

# HG METAL MANUFACTURING LIMITED

Registration Number 198802660D  
(Incorporated in the Republic of Singapore)

31 December 2025

Dear Shareholder of HG Metal Manufacturing Limited ("HGMML" or the "Company"),

**1. ACCESS TO ANNUAL REPORT 2025 VIA COMPANY'S WEBSITE AND SGXNET**  
**2. OPTION TO REQUEST FOR PRINTED COPY**

We wish to inform you that:

(a) Printed copies of the Notice of Annual General Meeting ("AGM"), Proxy Form and the Request Form to be held at 28 Jalan Buroh, Singapore 619484 on Friday, 23 January 2026 at 2.00 p.m., have been despatched to shareholders.

(b) In line with the Company's continuing sustainability efforts to protect our environment, the Company is using electronic communication for the transmission of the Company's Annual Report for the financial period ended 30 September 2025 ("Annual Report 2025"). The Annual Report 2025 is available for download on the Company website (<https://hgmetal.listedcompany.com/newsroom.html>) and the SGXNET (<https://www.sgx.com/securities/company-announcements>), from the date of this letter.

We encourage you to join our sustainability efforts to reduce paper waste by choosing electronic communication. However, if you wish to receive a printed copy of the Annual Report 2025, please complete the Request Form below and submit it to us by **Friday, 16 January 2026**:

(i) by email to [agm@hgmetal.com](mailto:agm@hgmetal.com); or  
(ii) by post to the Registered Office of the Company at 28 Jalan Buroh, Singapore 619484

By completing, signing and returning the Request Form to us, you agree and acknowledge that we and/or our service providers 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.

Yours faithfully,  
For and on behalf of  
**HG Metal Manufacturing Limited**

Xiao Xia  
Executive Director and Chief Executive Officer

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## REQUEST FORM

To: **HG Metal Manufacturing Limited**

Please send me/us a printed copy of the Annual Report 2025

Name of Shareholder : \_\_\_\_\_

NRIC/Passport/Registration No. : \_\_\_\_\_

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

CDP Securities Account No. : \_\_\_\_\_

CPF Investment Scheme/SRS : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Email Address/Contact No. : \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This request is valid for the Annual Report 2025 only. Incomplete or incorrectly completed forms will not be processed.*

Affix  
Postage  
Stamp

**HG METAL MANUFACTURING LIMITED**

28 Jalan Buroh  
Singapore 619484