



## HUP SENG INDUSTRIES BERHAD

Registration No. 199101015786 (226098-P)  
(Incorporated in Malaysia)

### ADMINISTRATIVE DETAILS

#### 30<sup>TH</sup> ANNUAL GENERAL MEETING OF HUP SENG INDUSTRIES BERHAD

**Date** : Wednesday, 18 May 2022  
**Time** : 11.00 a.m.  
**Broadcast Venue** : Tricor Leadership Room, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the Thirtieth Annual General Meeting (“30<sup>th</sup> AGM” or “AGM”) of Hup Seng Industries Berhad (“Hup Seng” or the “Company”) will be held as a **virtual meeting** via live streaming and online remote voting from the Broadcast Venue above. This is also in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 (including any amendment that may be made from time to time) (“**Guidance Note**”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives/attorneys **WILL NOT BE ALLOWED** to attend the AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 30<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (the “Share Registrar” or “Tricor” or “TIIH”) via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 30<sup>th</sup> AGM must ensure that the duly executed Form of Proxy are deposited in a hard copy form to the Company’s Registered Office or by electronic means to Tricor not later than **Monday, 16 May 2022 at 11.00 a.m.**

Corporate representatives of corporate members must deposit their original or duly certified certificate of appointment of corporate representative to Registered Office of the Company not later than **Monday, 16 May 2022 at 11.00 a.m.** to participate the 30<sup>th</sup> AGM via RPV facilities.

Attorneys appointed by power of attorney are to deposit their power of attorney with Registered Office of the Company not later than **Monday, 16 May 2022 at 11.00 a.m.** to participate the 30<sup>th</sup> AGM via RPV facilities.

**A member who has appointed a proxy or attorney or authorised representative to participate at this 30<sup>th</sup> AGM via RPV facilities must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

As the 30<sup>th</sup> AGM of Hup Seng is a fully virtual AGM, members who are unable to participate in this 30<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

## PROCEDURES FOR RPV FACILITIES

Members/proxies/corporate representatives/attorneys who wish to participate the 30<sup>th</sup> AGM remotely using the RPV facilities are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 30 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. Wednesday, 20 April 2022 until the day of 30<sup>th</sup> AGM, Wednesday, 18 May 2022.</b> Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) HUP SENG 30TH AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>9 May 2022</b>, the system will send you an <b>e-mail after 16 May 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE AGM DAY (18 MAY 2022)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 30<sup>th</sup> AGM at any time from <b>10.00 a.m.</b> i.e. 1 hour before the commencement of the 30<sup>th</sup> AGM on <b>Wednesday, 18 May 2022 at 11.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) HUP SENG 30TH AGM</b>” to engage in the proceedings of the 30<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 30<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 11.00 a.m. on Wednesday, 18 May 2022</b> until a time when the Chairman announces the completion of the voting session of the 30<sup>th</sup> AGM.</li> <li>Select the corporate event: <b>(REMOTE VOTING) HUP SENG 30TH AGM</b> or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> </ul>

		<ul style="list-style-type: none"> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 30<sup>th</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Members may submit questions for the Board prior to the 30<sup>th</sup> AGM via Tricor’s **TIIH Online** website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically not later than **Monday, 16 May 2022 at 11.00 a.m.** The Board will endeavor to answer the questions received at the 30<sup>th</sup> AGM.

**ENTITLEMENT TO PARTICIPATE / GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only a depositor whose name appears on the ROD as at **9 May 2022** shall be entitled to attend, speak and vote at the 30<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

**APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS**

The 30<sup>th</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 18 May 2022, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.

Accordingly, Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the 30<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Monday, 16 May 2022 at 11.00 a.m.** :

- (i) In Hard Copy:

By hand or post to the Company’s Registered Office at 3A, Mezzanine Floor, Jalan Ipoh Kecil, 50350 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for holding the 30<sup>th</sup> AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

- (ii) By Electronic Form:

All members can have the option to submit form of proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. <u>Steps for Individual Shareholders</u></b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”.</li> </ul>

		<p>Please do refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: “<b>HUP SENG 30TH AGM – Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>
<b>ii. <u>Steps for Corporation or Institutional Shareholders</u></b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate event: “<b>HUP SENG 30TH AGM – Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

The Voting at the 30<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

Members can proceed to vote on the resolutions at any time from the commencement of the 30<sup>th</sup> AGM at 11.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 30<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **ANNUAL REPORT 2021**

The Company's Annual Report 2021 is available at the Company's website at <https://www.hsib.com.my/agm2022>.

Should you require a printed copy of the Annual Report, please request at our Share Registrar's website at <https://tjih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/e-mail to our Share Registrar at the number/e-mail addresses give below. We will send it to you by ordinary post as soon as possible upon receipt of your request.

## **NO DOOR GIFT/FOOD VOUCHER**

There will be **no distribution** of door gifts or food vouchers for the 30<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis.

We would like to thank our members for your kind co-operation and understanding in these challenging times.

## **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the 30<sup>th</sup> AGM is allowed.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### **Share Registrar – Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

#### **Contact Persons**

- Mr. Alven Lai : +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)
- Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)