



**KECK SENG
INVESTMENTS
(HONG KONG) LIMITED**

POLICY & PROCEDURES

Shareholders' Communication Policy

Review Date:
29 July 2022

Issue Date:
31 August 2022

Supersedes Policy Dated:
19 December 2016

1. Purpose

- 1.1. This Policy aims to set out the provisions with the objective of ensuring that Keck Seng Investments (Hong Kong) Limited's ("Company") shareholders, both individual and institutional (collectively, "Shareholders") and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments, governance and risk profile), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2. For the purpose of this Policy, references to the "Shareholders" is intended to include the Company's shareholders and potential shareholders.
- 1.3. In compliance with the Corporate Governance Code, the Board should disclose the shareholders' communication policy (or its summary), and review the implementation and effectiveness of the Policy on a regular basis.

2. General Policy

- 2.1. The Board shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2. Information shall be communicated to Shareholders and the investment community mainly through the Company's financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited ("SEHK") and its corporate communications and other corporate publications on the Company website.
- 2.3. Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the Company Secretary or the Board of Directors of the Company (where appropriate).
- 2.4. This Policy will be updated in response to any subsequent changes in internal structure, regulatory and market developments.
- 2.5. The Company will not normally deal with verbal or anonymous enquiries

3. Communication Strategies

3.1. Shareholders' Enquiries

3.1.1. Shareholders should direct their questions about their shareholdings and share registrations to the Company's Share Registrar & Transfer Office. The contact details of the Company's Share Registrar & Transfer Office are:

Tricor Tengis Limited

Postal address: 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

Email : is-enquiries@hk.tricorglobal.com

Telephone : (852) 2980 1333

3.1.2. Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.

3.1.3. Shareholders and the investment community shall be provided with designated contacts, email addresses and enquiry lines of the Company in order to enable them to make any query in respect of the Company.

3.2. Corporate Communication

3.2.1. Corporate communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.

3.2.2. Shareholders may send their enquiries to the following:

Address: Room 2902, West Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong.

Email : enquiry@keckseng.com.hk

3.2.3. For the avoidance of doubt, shareholders must deposit and send the original duly signed written requisition, notice or statement, or enquiry (as the case may be) to the above address and provide their full name, contact details and identification in order to give effect thereto.

3.2.4. Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

3.3. Corporate Website

3.3.1. Information released by the Company to SEHK is also posted on the Company website (www.keckseng.com.hk) immediately thereafter. Such information in bilingual versions includes financial statements, results announcements, circulars, notices of general meetings and associated explanatory documents etc.

- 3.3.2. All presentation materials provided in conjunction with the Company's annual general meeting and results announcement each year will be made available on the Company website as soon as practicable after their release.
- 3.3.3. All press releases, newsletters, market consultations, submissions and tender notices etc. issued by the Company or its subsidiaries will be made available on the Company's website
- 3.3.4. Speeches and presentations delivered by the Company's Executive Chairman and senior executives may be made available on the Company website.

3.4. Shareholders' Meetings

- 3.4.1. Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.
- 3.4.2. Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.4.3. The process of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.4.4. Board members, in particular, either the Executive Chairman or Deputy Executive Chairman, or the chairman of the Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.
- 3.4.5. Shareholders are encouraged to attend shareholders' activities organised by the Company, where information about the Company, including its latest strategic plan, products and services etc. will be communicated.

3.5. Investment Market Communications

- 3.5.1. Investor/analysts briefings and one-on-one meetings, road-shows (both domestic and international), media interviews, marketing activities for investors and specialist industry forums etc. will be available in order to facilitate communication between the Company, Shareholders and the investment community.
- 3.5.2. The Company's Directors and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements in the Company's Human Resources Manual.

4. Shareholder Privacy

- 4.1.** The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

5. Review of this Policy

- 5.1.** The Company will review this Policy from time to time as appropriate, and in any event, once a year.

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.