

# LEE HING DEVELOPMENT LIMITED

## 利興發展有限公司

*(Incorporated in Hong Kong with limited liability)*

### NOTICE OF ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the annual general meeting of Lee Hing Development Limited (“Company”) will be held at Suite 1506-7, 15th Floor, Nine Queen’s Road Central, Hong Kong on Thursday, 29 June 2023 at 11:00 a.m. for the purposes of considering and, if thought fit, passing, with or without modification, the following resolutions:

#### ORDINARY RESOLUTIONS

1. To receive and consider the audited consolidated accounts and the reports of the directors and the auditors of the Company for the year ended 31 December 2022.
2. To re-elect the following retiring director of the Company:
  - (i) Mr. Tan Boon Sengand to authorize the board of directors of the Company to fix his remuneration.
3. To re-appoint auditors and to authorize the board of directors of the Company to fix their remuneration.

By order of the Board  
**Tan Boon Seng**  
*Chairman and Managing Director*

Hong Kong, 30 May 2023

*Registered office:*  
Suite 1506-7, 15th Floor  
Nine Queen’s Road Central  
Hong Kong

*Notes:*

1. A shareholder entitled to attend and vote at the meeting may appoint one or more than one proxies to attend and to vote on the poll in his/her/its stead. On the poll, votes may be given either personally (or in the case of a shareholder being a corporation, by its duly authorized representative) or by proxy. A proxy need not be a shareholder of the Company.
2. Where there are joint registered holders of any share, any one of such persons may vote at the meeting, either personally or by proxy, in respect of such share as if he/she were solely entitled thereto; but if more than one of such joint holders are present at the meeting personally or by proxy, that one of the said persons so present whose name stands first on the register of members of the Company in respect of such share shall alone be entitled to vote in respect thereof.
3. In order to be valid, a form of proxy together with a power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power of attorney or authority, must be deposited at the Company's registered office at Suite 1506-7, 15th Floor, Nine Queen's Road Central, Hong Kong not less than 48 hours before the time for holding the meeting or any adjourned meeting.

#### **PRECAUTIONARY MEASURES FOR THE MEETING (AND ANY ADJOURNMENT THEREOF)**

Practical measures will be taken to try to avoid the spread of COVID-19 at the meeting, including:

- compulsory temperature checks and health declarations for all attendees, including the Directors and the Shareholders
- prohibition from attendance at the meeting if an attendee has a fever. Persons exhibiting flu-like symptoms may also be refused admittance to the venue of the meeting
- compulsory wearing of surgical face masks throughout the meeting
- maintaining proper distance between seats
- no refreshments will be served at the meeting

Any person who does not comply with the precautionary measures may be denied entry into the venue of the meeting.

In light of the continuing risks posed by the COVID-19 pandemic, the Company strongly encourages the Shareholders NOT to attend the meeting in person, and advises them to appoint the Chairman of the meeting as their proxies to vote according to their indicated voting instructions as an alternative to attending the meeting in person. The Shareholders are advised to read this section carefully and monitor the development of COVID-19.

Subject to the development of COVID-19, the Company may implement further changes and precautionary measures and may issue further notice on such measures as appropriate. The Shareholders should check the Company's website for future notices and updates on the AGM arrangements.

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### 股東週年常會通告

茲通告利興發展有限公司（「本公司」）謹訂於二零二三年六月二十九日（星期四），上午十一時正於香港中環皇后大道中九號15樓1506-7室召開股東週年常會，藉以考慮並酌情通過下列之決議案（不論有否作出修訂）：

#### 普通決議案

一、省覽截至二零二二年十二月三十一日止年度之經審核綜合賬目及董事會與核數師報告書。

二、重選下列本公司退任董事：

(i) 陳文生先生

並授權本公司董事會釐定其董事酬金。

三、續聘核數師並授權本公司董事會釐定其酬金。

承董事會命

陳文生

主席兼董事總經理

香港，二零二三年五月三十日

**註冊辦事處：**

香港中環

皇后大道中九號

15樓1506-7室

附註：

1. 凡有權出席大會並於會上表決的股東，均有權委任一位或以上代表代其出席及以投票方式代其表決。在以投票方式表決時，股東可親身（或如股東為一間公司，則由其正式授權代表）或由其代表表決。代表毋須為本公司股東。
2. 倘若為任何股份的聯名登記持有人，則其中任何一名人士均可親身或委派代表於大會上就有關股份表決，猶如彼為唯一有權就有關股份表決的人士，惟倘若超過一名聯名持有人（不論親身或由其代表）出席大會，則上述出席人士中僅於本公司股東名冊內就有關股份排名首位者方有權就有關股份表決。
3. 代表委任表格連同經簽署之授權書或其他授權文件（如有）或經公證人簽署證明之該等授權書或其他授權文件副本，最遲須於常會或其任何續會召開時間四十八小時前送達本公司註冊辦事處，地址為香港中環皇后大道中九號15樓1506-7室，方為有效。

### 大會（及其任何續會）預防措施

為避免2019冠狀病毒於大會上傳播，將採取可行措施，包括：

- 所有出席者（包括董事及股東）必須量度體溫及健康申報
- 禁止發熱的人士出席大會。出現流感症狀的人士亦不獲批准進入大會會場
- 大會期間必須全程佩戴外科口罩
- 座位之間保持適當距離
- 大會將不會供應茶點

任何違反預防措施的人士可能不獲批准進入大會會場。

鑒於2019冠狀病毒疫情的持續風險，本公司強烈勸喻股東不要親身出席大會，並建議股東委任大會主席作為彼等的代表，按彼等指示的投票指示進行投票，代替親身出席大會。謹請股東務必監察2019冠狀病毒的發展情況。

視乎2019冠狀病毒的發展情況，本公司可能會實施進一步變動及預防措施以及可能就該等措施刊發進一步通告（如適當）。股東應在本公司網站以查詢股東週年常會安排之日後通告及更新。