

Investor Relation Policy

Hoe Leong Corporation Ltd. (the “Company”) is committed to disclose material information in a timely, transparent and accurate manner to the public, in accordance with listing rules of the Singapore Exchange Securities Trading Limited (“SGX-ST”) and the Singapore Code of Corporate Governance 2018.

1. PURPOSE AND GENERAL PRINCIPLES

- 1.1. The Investor Relations Policy of the Company (this “Policy”) describes the principles and practices that the Company applies in order to provide current and prospective investors with information necessary to make well-informed investment decisions and to ensure a level playing field.
- 1.2. All disclosures broadcast on the SGXNet and will be available on the Company’s corporate website.
- 1.3. Unpublished material information shall not be selectively disclosed. On the rare occasion when such information is inadvertently disclosed, it will be immediately announced to the public via SGXNet.
- 1.4. This Policy is subject to regular review by the Company’s Investor Relations Team, which comprises of all Executive Directors and Executive Officers of the Company.

2. COMMUNICATIONS GUIDELINES

- 2.1. The Company endeavours to provide clear, fair and balanced disclosure of important information to its shareholders and the investment community in a timely and effective manner.
- 2.2. To the extent possible, all disclosures will:
 - (a) be factual, clear and succinct;
 - (b) contain sufficient quantitative information to allow investors to evaluate its relative importance to the activities of the Company;
 - (c) be balanced and fair;
 - (d) avoid over-technical language; and
 - (e) explain the consequences or effects of the information on the Company’s future prospects. If the consequences or effects cannot be assessed, provide the reason.
- 2.3. **Authorised Spokespersons**
 - 2.3.1. The Company communicates only through designated spokesperson(s) who will establish and maintain regular dialogue with shareholders to solicit and understand their views, as well as respond to inquiries from members of the investment community or media.
 - 2.3.2. Employees who are not authorised spokespersons must not respond under any circumstances to inquiries from the investment community or media, unless specifically authorised by the Executive Directors to do so. Any inquiry received should be directed to the Investor Relations Team.
- 2.4. **Responding to Market Rumours**

As a guideline, the Company does not respond to rumours or market speculation. Clarifications will however be made promptly through announcements via SGXNet in the event that material information is deemed to have been leaked or where there are unusual market activities that could be attributable to such rumours or market speculation.

3. COMMUNICATION WITH SHAREHOLDERS AND INVESTMENT COMMUNITY

The Company will endeavour to employ various platforms to effectively engage the shareholders and the investment community, with an emphasis on accurate, fair and transparent disclosure of information in a timely manner. In addition to shareholder meetings, the senior management of Company may also meet with investors, analysts and the media, as well as participate in activities to solicit and understand the views of the investment community.

The Company is committed to treat all shareholders fairly and equitably and keep all its shareholders and other stakeholders informed in a timely manner of corporate activities which would likely affect the Company’s share price materially.

3.1. Shareholders’ Meetings

3.1.1. The Company’s general meetings, especially the annual general meetings, are the principal communication channels for shareholders to communicate their views and concerns, if any, directly to the Board of Directors and senior management of the Company. The Company encourages shareholders to participate constructively at these meetings.

3.1.2. Notices for the general meetings setting out the items of business to be transacted at the general meeting and related circulars and reports, will be broadcast via SGXNet and uploaded on the Company’s corporate website.

3.1.3. Members of the Board, the Company’s senior management and the external professional (where applicable) of the Company will endeavour to attend the general meetings to address shareholders’ queries.

3.1.4. Shareholders will also be informed of the rules, including voting procedures that govern these general meetings.

3.1.5. All shareholders are entitled to attend, speak and vote at general meetings in person or by proxy. Shareholders who are not relevant intermediaries may appoint not more than two proxies. Shareholders who are relevant intermediaries may appoint more than two proxies.

3.2. Analysts and Investment Community

3.2.1. The Company welcomes requests by analysts and institutional investors for meetings with senior management for the purpose of helping them to gain a broader understanding of the Company’s businesses and operating fundamentals. Any discussions at such meetings will be based on publicly available information.

3.2.2. The Company will not influence the views or recommendations of analysts, brokerage firms and investment banks but may review an analyst’s report for factual accuracy of information that is within the public domain.

3.3. Financial Results Announcements

3.3.1. The Company releases quarterly and/ or half-yearly financial results within 45 days of period end date and full year results within 60 days of period end date according to listing rules of the SGX-ST.

3.3.2. The Company observes a “blackout period” of two weeks prior to the announcement of its quarterly results and one month prior to the announcement of its full-year results. During these periods, the Company does not comment on industry outlook, the Group’s business performance and financial results.

3.4. Annual Report

The Company publishes an annual report to enable the shareholders and the investment community to obtain a comprehensive overview of its business strategies, developments and market outlook, as well as operational and financial performance.

3.5. Corporate Website

The Company will make available all media releases, financial results, annual reports, SGXNet announcements and other corporate information relating to the Company in the "Investor Relations" section of its corporate website.

4. COMPANY CONTACT

Shareholders and the investment community can contact the Company’s Investor Relations Team by telephone at +65 6561 6353 or email at contact@hoeleong.com