

## **Shenzhen International Holdings Limited**

### **Shareholders' Communication Policy**

#### **1. Basic Principle**

This policy aims to set out the provisions with the objective of ensuring that all shareholders, both individual and institutional (collectively, the “Shareholders”), of Shenzhen International Holdings Limited (“Shenzhen International” or the “Company”) are provided with timely, comprehensive, equal and understandable information about the Company (including its financial performance, material developments, governance and risk profile) in appropriate circumstances, in order to strengthen communication between the Company and the Shareholders and the investors, and enable them to exercise their rights in an informed manner.

#### **2. General Policy**

- 2.1 The board of directors shall maintain an on-going dialogue with the Shareholders and the investors, provide the Shareholders with information necessary for them to assess the performance of the Company, and regularly review this policy to ensure its effectiveness.
- 2.2 Information shall be communicated by the Company to the Shareholders and the investors through the following major channels:
  - (i) The Company’s financial reports (interim reports and annual reports);
  - (ii) The Company’s corporate website, which provides information such as disclosures submitted by the Company to The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) as well as the corporate communications, marketing materials and other corporate news of the Company;
  - (iii) Annual general meetings and other general meetings that may be convened.
- 2.3 The Company shall ensure effective and timely dissemination of information to the Shareholders and the investors at all times. Any question regarding this policy shall be directed to the Company’s company secretarial department or investor relations department.

#### **3. Corporate Communications**

- 3.1 Corporate communications mean any documents issued or to be issued by the Company for the Shareholders’s information or action, including, but not limited to, annual reports, interim reports, notices of meetings, listing documents, circulars and forms of proxy;



3.2 Corporate communications sent to the Shareholders shall be prepared bilingually in plain Chinese and English languages for the Shareholders understand the contents thereof.

#### **4. Corporate Website**

4.1 The Company's corporate website shall provide comprehensive and regularly updated information about the Company, including the latest news, press releases, financial results, the board of directors, compositions and terms of reference of the audit committee, the remuneration and appraisal committee and the nomination committee of the board of directors, as well as corporate governance;

4.2 Information released by the Company to the Stock Exchange shall also be published on the Company's corporate website immediately thereafter. Such information includes, but is not limited to, financial statements, results announcements, other announcements, circulars and forms of proxy.

#### **5. General Meetings**

5.1 General meetings provide great opportunities for the board of directors to communicate with the Shareholders. The general meetings should have appropriate arrangements to encourage Shareholders to participate;

5.2 The Shareholders can appoint proxies to attend and vote at general meetings for and on his/her/their behalf if he/she/they is/are unable to attend the meetings;

5.3 The following individuals shall attend the Company's annual general meetings to answer the Shareholders' enquiries:

- The chairman of the board of directors;
- The chairman (or, in his absence, the members of the respective committees of the board of directors) of the audit committee, the nomination committee and the remuneration and appraisal committee; and
- The external auditor of the Company.

5.4 The chairman of independent board committees, if any, shall answer questions at the general meetings held to approve connected transactions or any other transactions requiring independent approvals.

5.5 The process of the Company's general meetings will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that the Shareholders' needs are best served.



深圳國際控股有限公司

Shenzhen International Holdings Limited

*(Incorporated in Bermuda with limited liability)*

## **6. Shareholders' Enquiries**

- 6.1 The Shareholders may direct their questions about their shareholdings to the Company's share registrar.
- 6.2 The Shareholders and the investors may at any time make requests for publicly available information of the Company.
- 6.3 The Shareholders and the investors shall be provided with designated contacts, email address and enquiry channels of the Company for them to make enquiries about the Company.

- The End -

### ***Records of the adoption and revisions of the Shareholders' Communication Policy:***

*12 March 2012*

*Adoption approved by the board of directors*

*6 December 2017*

*Revision approved by the board of directors*