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## **LEE HING DEVELOPMENT LIMITED**

### **利興發展有限公司**

*(Incorporated in Hong Kong with limited liability)*

**(Stock Code: 68)**

## **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, 20 May 2021 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 audit statement of accounts and the reports of the directors and the auditors of the Company for the year ended 31 December 2020.
2. To re-elect the following retiring directors of the Company:
  - (i) Mr. Tan Boon Seng
  - (ii) Mr. Chan Kai Kwok

and to authorize the board of directors of the Company to fix the remuneration of the directors.

3. To re-appoint auditors and to authorize the board of directors of the Company to fix their remuneration.
4. **“THAT:**
  - (i) subject to paragraph (ii) of this resolution, the exercise by the directors during the Relevant Period (as defined in paragraph (iii) of this Resolution) of all powers of the Company to repurchase shares of the Company on The Stock Exchange of Hong Kong Limited (“Stock Exchange”) or on any other stock exchange on which the shares of the Company may be listed and recognised by the Securities and Futures Commission and the Stock Exchange for this purpose, subject to and in accordance with all applicable laws and requirements of the Rules Governing the Listing of Securities on the Stock Exchange or of any other stock exchange as amended from time to time, be and is hereby generally and unconditionally approved;

- (ii) the aggregate nominal amount of shares of the Company to be repurchased by the Company pursuant to the approval in paragraph (i) of this resolution shall not exceed 10% of the aggregate number of issued share capital of the Company as at the date of the passing of this Resolution, and the said approval shall be limited accordingly; and
- (iii) for the purposes of this Resolution, “Relevant Period” means the period from the passing of this resolution until whichever is the earlier of:
  - (a) the conclusion of the next annual general meeting of the Company;
  - (b) the expiration of the period within which the next annual general meeting of the Company is required by law to be held; and
  - (c) the revocation or variation of the authority given under this resolution by ordinary resolution of the shareholders in general meeting.”

By order of the Board  
**Chan Kai Kwok**  
*Company Secretary*

Hong Kong, 20 April 2021

*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 a poll in his/her/its stead. On a 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.
4. A shareholder entitled to attend and vote at the meeting may appoint one or more than one proxies to attend and to vote on a poll in his/her/its stead. On a 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.

## **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 announcement on such measures as appropriate.

*As at the date hereof, the Board of Directors of the Company comprises two Executive Directors, namely Mr. Tan Boon Seng and Mr. Chan Kai Kwok and three Independent Non-executive Directors, namely Mr. Ho Hau Chong, Norman, Mr. Fung Ka Pun and Mr. Lim Lay Leng.*