



# POLYTEC ASSET HOLDINGS LIMITED

(the “Company”)

## Shareholders Communication Policy

### 1. Objective

The Company is committed to enhancing long-term shareholder value through regular communication with its shareholders, both individual and institutional (collectively, the “Shareholders”) as well as the investment community.

This Policy aims to set out the provisions with the objective of ensuring that the Shareholders and the investment community are provided with ready and timely access to all publicly available information about the Company, in order to enable the Shareholders to exercise their rights in an informed manner, and to allow the Shareholders and the investment community to engage actively with the Company.

For the purpose of this Policy, references to the investment community is intended to include the Company’s potential investors as well as analysts reporting and analyzing the Company’s performance.

### 2. General Policy

2.1 The Board of Directors of the Company (the “Board”) shall maintain an on-going dialogue with the Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.

2.2 Information shall be communicated to the 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 corporate communications and other corporate publications on the websites of Hong Kong Exchanges and Clearing Limited (“HKEx”) ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company ([www.polytecasset.com](http://www.polytecasset.com)). All communications by the Company with the Shareholders and the investment community will be in compliance with all applicable laws, rules, etc.

- 2.3 Effective and timely dissemination of information to the Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the Company Secretary.

### **3. Communication Channels**

#### **Shareholders' Meetings**

- 3.1 The annual general meeting and other general meetings of the Company are the primary forum for communication with the Shareholders.

The Company encourages the Shareholders to participate in shareholder's meetings physically or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.

Notices of general meetings and the accompanying papers are provided within a prescribed time prior to the meetings on the websites of the Company and HKEx, and by post to the Shareholders.

Shareholders' meetings are held at a convenient location where the Chairman of the Board of the Company, Chairmen of Board committees, Directors and representatives from the auditor would be present and are available to answer questions from the Shareholders.

#### **Financial and Other Reportings**

- 3.2 The Company reports operating results on a half yearly basis and produces interim and annual reports in accordance with the Rules Governing the Listing of Securities on SEHK and other applicable laws and regulations (the "Regulatory Requirements").

From time to time, the Company communicates other information to the Shareholders by way of the Company announcement and/or circular, in compliance with the Regulatory Requirements or otherwise.

#### **Corporate Website**

- 3.3 The Company's website provides information on the Company, including shareholder communication.

In addition to a dedicated “Investor Relations” section in which the annual reports, interim reports, announcements and circulars of the Company are posted as soon as practicable following their release to SEHK on the website of HKEx, relevant press releases and presentations are also made available on the Company’s website to facilitate communication between the Company, the Shareholders and the investment community. Information on the website of the Company is updated on a regular basis.

Shareholders will receive certain shareholders communication (such as notices of general meetings and accompanying papers, circulars, annual reports and interim reports) from the Company by post.

### **Investment Market Communication**

- 3.4 To facilitate communication between the Company, the Shareholders and the investment community, results briefings and one-on-one meetings are conducted with the Shareholders and the investment community from time to time.

In this regard, Directors and employees of the Company who have contacts with investors, analysts and media are aware of the disclosure obligations and requirements for potentially price-sensitive information.

### **Shareholders Enquiries**

- 3.5 Shareholders may, at any time, direct questions, request for publicly available information and provide comments and suggestions to Directors or management of the Company. Such questions, requests and comments can be addressed to the Company Secretary of the Company by mail to 23rd Floor, Pioneer Centre, 750 Nathan Road, Kowloon, Hong Kong or by email to [enquiry@polytec.com.hk](mailto:enquiry@polytec.com.hk).

Shareholders should direct their questions about their shareholdings by mail to the Company’s Branch Share Registrar in Hong Kong, Tricor Tengis Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by email [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com), who has been appointed by the Company to deal with the Shareholders for share registration and related matters.

## **4. Shareholders Privacy**

The Company recognizes the importance of the Shareholders’ privacy and will not disclose the Shareholders’ information without their consents unless required by law to do so.

## **5. Review of Policy**

This policy is subject to regular review by the Board and will be amended as and when appropriate.

## **6. Publication of Policy**

This Policy is available on the website of the Company.

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This policy has been approved by the Board.