will abstain from voting their respective shareholdings in the Company, if any, on Resolution 9 relating to the proposed renewal of the IPT Mandate at the said AGM.

The relevant companies within the HLIH group (which includes HLIH, the ultimate holding company of the Company and their associates), and being interested persons under the IPT Mandate, will abstain from voting their respective shareholdings in the Company on Resolution 9 at the Forthcoming AGM.

The Company will disregard any votes cast by Directors and the relevant companies within the HLIH group (which includes HLIH and their associates) in respect of their shareholdings in the Company, if any, on Resolution 9. The Company will also disregard any votes cast by the associates of Directors in respect of their shareholdings in the Company, if any, on Resolution 9.

### 3. DIRECTORS' RESPONSIBILITY STATEMENT

The Directors collectively and individually accept full responsibility for the accuracy of the information given in this Letter and confirm after making all reasonable enquiries that, to the best of their knowledge and belief, this Letter constitutes full and true disclosure of all material facts about the proposed renewal of the Company's Share Purchase Mandate and IPT Mandate (together, the "**Proposals**"), the Company and its subsidiaries which are relevant to the Proposals, and the Directors are not aware of any facts the omission of which would make any statement in this Letter misleading. Where information in this Letter has been extracted from published or otherwise publicly available sources or obtained from a named source, the sole responsibility of the Directors has been to ensure that such information has been accurately and correctly extracted from those sources and/or reproduced in this Letter in its proper form and context.

SGX-ST assumes no responsibility for the correctness of any of the statements made or opinions expressed in this Letter.

Shareholders who are in any doubt as to the action they should take should consult their stockbrokers or other professional advisers immediately.

Yours faithfully  
For and on behalf of  
The Board of Directors of  
**HONG LEONG ASIA LTD.**

**Kwek Leng Peck**  
Executive Chairman

## PROPOSED RENEWAL OF THE SHARE PURCHASE MANDATE

---

### 1. INTRODUCTION

At the Fifty-Ninth Annual General Meeting of the Company held on 18 June 2020 (“**Last AGM**”), Shareholders had approved, *inter alia*, the renewal of the Share Purchase Mandate to permit the Company to purchase or otherwise acquire its issued Shares. The rationale for, authority and limits of, and the financial effects of, the Share Purchase Mandate were set out in the Company’s Letter to Shareholders dated 27 May 2020 and Ordinary Resolution 9 set out in the Notice of the Last AGM.

The Share Purchase Mandate was expressed to take effect from the passing of Ordinary Resolution 9 at the Last AGM and will expire on the date of the forthcoming Sixtieth Annual General Meeting of the Company to be held on 28 April 2021 (“**Forthcoming AGM**”) or until it is varied or revoked by the Company in general meeting, whichever is the earlier. Accordingly, Shareholders’ approval will be sought at the Forthcoming AGM for the renewal of the Share Purchase Mandate.

Since the renewal of the Share Purchase Mandate at the Last AGM, the Company has not purchased or acquired any of its Shares under the Share Purchase Mandate.

### 2. DEFINITIONS

In this **Annexure I**, the following definitions shall apply throughout unless otherwise stated:

“ <b>Average Closing Price</b> ”	:	Has the meaning ascribed to it in paragraph 3.2.4 of this <b>Annexure I</b>
“ <b>Board</b> ”	:	The Board of Directors of the Company for the time being
“ <b>CDP</b> ”	:	The Central Depository (Pte) Limited
“ <b>Companies Act</b> ”	:	The Companies Act, Chapter 50 of Singapore, as amended or modified from time to time
“ <b>Company</b> ”	:	Hong Leong Asia Ltd.
“ <b>date of the making of the offer</b> ”	:	Has the meaning ascribed to it in paragraph 3.2.4 of this <b>Annexure I</b>
“ <b>Directors</b> ”	:	The directors of the Company for the time being
“ <b>EPS</b> ”	:	Earnings per Share
“ <b>Group</b> ”	:	The Company and its subsidiaries
“ <b>Latest Practicable Date</b> ”	:	15 March 2021, being the latest practicable date prior to the printing of this Letter
“ <b>Listing Manual</b> ”	:	The Listing Manual of SGX-ST, as amended or modified from time to time
“ <b>Market Day</b> ”	:	A day on which SGX-ST is open for trading in securities



<b>“Market Purchase”</b>	: An on-market purchase of Shares by the Company effected on SGX-ST, or on any other stock exchange on which the Shares may for the time being be listed and quoted, through one or more duly licensed dealers appointed by the Company for the purpose
<b>“Maximum Price”</b>	: The maximum price to be paid for the Shares as determined by the Directors under paragraph 3.2.4 of this <b>Annexure I</b>
<b>“NAV”</b>	: Net asset value
<b>“Off-Market Purchase”</b>	: An off-market purchase of Shares by the Company effected otherwise than on a stock exchange, in accordance with an equal access scheme
<b>“public”</b>	: Has the meaning ascribed to it in the Listing Manual
<b>“related expenses”</b>	: Has the meaning ascribed to it in paragraph 3.2.4 of this <b>Annexure I</b>
<b>“SFA”</b>	: The Securities and Futures Act, Chapter 289 of Singapore, as amended or modified from time to time
<b>“SGX-ST”</b>	: Singapore Exchange Securities Trading Limited
<b>“Share Options”</b>	: Options to subscribe for new Shares granted pursuant to the Hong Leong Asia Share Option Scheme 2000
<b>“Share Purchase Mandate”</b>	: The mandate to enable the Company to purchase or otherwise acquire its issued Shares
<b>“Shareholders”</b>	: Registered holders of Shares, except that where the registered holder is CDP, the term “Shareholders” shall, in relation to such Shares, mean the depositors whose securities accounts maintained with CDP are credited with the Shares
<b>“Shares”</b>	: Ordinary shares of the Company
<b>“Substantial Shareholder”</b>	: In relation to the Company, a person who has an interest in not less than 5% of the issued voting Shares of the Company
<b>“Take-over Code”</b>	: The Singapore Code on Take-overs and Mergers, as amended or modified from time to time
<b>“usage”</b>	: Has the meaning ascribed to it in paragraph 3.5.3 of this <b>Annexure I</b>
<b>“\$”</b>	: Singapore dollars
<b>“%”</b>	: Percentage or per centum

The terms “**depositor**” and “**Depository Register**” shall have the meanings ascribed to them respectively in Section 81SF of the SFA.

Words importing the singular shall, where applicable, include the plural and vice versa. Words importing the masculine gender shall, where applicable, include the feminine and neuter genders. References to persons shall include corporations.

Any reference in this **Annexure I** to any enactment is a reference to that enactment as for the time being amended or re-enacted. Any word defined under the Companies Act, the SFA, the Listing Manual or Take-over Code or any statutory modification thereof and not otherwise defined in this **Annexure I** shall have the same meaning assigned to it under the Companies Act, the SFA, the Listing Manual or Take-over Code or any statutory modification thereof, as the case may be. Any reference to a time of day in this **Annexure I** is made by reference to Singapore time unless otherwise stated.

### **3 . RENEWAL OF THE SHARE PURCHASE MANDATE**

#### **3.1 Rationale for the Share Purchase Mandate**

The Share Purchase Mandate will give the Company the flexibility to undertake share purchases or acquisitions at any time, subject to market conditions, during the period that the Share Purchase Mandate is in force. Share purchases provide the Company with a mechanism to facilitate the return of surplus cash over and above its ordinary capital requirements, in an expedient and cost-efficient manner. Share purchases will also allow the Directors greater flexibility over the Company's share capital structure with a view to enhancing the EPS and/or NAV per Share.

While the Share Purchase Mandate would authorise a purchase or acquisition of Shares up to the 10% limit described in paragraph 3.2.1 below, it should be noted that purchases or acquisitions of Shares pursuant to the Share Purchase Mandate may not be carried out to the full 10% limit as authorised, and no purchases or acquisitions of Shares would be made in circumstances which would have or may have a material adverse effect on the financial position of the Company and the Group, or affect the listing status of the Company on SGX-ST.

#### **3.2 Authority and Limits of the Share Purchase Mandate**

The authority and limitations placed on the Share Purchase Mandate are summarised below:

##### ***3.2.1 Maximum Number of Shares***

Only Shares which are issued and fully paid-up may be purchased or acquired by the Company. The total number of Shares which may be purchased or acquired by the Company pursuant to the Share Purchase Mandate is limited to that number of Shares representing not more than 10% of the total number of issued Shares as at the date of the Forthcoming AGM. Treasury shares and subsidiary holdings (as defined in the Listing Manual) will be disregarded for purposes of computing the 10% limit. As at the Latest Practicable Date, there were no Shares held as treasury shares or subsidiary holdings.

Purely for illustrative purposes, on the basis of 747,817,118 Shares in issue as at the Latest Practicable Date, and assuming that (i) no further Shares are issued pursuant to the exercise of exercisable Share Options, (ii) no Shares are held by the Company as treasury shares, and (iii) no Shares are held as subsidiary holdings on or prior to the Forthcoming AGM, not more than 74,781,711 Shares (representing 10% of the Shares in issue as at that date) may be purchased or acquired by the Company pursuant to the Share Purchase Mandate.

##### ***3.2.2 Duration of Authority***

Purchases or acquisitions of Shares may be made, at any time and from time to time, on and from the date of the Forthcoming AGM, at which the Share Purchase Mandate is approved, up to the earliest of:

- (a) the date on which the next annual general meeting of the Company is held or required by law to be held;

- (b) the date on which the authority conferred by the Share Purchase Mandate is varied or revoked by the Shareholders in a general meeting; or
- (c) the date on which the purchases or acquisitions of Shares pursuant to the Share Purchase Mandate are carried out to the full extent mandated.

### **3.2.3 Manner of Purchases or Acquisitions of Shares**

Purchases or acquisitions of Shares may be made by way of:

- (a) Market Purchases; and/or
- (b) Off-Market Purchases.

Market Purchases refer to purchases or acquisitions of Shares by the Company effected on SGX-ST or, as the case may be, other stock exchange on which the Shares may for the time being be listed and quoted, through one or more duly licensed dealers appointed by the Company for the purpose.

Off-Market Purchases refer to purchases or acquisitions of Shares by the Company made under an equal access scheme or schemes for the purchase or acquisition of Shares. The Directors may impose such terms and conditions which are not inconsistent with the Share Purchase Mandate, the Listing Manual and the Companies Act as they consider fit in the interests of the Company in connection with or in relation to any equal access scheme or schemes. An Off-Market Purchase must, however, satisfy all the following conditions:

- (a) offers for the purchase or acquisition of Shares shall be made to every person who holds Shares to purchase or acquire the same percentage of their Shares;
- (b) all of those persons shall be given a reasonable opportunity to accept the offers made; and
- (c) the terms of all the offers shall be the same, except that there shall be disregarded (1) differences in consideration attributable to the fact that offers may relate to Shares with different accrued dividend entitlements; (2) (if applicable) differences in consideration attributable to the fact that offers may relate to Shares with different amounts remaining unpaid; and (3) differences in the offers introduced solely to ensure that each person is left with a whole number of Shares.

Pursuant to Rule 885 of the Listing Manual, if the Company wishes to make an Off-Market Purchase in accordance with an equal access scheme, it will issue an offer document containing at least the following information:

- (a) terms and conditions of the offer;
- (b) period and procedures for acceptances;
- (c) reasons for the proposed purchase or acquisition of Shares;
- (d) consequences, if any, of the purchases or acquisitions of Shares by the Company that will arise under the Take-over Code or other applicable take-over rules;
- (e) whether the purchases or acquisitions of Shares, if made, would have any effect on the listing of the Shares on SGX-ST;

- (f) details of any purchases or acquisitions of Shares made by the Company in the previous 12 months (whether Market Purchases or Off-Market Purchases), giving the total number of Shares purchased or acquired, the purchase or acquisition price per Share or the highest and lowest prices paid for the purchases or acquisitions of Shares, where relevant, and the total consideration paid for the purchases or acquisitions; and
- (g) whether the Shares purchased by the Company will be cancelled or kept as treasury shares.

#### **3.2.4 Maximum Purchase Price**

The purchase price (excluding brokerage, stamp duties (if applicable), commission, applicable goods and services tax and other related expenses (if applicable) (collectively, “**related expenses**”)) to be paid for a Share will be determined by the Directors. The Maximum Price to be paid for the Shares as determined by the Directors must not exceed:

- (a) in the case of a Market Purchase, 105% of the Average Closing Price of the Shares; and
  - (b) in the case of an Off-Market Purchase, 110% of the Average Closing Price of the Shares,
- in either case, excluding related expenses of the purchase or acquisition.

For the above purposes:

“**Average Closing Price**” means the average of the closing market prices of a Share for the five consecutive Market Days on which the Shares are transacted on SGX-ST or, as the case may be, such stock exchange on which the Shares are listed or quoted, immediately preceding the date of the Market Purchase by the Company or, as the case may be, the date of the making of the offer pursuant to the Off-Market Purchase, and deemed to be adjusted in accordance with the listing rules of SGX-ST for any corporate action which occurs during the relevant five-day period and the day on which the purchase is made; and

“**date of the making of the offer**” means the date on which the Company announces its intention to make an offer for an Off-Market Purchase, stating therein the purchase price (which shall not be more than the Maximum Price for an Off-Market Purchase calculated on the foregoing basis) for each Share and the relevant terms of the equal access scheme for effecting the Off-Market Purchase.

### **3.3 Source of Funds**

Under the Companies Act, the Company may, pursuant to the Share Purchase Mandate, purchase or acquire its own Shares out of its capital, as well as from its profits.

The Company intends to use internal and/or external sources of funds to finance its purchase or acquisition of Shares. The Directors do not propose to exercise the Share Purchase Mandate in a manner and to such extent that the Group’s working capital requirements, current dividend policy and ability to service its debts would be adversely affected.

### **3.4 Status of Purchased or Acquired Shares**

Shares which are purchased or acquired by the Company and which are not held as treasury shares will be deemed cancelled immediately on purchase or acquisition, and all rights and privileges attached to those Shares will expire on cancellation. Accordingly, the total number of issued Shares will be diminished by the number of Shares purchased or acquired by the Company and which are not held as treasury shares.

### 3.5 Treasury Shares

Under the Companies Act, Shares purchased or acquired by the Company may be held or dealt with as treasury shares. Some of the provisions on treasury shares under the Companies Act are summarised below:

#### **3.5.1 Maximum Holdings**

The number of Shares held as treasury shares (including Shares held by a subsidiary under Sections 21(4B) or 21(6C) of the Companies Act) cannot at any time exceed 10% of the total number of issued Shares.

#### **3.5.2 Voting and Other Rights**

The Company cannot exercise any right in respect of treasury shares. In particular, the Company cannot exercise any right to attend or vote at meetings and for the purposes of the Companies Act, the Company shall be treated as having no right to vote and the treasury shares shall be treated as having no voting rights.

In addition, no dividend may be paid, and no other distribution of the Company's assets may be made, to the Company in respect of treasury shares. However, the allotment of Shares as fully paid bonus shares in respect of treasury shares is allowed. Also, a sub-division or consolidation of any treasury share is allowed so long as the total value of the treasury shares after the sub-division or consolidation is the same as before.

#### **3.5.3 Disposal and Cancellation**

Where Shares are held as treasury shares, the Company may at any time but subject always to the Take-over Code:

- (a) sell the treasury shares for cash;
- (b) transfer the treasury shares for the purposes of or pursuant to any share scheme, whether for employees, Directors or other persons;
- (c) transfer the treasury shares as consideration for the acquisition of shares in or assets of another company or assets of a person;
- (d) cancel the treasury shares; or
- (e) sell, transfer or otherwise use the treasury shares for such other purposes as may be prescribed by the Minister for Finance.

Under Rule 704(28) of the Listing Manual, an immediate announcement must be made of any sale, transfer, cancellation and/or use of treasury shares (in each case, the “usage”). Such announcement must include details such as the date of the usage, the purpose of the usage, the number of treasury shares of the usage, the number of treasury shares before and after the usage, the percentage of the number of treasury shares against the total number of issued Shares (of the same class as the treasury shares) which are listed on SGX-ST before and after the usage; and the value of the treasury shares of the usage.

### 3.6 Financial Effects

The financial effects on the Company and the Group arising from purchases or acquisitions of Shares which may be made pursuant to the Share Purchase Mandate will depend on, *inter alia*, whether the Shares are purchased or acquired out of capital or profits of the Company, the aggregate number of Shares purchased or acquired, the consideration paid at the relevant time and whether the Shares purchased or acquired are held in treasury or cancelled. The financial effects on the Company and the Group based on the audited financial accounts of the Group for the financial year ended 31 December 2020 are based on the assumptions set out below:

#### **3.6.1 Purchase or Acquisition out of Capital or Profits**

Under the Companies Act, purchases or acquisitions of Shares by the Company may be made out of the Company's capital or profits so long as the Company is solvent.

Where the consideration paid by the Company for the purchase or acquisition of Shares is made out of profits, such consideration will correspondingly reduce the amount available for the distribution of cash dividends by the Company. Where the consideration paid by the Company for the purchase or acquisition of Shares is made out of capital, the amount available for the distribution of cash dividends by the Company will not be reduced.

#### **3.6.2 Maximum Price Paid for Shares Acquired or Purchased**

As at the Latest Practicable Date, the Company has 747,817,118 issued Shares. In addition, as at the Latest Practicable Date, there were outstanding and remaining unexercised Share Options to subscribe for up to an aggregate of 837,000 Shares. Except in respect of Shares which are issuable on exercise of the outstanding Share Options, no Shares are reserved for issue by the Company as at the Latest Practicable Date.

Based on the total number of issued and paid-up Shares as at the Latest Practicable Date and on the assumptions set out in paragraph 3.2.1 above, the purchase by the Company of 10% of the total number of issued Shares will result in the purchase or acquisition of 74,781,711 Shares.

In the case of Market Purchases by the Company and assuming that the Company purchases or acquires 74,781,711 Shares at the Maximum Price of \$0.735 for one Share (being the price equivalent to 5% above the Average Closing Price of the Shares for the five consecutive Market Days on which the Shares were traded on SGX-ST immediately preceding the Latest Practicable Date), the maximum amount of funds required for the purchase or acquisition of 74,781,711 Shares is \$54,964,558. In the case of Off-Market Purchases by the Company and assuming that the Company purchases or acquires 74,781,711 Shares at the Maximum Price of \$0.770 for one Share (being the price equivalent to 10% above the Average Closing Price of the Shares for the five consecutive Market Days on which the Shares were traded on SGX-ST immediately preceding the Latest Practicable Date), the maximum amount of funds required for the purchase or acquisition of 74,781,711 Shares is \$57,581,918.

#### **3.6.3 Whether the Underlying Shares are Cancelled or Held in Treasury**

The financial effects on the Group arising from purchases or acquisitions of Shares will also depend on whether the Shares purchased or acquired are cancelled or held in treasury.

For illustrative purposes only, on the basis of the assumptions set out above as well as the following:

- (a) the Share Purchase Mandate had been effective on 1 January 2020; and
- (b) there was no exercise of Share Options from 1 January 2021 up to and including the Latest Practicable Date,

the financial effects on the audited financial accounts of the Company and the Group arising from purchases or acquisitions of Shares for the financial year ended 31 December 2020 would have been as follows:

***Assuming Market Purchases made out of profits and/or capital and Shares purchased or acquired being held in treasury or cancelled***

	Group		Company	
	Before purchase of Shares	After purchase of Shares	Before purchase of Shares	After purchase of Shares
As at 31 December 2020	\$'000	\$'000	\$'000	\$'000
NAV	879,973	825,008	216,464	161,499
Current Assets	4,204,011	4,204,011	290,690	290,690
Current Liabilities	2,917,564	2,972,529	106,155	161,120
Shareholders' Fund	879,973	825,008	216,464	161,499
Number of Shares	747,817,118	673,035,407	747,817,118	673,035,407
Weighted Average Number of Shares	747,817,118	673,035,407	747,817,118	673,035,407
<b>Financial Ratios</b>				
Profit after Tax and Minority Interests	46,745	46,745	N.A.	N.A.
NAV per Share (cents)	117.67	122.58	28.95	24.00
Basic EPS (cents)	6.25	6.95	N.A.	N.A.
Current Ratio (times)	1.44	1.41	2.74	1.80

***Assuming Off-Market Purchases made out of profits and/or capital and Shares purchased or acquired being held in treasury or cancelled***

	Group		Company	
	Before purchase of Shares	After purchase of Shares	Before purchase of Shares	After purchase of Shares
As at 31 December 2020	\$'000	\$'000	\$'000	\$'000
NAV	879,973	822,391	216,464	158,882
Current Assets	4,204,011	4,204,011	290,690	290,690
Current Liabilities	2,917,564	2,975,146	106,155	163,737
Shareholders' Fund	879,973	822,391	216,464	158,882
Number of Shares	747,817,118	673,035,407	747,817,118	673,035,407
Weighted Average Number of Shares	747,817,118	673,035,407	747,817,118	673,035,407
<b>Financial Ratios</b>				
Profit after Tax and Minority Interests	46,745	46,745	N.A.	N.A.
NAV per Share (cents)	117.67	122.19	28.95	23.61
Basic EPS (cents)	6.25	6.95	N.A.	N.A.
Current Ratio (times)	1.44	1.41	2.74	1.78

N.A. – Not applicable



The financial effects set out above, based on the respective aforementioned assumptions and scenarios, are for illustrative purposes only. In particular, it is important to note that the above analysis is based on the latest audited financial statements of the Group for the financial year ended 31 December 2020, and is not necessarily representative of future financial performance of the Group or the Company.

Although the Share Purchase Mandate would authorise the Company to purchase or acquire up to 10% of the total number of issued Shares, the Company may not necessarily purchase or acquire or be able to purchase or acquire the entire 10% of the total number of issued Shares. In addition, the Company may cancel or hold in treasury all or part of the Shares purchased or acquired.

The Company will take into account both financial and non-financial factors (for example, share market conditions and performance of the Shares) in assessing the relative impact of a share purchase before execution.

### **3.7 Taxation**

Shareholders who are in doubt as to their respective tax positions or any tax implications, or who may be subject to tax in a jurisdiction outside Singapore, should consult their own professional advisers.

### **3.8 Listing Status of the Shares**

The Listing Manual requires a listed company to ensure that at least 10% of the total number of issued shares excluding treasury shares (excluding preference shares and convertible equity securities) in a class that is listed is at all times held by the public. Under the Listing Manual, “**public**” is defined as persons other than the directors, chief executive officer, substantial shareholders, or controlling shareholders of the company or its subsidiaries, as well as the associates of such persons.

Based on information available to the Company as at the Latest Practicable Date, approximately 23.57% of the total number of issued Shares were held by public Shareholders. Assuming the Company had purchased or acquired Shares from the public up to the full 10% limit pursuant to the Share Purchase Mandate on the Latest Practicable Date and none of these Shares had been held as treasury shares, approximately 15.07% of the issued Shares would have been held by public Shareholders as at that date.

The Company will ensure that there is a sufficient number of Shares in issue held by public Shareholders which would permit the Company to undertake purchases or acquisitions of its Shares through Market Purchases up to the full 10% limit pursuant to the Share Purchase Mandate, without affecting the listing status of the Shares on SGX-ST, causing market illiquidity or affecting orderly trading.

### **3.9 Take-over Implications**

Appendix 2 of the Take-over Code contains the Share Buy-Back Guidance Note. The take-over implications arising from any purchase or acquisition by the Company of its Shares are set out below:

#### ***3.9.1 Obligation to Make a Take-over Offer***

If, as a result of any purchase or acquisition by the Company of its Shares, the proportionate interest in the voting Shares of the Company of a Shareholder and persons acting in concert with him increases, such increase will be treated as an acquisition for the purposes of Rule 14 of the Take-over Code. Consequently, a Shareholder or a group of Shareholders acting in concert with a Director could obtain or consolidate effective control of the Company and become obliged to make an offer under Rule 14 of the Take-over Code.



### **3.9.2 Persons Acting in Concert**

Under the Take-over Code, persons acting in concert comprise individuals or companies who, pursuant to an agreement or understanding (whether formal or informal), co-operate, through the acquisition by any of them of shares in a company, to obtain or consolidate effective control of that company.

Unless the contrary is established, the Take-over Code presumes the following individuals and companies to be persons acting in concert with each other:

- (a) the following companies:
  - (i) a company;
  - (ii) the parent company of (i);
  - (iii) the subsidiaries of (i);
  - (iv) the fellow subsidiaries of (i);
  - (v) the associated companies of any of (i), (ii), (iii) or (iv);
  - (vi) companies whose associated companies include any of (i), (ii), (iii), (iv) or (v); and
  - (vii) any person who has provided financial assistance (other than a bank in the ordinary course of business) to any of the above for the purchase of voting rights;
- (b) a company with any of its directors (together with their close relatives, related trusts as well as companies controlled by any of the directors, their close relatives and related trusts);
- (c) a company with any of its pension funds and employee share schemes;
- (d) a person with any investment company, unit trust or other fund whose investment such person manages on a discretionary basis, but only in respect of the investment account which such person manages;
- (e) a financial or other professional adviser, including a stockbroker, with its client in respect of the shareholdings of:
  - (i) the adviser and persons controlling, controlled by or under the same control as the adviser; and
  - (ii) all the funds which the adviser manages on a discretionary basis, where the shareholdings of the adviser and any of those funds in the client total 10% or more of the client's equity share capital;
- (f) directors of a company (together with their close relatives, related trusts and companies controlled by any of such directors, their close relatives and related trusts) which is subject to an offer or where the directors have reason to believe a *bona fide* offer for their company may be imminent;
- (g) partners; and

- (h) the following persons and entities:
  - (i) an individual;
  - (ii) the close relatives of (i);
  - (iii) the related trusts of (i);
  - (iv) any person who is accustomed to act in accordance with the instructions of (i);
  - (v) companies controlled by any of (i), (ii), (iii) or (iv); and
  - (vi) any person who has provided financial assistance (other than a bank in the ordinary course of business) to any of the above for the purchase of voting rights.

For this purpose, ownership or control of at least 20% but not more than 50% of the voting rights of a company will be regarded as the test of associated company status.

The circumstances under which Shareholders, including Directors and persons acting in concert with them respectively, will incur an obligation to make a take-over offer under Rule 14 of the Take-over Code after a purchase or acquisition of Shares by the Company are set out in Appendix 2 of the Take-over Code.

### ***3.9.3 Effect of Rule 14 and Appendix 2***

In general terms, the effect of Rule 14 and Appendix 2 of the Take-over Code is that, unless exempted, Directors and persons acting in concert with them will incur an obligation to make a take-over offer under Rule 14 if, as a result of the Company purchasing or acquiring Shares, the voting rights of such Directors and their concert parties would increase to 30% or more, or in the event that such Directors and their concert parties hold between 30% and 50% of the Company's voting rights, if the voting rights of such Directors and their concert parties would increase by more than 1% in any period of six months.

In calculating the percentages of voting rights of such Directors and their concert parties, treasury shares shall be excluded.

Under Appendix 2 of the Take-over Code, a Shareholder not acting in concert with the Directors will not be required to make a take-over offer under Rule 14 if, as a result of the Company purchasing or acquiring its Shares, the voting rights of such Shareholder would increase to 30% or more, or, if such Shareholder holds between 30% and 50% of the Company's voting rights, the voting rights of such Shareholder would increase by more than 1% in any period of six months. Such Shareholder need not abstain from voting in respect of the resolution authorising the Share Purchase Mandate.

Based on the shareholdings of the Directors and Substantial Shareholders, which can be found on page 2 of this Letter, the Directors and Substantial Shareholders would not incur an obligation to make a take-over offer for the Company under Rule 14 of the Take-over Code as a result of the purchase of Shares by the Company pursuant to the Share Purchase Mandate.

**Shareholders who are in doubt as to their obligations, if any, to make a mandatory take-over offer under the Take-over Code as a result of any purchase or acquisition of Shares by the Company should consult the Securities Industry Council and/or their professional advisers at the earliest opportunity.**

### **3.10 Reporting Requirements**

Rule 886(1) of the Listing Manual specifies that a listed company shall report all purchases or acquisitions of its shares to SGX-ST not later than 9.00 a.m. (i) in the case of a Market Purchase, on the Market Day following the day of the purchase or acquisition of any of its shares and (ii) in the case of an Off-Market Purchase under an equal access scheme, on the second Market Day after the close of acceptances of the offer. Such announcement (which must be in the form of Appendix 8.3.1 to the Listing Manual) must include details of the date of the purchase, the total number of shares purchased, number of shares cancelled and held as treasury shares, the purchase price per share or the highest and lowest prices paid for such shares, as applicable, and the total consideration (including stamp duties (if applicable) and clearing charges) paid or payable for the shares.

### **3.11 No Purchases During Price Sensitive Developments**

While the Listing Manual does not expressly prohibit any purchase of shares by a listed company during any particular time or times, because the listed company would be regarded as an “insider” in relation to any proposed purchase or acquisition of its issued shares, the Company will not undertake any purchase or acquisition of Shares pursuant to the Share Purchase Mandate at any time after a price sensitive development has occurred or has been the subject of consideration and/or a decision of the Board until the price sensitive information has been publicly announced. In particular, the Company will, in accordance with Rule 1207(19) of the Listing Manual, not purchase or acquire any Shares through Market Purchases or Off-Market Purchases during the period commencing two weeks before the announcement of the Company’s financial statements for each of the first three quarters of its financial year and one month before the date of announcement of the Company’s full year financial statements (if the Company is required to announce its quarterly financial statements), and during the period commencing one month before the date of announcement of the Company’s half year and full year financial statements (if the Company is not required to announce its quarterly financial statements).

## **4. RECOMMENDATION**

The Directors are of the view that the Share Purchase Mandate is in the best interests of the Company. They accordingly recommend that Shareholders vote in favour of Resolution 8 for the renewal of the Share Purchase Mandate at the Forthcoming AGM.

## PROPOSED RENEWAL OF THE GENERAL MANDATE FOR INTERESTED PERSON TRANSACTIONS

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### 1. BACKGROUND

On 30 May 2003, the Company obtained Shareholders' approval at an Extraordinary General Meeting of the Company (the "**2003 EGM**") for the Company, its subsidiaries and its associated companies not listed on Singapore Exchange Securities Trading Limited ("**SGX-ST**") or an approved exchange, over which the Company and its subsidiaries (collectively, the "**Group**") or the Group and its interested persons have control (collectively, "**HLA EAR Group**"), to enter into transactions falling within the categories of Interested Person Transactions as defined and set out in the Company's circular to Shareholders dated 5 May 2003, with such persons within the class or classes of Interested Persons as described in the said circular, provided that such transactions are entered into in accordance with the review procedures set out in the said circular (the "**IPT Mandate**"). Given that such Interested Person Transactions may occur at any time, and to allow the HLA EAR Group to undertake such transactions in an expeditious manner, Shareholders' approval will be sought at the coming Sixtieth Annual General Meeting ("**Forthcoming AGM**") for the renewal of the IPT Mandate.

General information on the listing rules relating to interested person transactions, including the meanings of terms such as "associate", "entity at risk", "interested person" and "interested person transaction" used in Chapter 9 of the Listing Manual of SGX-ST, is set out in **Annexure III** of this Letter.

### 2. RENEWAL OF THE GENERAL MANDATE

Under Chapter 9 of the Listing Manual, a general mandate for transactions with interested persons is subject to annual renewal. The IPT Mandate approved at the 2003 EGM was expressed, unless revoked or varied by the Company in general meeting, to continue to be in force until the next annual general meeting of the Company. The IPT Mandate which was renewed at the last annual general meeting of the Company held on 18 June 2020 ("**Last AGM**"), is currently in force until the next annual general meeting of the Company, being the Forthcoming AGM, which is to be held on 28 April 2021. Accordingly, it is proposed that the IPT Mandate be renewed at the Forthcoming AGM, to take effect until the next annual general meeting of the Company to be held in year 2022.

The nature of the Interested Person Transactions and the classes of Interested Persons in respect of which the IPT Mandate is sought to be renewed remain unchanged since the renewal of the same at the Last AGM. Particulars of the IPT Mandate, including the rationale, the benefits to be derived by the Company, as well as the review procedures for determining transaction prices with the specified classes of Interested Persons, are set out in **Annexure III** of this Letter.

### 3. INTERESTED PERSON TRANSACTIONS

Particulars of Interested Person Transactions conducted under the IPT Mandate in 2020 are as follows:

<b>Name of Interested Person</b>	<b>Nature of Relationship</b>	<b>Aggregate value of all Interested Person Transactions conducted in financial year 2020 under the IPT Mandate pursuant to Rule 920 (excluding transactions less than \$100,000)</b> <b>\$'000</b>
Associates of Hong Leong Investment Holdings Pte. Ltd. (“ <b>HLIH</b> ”)	HLIH is a controlling shareholder of the Company. Its associates are Interested Persons being associates of a controlling shareholder	Construction-related Transaction – Sale of raw materials by the Group to Interested Persons: 1,748

### 4. AUDIT AND RISK COMMITTEE’S STATEMENT

The Audit and Risk Committee of the Company confirms that:

- (a) the methods and review procedures for determining the transaction prices of the Interested Person Transactions conducted under the IPT Mandate have not changed since the 2003 EGM; and
- (b) the methods and review procedures referred to in (a) above continue to be sufficient to ensure that these Interested Person Transactions will be carried out on normal commercial terms and will not be prejudicial to the interests of the Company and its minority Shareholders.

### 5. RECOMMENDATION

The Directors who are considered independent for the purposes of the proposed renewal of the IPT Mandate are Mr Ernest Colin Lee, Ms Kwong Ka Lo @ Caroline Kwong, Mr Ng Sey Ming and Mr Tan Chian Khong.

They are of the opinion that the entry into the Interested Person Transactions (as described in Section 6 of **Annexure III**) between the HLA EAR Group (as described in Section 2.3 of **Annexure III**) and the Interested Persons (as described in Section 5 of **Annexure III**) in the ordinary course of business will enhance the efficiency of the HLA EAR Group and is in the best interests of the Company. For the reasons set out in Sections 2 and 4 of **Annexure III**, they recommend that Shareholders vote in favour of Resolution 9 at the Forthcoming AGM.

## GENERAL MANDATE FOR INTERESTED PERSON TRANSACTIONS (the “IPT Mandate”)

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### 1. GENERAL INFORMATION RELATING TO CHAPTER 9 OF THE LISTING MANUAL

1.1 Chapter 9 of the Listing Manual (“**Chapter 9**”) of Singapore Exchange Securities Trading Limited (“**SGX-ST**”) applies to transactions between a party that is an entity at risk and a counter party that is an interested person. The objective of Chapter 9 (as stated in Rule 901 of the Listing Manual) is to guard against the risk that interested persons could influence a listed company, its subsidiaries or associated companies to enter into transactions with interested persons that may adversely affect the interests of the listed company or its shareholders. The aforementioned terms “entity at risk”, “interested person” and “associated companies” are defined below.

#### 1.2 Main Terms Used in Chapter 9

- (a) An “**entity at risk**” means:
- (i) the listed company;
  - (ii) a subsidiary of the listed company that is not listed on SGX-ST or an approved exchange; or
  - (iii) an associated company of the listed company that is not listed on SGX-ST or an approved exchange, provided that the listed company and/or its subsidiaries (the “**listed group**”), or the listed group and its interested person(s), has or have control over the associated company.
- (b) An “**associated company**” of a listed company means a company in which at least 20 percent. but not more than 50 per cent. of its shares are held by the listed company or the listed group.
- (c) An “**approved exchange**” means a stock exchange that has rules which safeguard the interests of shareholders against interested person transactions according to similar principles to Chapter 9.
- (d) An “**interested person**” means a director, chief executive officer or controlling shareholder of the listed company or an associate of such director, chief executive officer or controlling shareholder.
- (e) An “**associate**” in relation to an interested person who is a director, chief executive officer or controlling shareholder of the listed company (being an individual) means an immediate family member (that is, the spouse, child, adopted child, step-child, sibling or parent) of such director, chief executive officer or controlling shareholder; the trustees of any trust of which the director and/or his immediate family, or the chief executive officer and/or his immediate family or the controlling shareholder and/or his immediate family is a beneficiary or, in the case of a discretionary trust, is a discretionary object; and any company in which the director and/or his immediate family, or the chief executive officer and/or his immediate family or the controlling shareholder and/or his immediate family has or have an aggregate interest (directly or indirectly) of 30 per cent. or more; and, where a controlling shareholder of the listed company is a corporation, its “associate” means its subsidiary or holding company or fellow subsidiary or a company in which it and/or such other companies taken together have (directly or indirectly) an interest of 30 per cent. or more.

- (f) A “**chief executive officer**” of a listed company means the most senior executive officer who is responsible under the immediate authority of the board of directors for the conduct of the business of the listed company.
- (g) A “**controlling shareholder**” of a listed company means a person who holds directly or indirectly 15 per cent. or more of the total voting rights in the listed company (provided that SGX-ST may determine that a person who satisfies the foregoing is not a controlling shareholder); or a person who in fact exercises control over the listed company.
- (h) An “**interested person transaction**” means a transaction between an entity at risk and an interested person.

### 1.3 Materiality Thresholds, Announcement Requirements and Shareholders’ Approval

When Chapter 9 applies to a transaction with an interested person (except for any transaction which is below \$100,000 in value and certain transactions which, by reason of the nature of such transactions, are not considered to put the listed company at risk to its interested persons and are hence excluded from certain requirements of Chapter 9) and the value of the transaction alone or on aggregation with other transactions conducted with the interested person during the financial year reaches or exceeds certain materiality thresholds (which are based on the listed company’s latest audited consolidated net tangible assets<sup>1</sup> (“**NTA**”)), the listed company is required to make an immediate announcement, or to make an immediate announcement and seek its shareholders’ approval for the transaction.

In particular, shareholders’ approval is required for an interested person transaction of a value equal to, or exceeding:

- (a) 5 per cent. of the listed company’s latest audited consolidated NTA<sup>2</sup>; or
- (b) 5 per cent. of the listed company’s latest audited consolidated NTA, when aggregated with the values of other transactions entered into with the same interested person (such term as construed under Chapter 9) during the same financial year. However, a transaction which has been approved by shareholders, or is the subject of aggregation with another transaction that has been approved by shareholders, need not be included in any subsequent aggregation.

### 1.4 Shareholders’ General Mandate

Chapter 9 allows a listed company to seek a mandate from its shareholders for recurrent transactions of a revenue or trading nature or those necessary for its day-to-day operations such as the purchase and sale of supplies and materials, but not in respect of the purchase or sale of assets, undertakings or businesses, which may be carried out with the listed company’s interested persons.

## 2. INTRODUCTION AND RATIONALE FOR THE IPT MANDATE

- 2.1 The Hong Leong Asia Ltd. (“**HLA**”) group (the “**Group**”) is principally engaged in the manufacture of industrial and consumer products ranging from diesel engines to air-conditioning systems; the manufacture and marketing of plastic packaging related products; the trading and distribution of a variety of construction raw materials such as cement; and the manufacture, trading and distribution of pre-cast concrete elements, ready-mix concrete and quarry products.

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1 Based on the latest audited consolidated accounts of the Company and its subsidiaries for the financial year ended 31 December 2020, the audited consolidated NTA of the Group was \$785,800,000.

2 In relation to the Company, for the purposes of Chapter 9, in the current financial year and until such time that the audited consolidated accounts of the Company and its subsidiaries for the year ending 31 December 2021 are published by the Company, 5 per cent. of the latest audited consolidated NTA of the Group would be \$39,290,000.



- 2.2 Hong Leong Investment Holdings Pte. Ltd. (“**HLIH**”), a controlling shareholder of the Company, and its associates (the “**HLIH Group**”) are interested persons of the Company.
- 2.3 Due to the size of the HLIH Group and the diversity of the Group’s activities, it is anticipated that:
- (a) HLA;
  - (b) subsidiaries of HLA that are not listed on SGX-ST or an approved exchange; and
  - (c) associated companies of HLA that are not listed on SGX-ST or an approved exchange, provided that the Group or the Group and its interested person(s), has or have control over the associated companies,

(together, the “**HLA EAR Group**”), or any of them, would, in the ordinary course of its businesses, enter into certain transactions with its interested persons. It is likely that such transactions will occur with some degree of frequency and may arise at any time. Thus, the IPT Mandate is intended to facilitate transactions in the normal course of business of the HLA EAR Group falling within the categories of interested person transactions as set out in Section 6 below (the “**Interested Person Transactions**”) that are transacted from time to time with its interested persons as specifically described in Section 5 below (the “**Interested Persons**”) provided that they are carried out at arm’s length and on the Group’s normal commercial terms and are not prejudicial to the interests of the Company and its minority Shareholders.

### **3. SCOPE OF THE IPT MANDATE**

- 3.1 The IPT Mandate will not cover any Interested Person Transaction which has a value below \$100,000 as the threshold and aggregation requirements of Chapter 9 do not apply to such transactions.
- 3.2 Transactions with interested persons which do not fall within the ambit of the IPT Mandate (including any renewal thereof), will be subject to applicable provisions of Chapter 9 and/or any other applicable provisions of the Listing Manual.

### **4. BENEFITS OF THE IPT MANDATE**

The IPT Mandate which was adopted at the Extraordinary General Meeting of the Company held on 30 May 2003 (the “**2003 EGM**”) and subject to renewal on an annual basis would eliminate the need for the Company to convene separate general meetings on each occasion to seek Shareholders’ approval as and when such Interested Person Transactions with the Interested Persons arise, thereby reducing substantial administrative time and expenses associated with the convening of such meetings without compromising the corporate objectives of the Group. This would also enable the Group to maximise its business opportunities especially in commercial transactions that are time-sensitive in nature. At the same time, the Group would be able to channel the significant amount of administrative resources, including time and expenses, saved towards its other corporate objectives.

### **5. CLASSES OF INTERESTED PERSONS**

The IPT Mandate will apply to transactions with the following classes of Interested Persons:

- (a) the HLIH Group; and
- (b) Directors, chief executive officer and controlling shareholders of the Company (other than entities which fall under the HLIH Group described under sub-paragraph (a) above) and their respective associates.



## 6. CATEGORIES OF INTERESTED PERSON TRANSACTIONS

- 6.1 The Interested Person Transactions between the HLA EAR Group and Interested Persons which will be covered by the IPT Mandate relate to recurrent transactions of a revenue or trading nature or those necessary for the Group's day-to-day operations, and are set out as follows:

### 6.1.1 *Industrial- and Consumer-related Transactions*

This category comprises the following types of transactions:

- (a) sale of diesel engines for light-duty, medium-duty and heavy-duty trucks that are manufactured, assembled and/or distributed by the HLA EAR Group, including the provision of after-sales services;
- (b) sale of air-conditioners and other home appliances that are manufactured, assembled and/or distributed by the HLA EAR Group, including the provision of after-sales services;
- (c) sale of heating, ventilation, and air-conditioning systems for use in residential, commercial and industrial applications that are manufactured, assembled and/or distributed by the HLA EAR Group, including the provision of after-sales services;
- (d) sale of industrial products that are manufactured by the HLA EAR Group, which include without limitation, steel drums and pails, plastic bottles, plastic pails, jerry cans, thermo-formed containers, steel and plastic closures, and other plastic packaging materials or products; and
- (e) purchase or supply by Interested Persons of any material or component, whether raw or processed, plant equipment and accessories and/or services which are incidental to or in connection with the manufacture and/or assembly of any of the products described in sub-paragraphs (a) to (d) above.

### 6.1.2 *Construction-related Transactions*

This category comprises transactions in relation to the supply and distribution to Interested Persons or the purchase from Interested Persons of building materials and construction products ranging from raw materials such as cement, ready-mix concrete, quarry products, and construction materials to pre-cast concrete elements for installation in buildings.

### 6.1.3 *Financial and Treasury Transactions*

This category comprises transactions in relation to the placement of funds with Interested Persons, the borrowing of funds from Interested Persons, and the entry into foreign exchange, swap and option transactions with Interested Persons, that do not fall under the exceptions to interested person transactions pursuant to Rule 915(6) and Rule 915(7) of Chapter 9<sup>3</sup> and the subscription by the HLA EAR Group of debt securities issued by any Interested Person and the issue of debt securities by the HLA EAR Group to any Interested Person.

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<sup>3</sup> Pursuant to Rule 915(6) and Rule 915(7) of Chapter 9, the provision or receipt of financial assistance or services by or from a financial institution that is licensed or approved by the Monetary Authority of Singapore, on normal commercial terms and in the ordinary course of business does not constitute an interested person transaction which would require compliance with Rules 905, 906 and 907 of Chapter 9. Rule 905 relates to the requirements for immediate announcement of interested person transactions, Rule 906 relates to the requirements for seeking shareholders' approval for interested person transactions, and Rule 907 relates to the requirements for disclosure of the aggregate value of interested person transactions in the listed company's annual report.

Pursuant to Rule 916(3) of Chapter 9, the provision of a loan by the HLA EAR Group to a joint venture with an Interested Person does not require the seeking of Shareholders' approval provided that such loan is extended by all joint venture partners on the same terms and in proportion to their equity interest in the joint venture; the Interested Person does not have an existing equity interest in the joint venture prior to the participation of the HLA EAR Group in the joint venture; and the Company has announced that its audit and risk committee (the "**Audit and Risk Committee**") is of the view that: (i) the provision of the loan is not prejudicial to the interests of the Company and its minority Shareholders; (ii) the risks and rewards of the joint venture are in proportion to the equity of each of the joint venture partners; and (iii) the terms of the joint venture are not prejudicial to the interests of the Company and its minority Shareholders.

#### **6.1.4 General Transactions**

This category comprises the following types of transactions:

- (a) purchase of goods and services including vehicles, parts and accessories and after-sales services; and
- (b) leasing or rental of properties to or from Interested Persons.

### **7. REVIEW PROCEDURES FOR INTERESTED PERSON TRANSACTIONS**

7.1 In general, there are procedures established by the Group to ensure that Interested Person Transactions, which are reviewed and approved by the management, are undertaken on an arm's length basis, on normal commercial terms consistent with the Group's usual business practices and policies, are not prejudicial to the interests of the Company and its minority Shareholders and are on terms which are generally no more favourable to the Interested Persons than those extended to or received from unrelated third parties.

#### **7.1.1 Industrial- and Consumer-related Transactions, Construction-related Transactions and General Transactions**

All Interested Person Transactions (other than the Financial and Treasury Transactions covered in Section 7.1.2 below) are to be carried out at the published or prevailing rates/prices of the service or product providers (including, where applicable, preferential rates/prices/discounts accorded to a class or classes of customers or for bulk purchases where the giving of such preferential rates/prices/discounts is commonly practised within the applicable industry and may be similarly extended to unrelated third parties), on the service or product provider's usual commercial terms which may also be similarly extended to unrelated third parties, or otherwise in accordance with other applicable industry norms.

In addition, the HLA EAR Group will monitor the Interested Person Transactions (other than the Financial and Treasury Transactions covered in Section 7.1.2 below) as follows:

- (a) Industrial- and Consumer-related Transactions, Construction-related Transactions and General Transactions (other than the Interested Person Transactions covered under sub-paragraph (b) herein)

Interested Person Transactions under this sub-paragraph (a) shall be entered into, where applicable, (i) in the case of the provision of services or products by an Interested Person, based on tenders (with at least two bids from unrelated third parties to be obtained for comparison purposes) or comparison of rates and terms offered by or generally quoted by at least two unrelated third parties, who are engaged in providing similar services or products; and (ii) in the case of the provision of services or products to an Interested Person, based on comparison of rates and terms offered to at least two unrelated third parties, for transactions of a similar nature, size or complexity and after taking into account the availability of resources, expertise or manpower for the performance of such services or provision of such goods and the existence of any cost and/or time saving factors.

(b) General Transactions comprising the leasing or rental of properties

Interested Person Transactions under this sub-paragraph (b) shall be entered into after comparison of rates quoted to at least two unrelated third parties (in the case of leases granted to Interested Persons) or comparison of rates quoted by or obtained from at least two unrelated third parties (in the case of leases granted by Interested Persons) and after taking into account the prevailing market rental rates for other properties within its vicinity of similar or comparable standing and facilities, the tenure of the lease, the area of the leased premises and any other factor which may affect the rental rates or terms of the lease.

(c) In the event that such comparison quotations cannot be obtained in respect of the Interested Person Transactions covered under sub-paragraphs (a) and (b) above (for example, where there are no unrelated third party providers or users of such services or products, or where the service or product is a proprietary item or due to the nature, speciality or confidentiality of the service or product to be supplied), such Interested Person Transactions shall be entered into only after the senior management staff of the relevant company in the HLA EAR Group (having no interest, direct or indirect, in the Interested Person Transaction and having the authority in such company to approve the entering into of transactions of such nature and value) have evaluated and weighed the benefits of, and rationale for, transacting with the Interested Person and in their report submitted to the Audit and Risk Committee, confirmed that the price and terms offered to or by the Interested Person are fair and reasonable. In such evaluation and confirmation, the factors which may be taken into account include, but shall not be limited, to the following:

- (i) in relation to the sale of goods or services to the Interested Person, the terms of supply should be in accordance with the HLA EAR Group's usual business practice and consistent with the margins obtained by the HLA EAR Group in its business operations or the margins obtained for the same or substantially the same type of transactions;
- (ii) in relation to the purchase of goods or services from the Interested Person, the terms of supply will be compared to those for the same or substantially the same type of transactions entered into between the Interested Person and unrelated third parties. The review procedures in such cases may include where applicable, reviewing the standard price lists provided by the Interested Person to its customers for such products or services;
- (iii) the efficiencies and flexibilities derived by the HLA EAR Group in transacting with the Interested Person as compared with transacting with unrelated third parties; and
- (iv) prevailing industry norms.

### ***7.1.2 Financial and Treasury Transactions***

(a) Placement of Funds

In relation to the placement with any Interested Person by the HLA EAR Group of its funds, the Company will require that quotations be obtained from such Interested Person and at least two principal bankers or financial institutions of the Group ("**Principal Bankers**") for rates offered by such Principal Bankers for deposits of an amount and currency and for a period equivalent to that of the funds to be placed by the HLA EAR Group. The HLA EAR Group will only place its funds with such Interested Person provided that the interest rate quoted is not less than the highest of the rates quoted by such Principal Bankers.

(b) Borrowing of Funds

In relation to the borrowing of funds from any Interested Person by a company within the HLA EAR Group, the Company will require that quotations be obtained from such Interested Person and at least two bankers of the borrowing company within the HLA EAR Group for rates offered by such bankers for loans of an amount and currency and for a period equivalent to that of the funds to be borrowed by such borrowing company within the HLA EAR Group. The HLA EAR Group will only borrow funds from such Interested Person provided that the interest rate quoted is not more than the lowest of the rates quoted by such bankers.

(c) Foreign Exchange, Swaps and Options

In relation to the foreign exchange, swap and option transactions with any Interested Person by the HLA EAR Group, the Company will require that rate quotations be obtained from such Interested Person and at least two Principal Bankers of the Group. The HLA EAR Group will only enter into such foreign exchange, swap and option transactions with such Interested Person provided that such rates quoted are no less favourable than the rates quoted by such Principal Bankers.

(d) Subscription of Debt Securities

In relation to the subscription by the HLA EAR Group of debt securities issued by Interested Persons, the HLA EAR Group will only enter into the subscription of such debt securities provided that the price(s) at which the HLA EAR Group subscribes for such debt securities will not be higher than the price(s) at which such debt securities are subscribed for by unrelated third parties.

In relation to the issue of debt securities by the HLA EAR Group to Interested Persons, the HLA EAR Group will only issue such debt securities to Interested Persons provided that the price(s) at which the HLA EAR Group issues such debt securities will not be lower than the price(s) at which such debt securities are issued to unrelated third parties.

In addition to the foregoing, the following threshold limits will be applied to ensure further monitoring by the Group of the Financial and Treasury Transactions entered into by the HLA EAR Group:

Placement of Funds and Subscription of Debt Securities

Where the aggregate of the outstanding principal amount of the funds placed with, and debt securities subscribed from, the same Interested Person (as such term is construed under Chapter 9) shall at any time exceed the equivalent of 10 per cent. of the consolidated shareholders' funds of the Group (based on its latest audited accounts), each subsequent placement of funds with, or subscription of debt securities from, the same Interested Person shall require the prior approval of the Audit and Risk Committee.

Where the aggregate of the outstanding principal amount of funds placed with, and debt securities subscribed from, the same Interested Person does not at any time exceed the limit set out above, the placement of funds with, and subscription of debt securities from, that Interested Person will not require the prior approval of the Audit and Risk Committee but shall be reviewed by the Audit and Risk Committee at its meetings.

7.2 A register is maintained by the Group to record all Interested Person Transactions (and the basis including the quotations, if any and where relevant, obtained to support such basis on which they are entered into) which are entered into pursuant to the IPT Mandate.

- 7.3 As part of the internal audit plan, the internal auditors of HLA report, on a regular basis, to the Audit and Risk Committee on all Interested Person Transactions, and the basis of such transactions, entered into with Interested Persons during the financial period under review. The Audit and Risk Committee reviews such Interested Person Transactions at its meetings except where such Interested Person Transactions are required under the review procedures to be approved by the Audit and Risk Committee prior to the entry thereof.
- 7.4 The annual internal audit plan incorporates a review of the established review procedures for the monitoring of Interested Person Transactions entered into pursuant to the IPT Mandate.
- 7.5 The Audit and Risk Committee reviews the internal audit report on Interested Person Transactions to ascertain that the established review procedures to monitor Interested Person Transactions have been complied with. If during a review by the Audit and Risk Committee, the Audit and Risk Committee is of the view that the established review procedures are not sufficient or have become inappropriate, in view of changes to the nature of, or the manner in which, the business activities of the HLA EAR Group are conducted, it will take such actions as it deems appropriate and/or institute additional procedures as necessary to ensure that future transactions of a similar nature are on normal commercial terms and will not be prejudicial to the interests of the Company and its minority Shareholders, and the Company will revert to Shareholders for a fresh mandate based on new review procedures for transactions with Interested Persons.
- 7.6 For the purpose of the review process, if a member of the Audit and Risk Committee has an interest in the transaction to be reviewed by the Audit and Risk Committee, he will abstain from any decision-making by the Audit and Risk Committee in respect of that transaction. Accordingly, where two members of the Audit and Risk Committee each has an interest in the transaction to be reviewed by the Audit and Risk Committee, the review of that transaction will be undertaken by the remaining member(s) of the Audit and Risk Committee.

## **8. EXPIRY AND RENEWAL OF THE IPT MANDATE**

- 8.1 The IPT Mandate which was adopted at the 2003 EGM is subject to renewal on an annual basis at the annual general meeting of the Company (unless revoked or varied by the Company in general meeting). The IPT Mandate that was renewed at the last annual general meeting of the Company held on 18 June 2020 is currently in force until the next annual general meeting of the Company, being the 60<sup>th</sup> Annual General Meeting (“**Forthcoming AGM**”), which is to be held on 28 April 2021, and if renewed at the Forthcoming AGM, will take effect until the next annual general meeting of the Company to be held in year 2022. Approval from Shareholders will be sought for the annual renewal of the IPT Mandate subject to review by the Audit and Risk Committee of its continued application to the Interested Person Transactions.
- 8.2 If the Audit and Risk Committee is of the view that the review procedures under the IPT Mandate are not sufficient to ensure that the Interested Person Transactions are transacted on normal commercial terms and will be prejudicial to the interests of the Company and its minority Shareholders, the Company will seek a fresh mandate from Shareholders based on new review procedures for Interested Person Transactions.

## **9. DISCLOSURE**

In accordance with Chapter 9, the Company will disclose in its annual report the aggregate value of the Interested Person Transactions conducted pursuant to the IPT Mandate during the financial year (as well as in the Company’s annual reports for subsequent financial years that the IPT Mandate continues to be in force). In addition, the Company will announce the aggregate value of the Interested Person Transactions conducted pursuant to the IPT Mandate for the financial periods which it is required to report on (pursuant to Rule 705 of the Listing Manual) within the time required for the announcement of such report. These disclosures will be in the form set out in Rule 907 of the Listing Manual.

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