

HONG LEONG FINANCE LIMITED
(Co. Reg. No. 196100003D)
(Incorporated in the Republic of Singapore)

62ND ANNUAL GENERAL MEETING TO BE HELD ON 29 APRIL 2022

1. **Background.** Hong Leong Finance Limited (“**HLF**” 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, 1 October 2020 and 4 February 2022) which provides guidance on the conduct of general meetings amid the evolving COVID-19 situation.
2. **Date, time and conduct of Annual General Meeting.** HLF is pleased to announce that pursuant to the Order, its 62nd Annual General Meeting (“**AGM**”) will be convened and held by way of electronic means on **Friday, 29 April 2022 at 11.00 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 <https://www.hlf.com.sg/investor-relations/agm.php> 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.
4. **No personal attendance at AGM.** As a precautionary measure 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 <https://www.hlf.com.sg/investor-relations/agm.php>, 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 29 April 2022

6. **Persons who hold shares through relevant intermediaries.** Persons who hold HLF shares through relevant intermediaries (as defined in section 181 of the Companies Act 1967), 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 2021 and Letter to Shareholders.** The Annual Report 2021 and Letter to Shareholders dated 30 March 2022 (in relation to the proposed adoption of the new Constitution) have been published on the Company's corporate website, and may be accessed at the URL <https://www.hlf.com.sg/ar.html> by clicking on the link for "Annual Report 2021" and "Letter to Shareholders". They may also be accessed on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

Shareholders may request for printed copies of these documents by completing and submitting their request(s) through the online Request Form at the URL <https://www.hlf.com.sg/ar.html> no later than **6 April 2022**.

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
From 9.00 a.m. on 30 March 2022 (Wednesday)	Shareholders may begin to pre-register at https://www.hlf.com.sg/agm2022.html for 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.
12 April 2022 (Tuesday)	Deadline for shareholders to submit questions to be raised at the AGM in advance

Annual General Meeting to be held on 29 April 2022

Key dates	Actions
By 19 April 2022 (Tuesday)	Publication of answers to questions raised at the URL https://www.hlf.com.sg/investor-relations/agm.php and on the SGX website at the URL https://www.sgx.com/securities/company-announcements .
5.00 p.m. on 19 April 2022 (Tuesday)	Deadline for CPF or SRS investors who wish to appoint the Chairman of the Meeting as their proxy to approach their respective CPF Agent Banks or SRS Operators to submit their votes.
11.00 a.m. on 26 April 2022 (Tuesday)	Deadline for shareholders to: <ul style="list-style-type: none"> • submit proxy forms; and • pre-register for the 'live' audio-visual webcast/'live' audio-only stream of the AGM proceedings.
By 11.00 a.m. on 28 April 2022 (Thursday)	Individuals or corporates that have pre-registered but whose status as shareholders cannot be verified will receive an email by 11.00 a.m. on 28 April 2022 to inform them of this.
By 11.00 a.m. on 28 April 2022 (Thursday)	<p>Authenticated shareholders will receive an email with a link to access the 'live' audio-visual webcast platform landing page or a toll-free telephone number to access the 'live' audio-only stream of the AGM proceedings (the "Confirmation Email").</p> <p>Shareholders who do not receive the Confirmation Email by 11.00 a.m. on 28 April 2022 but have registered by the 26 April 2022 deadline should contact our Share Registrar, M & C Services Private Limited at gpe@mncsingapore.com, or alternatively at +65 6228 0506 from 12.00 p.m. to 6.00 p.m. on 28 April 2022 and 9.00 a.m. to 10.30 a.m. on 29 April 2022.</p>

Annual General Meeting to be held on 29 April 2022

Key dates	Actions
11.00 a.m. on 29 April 2022 (Friday)	62 nd Annual General Meeting <ul style="list-style-type: none">• Click on the link in the Confirmation Email to access the 'live' audio-visual webcast landing page. Insert registered email to receive a single-use unique link in the registered email account and click on the single-use unique link to view the 'live' audio-visual webcast; or• Call the toll-free telephone number in the Confirmation Email and enter the conference code and password to access the 'live' audio-only stream of the AGM proceedings.
5.00 p.m. on 11 May 2022 (Wednesday)	Record Date for determining entitlements to final dividend, subject to shareholders' approval for the declaration of the final dividend at the AGM.
27 May 2022 (Friday)	Payment date for final dividend, subject to shareholders' approval for the declaration of the final 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 <https://www.hlf.com.sg/investor-relations/agm.php> or the SGX website at the URL <https://www.sgx.com/securities/company-announcements> for the latest updates on the status of the AGM.

HLF would like to thank all shareholders for their patience and co-operation in enabling the Company to hold the AGM with the optimum safe management measures amidst the current COVID-19 situation.

BY ORDER OF THE BOARD

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

Singapore

30 March 2022

Annual General Meeting to be held on 29 April 2022

APPENDIX

Steps for voting at the AGM, pre-registration and pre-submission of questions

Shareholders will be able to vote by appointing the Chairman of the AGM as their proxy to attend, speak and vote on their behalf at the AGM, observe and/or listen to the AGM proceedings through a 'live' audio-visual webcast or 'live' audio-only streaming and submit questions in advance of the AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1.	Submit proxy form to vote	Appointment of Chairman of the Meeting as proxy. Shareholders (whether individual or corporate) who wish to vote on the resolutions to be tabled at the AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM in accordance with the instructions on the proxy form. Specific voting instructions to be given. Where shareholders (whether individual or 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 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.

Annual General Meeting to be held on 29 April 2022

No.	Steps	Details
		<p>Submission of proxy forms. Shareholders who wish to submit a proxy form appointing the Chairman of the Meeting as their proxy must first download the proxy form at the URL https://www.hlf.com.sg/investor-relations/agm.php and click on the hyperlink “Proxy Form” under the caption “Annual General Meeting 2022”, 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 deposited at the office of the Company’s Share Registrar, M & C Services Private Limited, at 112 Robinson Road, #05-01, Singapore 068902; or</p> <p>(b) if submitted electronically, to be submitted <i>via</i> email to the Company’s Share Registrar at gpe@mncsingapore.com,</p> <p>in either case, by 11.00 a.m. on 26 April 2022.</p> <p>In view of the current COVID-19 situation in Singapore, shareholders are strongly encouraged to submit completed proxy forms electronically via email.</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 5.00 p.m. on 19 April 2022.</p>
2.	Pre-registration for the AGM	<p>Shareholders who wish to observe or listen to the AGM proceedings must pre-register at the pre-registration website at the URL https://www.hlf.com.sg/agm2022.html from 9.00 a.m. on 30 March 2022 to 11.00 a.m. on 26 April 2022 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 a link to access the ‘live’ audio-visual webcast platform landing page or a toll-free telephone number to access the ‘live’ audio-only stream of the AGM proceedings (the “Confirmation Email”).</p>

Annual General Meeting to be held on 29 April 2022

No.	Steps	Details
		<p>Shareholders who do not receive the Confirmation Email by 11.00 a.m. on 28 April 2022, but have registered by the 26 April 2022 deadline should contact the Company's Share Registrar, M & C Services Private Limited, at gpe@mncsingapore.com, or alternatively, +65 6228 0506 between 12.00 p.m. and 6.00 p.m. on 28 April 2022 and between 9.00 a.m. and 10.30 a.m. on 29 April 2022.</p> <p>Investors holding shares through relevant intermediaries (other than CPF/SRS investors) will not be able to pre-register at the URL https://www.hlf.com.sg/agm2022.html for the 'live' broadcast of the AGM. If they wish to participate in the 'live' broadcast of the AGM, they should instead approach their relevant intermediaries as soon as possible in order to make the necessary arrangements to participate in the 'live' broadcast of the AGM.</p>
3.	Submit questions in advance of the AGM	<p>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.</p> <p>Submission of questions. 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) By email to gcasecretary@cdl.com.sg; or</p> <p>(b) By post to Hong Leong Finance Limited, Corporate Secretariat, 16 Raffles Quay, #01-05 Hong Leong Building, Singapore 048581.</p>

Annual General Meeting to be held on 29 April 2022

No.	Steps	Details
		<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 in your questions via email or by post, please also provide us with the following details for verification:</p> <ul style="list-style-type: none"> • full name as it appears on the CDP/CPF/SRS/Scrp share 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, or scrip based). <p>Mobile phone numbers provided will help the Company to reach out more easily if clarification is required.</p> <p>Deadline to submit questions. All questions must be submitted by 12 April 2022.</p> <p>Addressing questions. The Company will address all substantial and relevant questions relating to the Annual Report 2021 and the other agenda items set out in the Notice of AGM received from shareholders prior to the AGM by publishing the responses to such questions on the Company's corporate website at the URL https://www.hlf.com.sg/investor-relations/agm.php and on the SGX website at the URL https://www.sgx.com/securities/company-announcements by 19 April 2022.</p> <p>Minutes of AGM. 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>