



YEO HIAP SENG LIMITED
(Registration No: 195500138Z)
(Incorporated in Singapore)

28 March 2024

Dear Shareholder

We are pleased to enclose printed copies of the Notice and Proxy Form for Yeo Hiap Seng Limited's (the "**Company**") upcoming Sixty-eighth Annual General Meeting ("**AGM**") to be held at Antica I & II (Level 2), Orchard Rendezvous Hotel, 1 Tanglin Road, Singapore 247905 on Friday, 26 April 2024 at 2.00 p.m.. The AGM will be held in a wholly physical format and there will be no option to participate virtually.

In line with the Company's sustainability efforts, the Company's Annual Report for the financial year ended 31 December 2023 ("**Annual Report 2023**") and Letter to Shareholders dated 28 March 2024 in relation to the proposed renewal of the share purchase mandate ("**Letter to Shareholders**") will be available for download or online viewing at the Company's corporate website at the URL <https://www.yeos.com.sg/investor-relations/annual-reports/> from the date of this letter, as follows:

- (a) the Annual Report 2023 may be accessed by clicking on the image of the cover of the Annual Report 2023 under the section titled "ANNUAL REPORTS"; and
- (b) the Letter to Shareholders may be accessed by clicking on the hyperlink "April 2024" under the section titled "LETTER TO SHAREHOLDERS".

You will need an internet browser and PDF reader to view these documents. You may also access the documents on the SGX website at the URL <https://www.sgx.com/securities/company-announcements>.

We sincerely hope that you will join our sustainability efforts and embrace e-communications. However, if you still wish to receive printed copies of the Annual Report 2023 and/or the Letter to Shareholders, please complete the Request Form below and submit it to reach us no later than Friday, 12 April 2024, in either of the following ways:

- (i) by post to the office of the Company's Share Registrar, B.A.C.S. Private Limited at 77 Robinson Road, #06-03, Robinson 77, Singapore 068896; or
- (ii) by email to the Company at agm2024@yeos.com.

By completing, signing and submitting the Request Form to us, you agree and acknowledge that we and/or our service provider(s) may collect, use and disclose your personal data, as contained in your submitted Request Form or which is otherwise collected from you (or your authorised representative(s)), for the purpose of processing and effecting your request.

Please also be reminded that we will need your/your proxy(ies)' or representative(s)' full name and full NRIC/passport number for verification purposes, and your/your proxy(ies)' or representative(s)' NRIC/passport will need to be produced for sighting at registration at the AGM. This is so as to ensure attendance and voting only by verified individuals. We reserve the right to refuse admittance to the AGM if we are unable to verify your/your proxy(ies)' or representative(s)' identity accurately.

Yours faithfully
For and on behalf of Yeo Hiap Seng Limited

Nor Hafiza Alwi
Company Secretary

REQUEST FORM

To: Yeo Hiap Seng Limited

NB: Please tick accordingly and submit this form to reach us by Friday, 12 April 2024. Incomplete, illegible or incorrectly completed forms will not be processed.

- I/We wish to receive a printed copy of the Annual Report for the financial year ended 31 December 2023
- I/We wish to receive a printed copy of the Letter to Shareholders dated 28 March 2024

The shares are held by me/us under or through:

- CDP Securities Account Number: _____
- Physical scrip(s)
- CPF Investment Scheme/SRS Account

Name(s) of Shareholder(s): _____

Mailing Address: _____

Signature(s): _____ Date: _____

Note: This request is valid for the Annual Report for the financial year ended 31 December 2023 and the Letter to Shareholders dated 28 March 2024 only.

Glue all sides. Do not staple or spot seal.

Fold along this line (2)

Postage will be
paid by
addressee.
For posting in
Singapore only.

**BUSINESS REPLY SERVICE
PERMIT NO. 07740**



YEO HIAP SENG LIMITED

c/o B.A.C.S. Private Limited
77 Robinson Road
#06-03, Robinson 77
Singapore 068896

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