

These procedures are prepared in Chinese and English. In the event that there is any discrepancy or inconsistency between the two versions, the English version shall prevail.

CHI KAN HOLDINGS LIMITED

智勤控股有限公司

(Incorporated in the Cayman Islands with limited liability)
(the “**Company**”, **Stock code: 9913**)

Procedures for shareholders to propose a person for election as a Director

Pursuant to Rule 13.51D of the Rules Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited (the “**Listing Rules**”), the Company sets out these procedures below to provide shareholders of the Company (the “**Shareholder(s)**”) with detailed procedures by which they can use for nominating a person for election as a director of the Company (“**Director**”):

- A Shareholder shall prepare and send a notice in writing indicating his/her/their intention to propose a person for election as a Director (the “**Shareholder’s Notice**”) to the address of the Company at Rooms 1008 and 1009, 10/F, China Shipbuilding Tower, No. 650 Cheung Sha Wan Road, Kowloon, Hong Kong. The Shareholder’s Notice must state clearly the name, the contact information of the Shareholder and his/her/their shareholding, the full name and age of the person proposed for election as a Director, including the person’s biographical details as required by the Rule 13.51(2) of the Listing Rules, and be signed by the Shareholder concerned (other than the person to be proposed).
- The person proposed for election as a Director shall also prepare a notice in writing indicating his/her willingness to be elected (the “**Proposed Director’s Notice**”, the Proposed Directors’ Notice together with the Shareholder’s Notice, the “**Notices**”).
- The Notices shall have been lodged at the address of the Company at Rooms 1008 and 1009, 10/F, China Shipbuilding Tower, No. 650 Cheung Sha Wan Road, Kowloon, Hong Kong or at the address of the Hong Kong branch share registrar and transfer office of the Company, Tricor Investor Services Limited, at Level 54, Hopewell Centre, 183 Queen’s Road East, Hong Kong.
- The period for lodgment of the Notices will commence no earlier than the day after the despatch of the notice of the general meeting appointed for such election and end no later than 7 days prior to the date of such general meeting and the minimum length of the period during which the Notices to the Company may be given will be at least 7 days.
- The Shareholder’s Notice will be verified with the Company’s Hong Kong branch share registrar and transfer office and upon their confirmation that request is proper and in order, the company secretary of the Company will ask the nomination committee of the Company and the board of Directors of the Company to consider to include the resolution in the agenda for the general meeting proposing such person to be elected as a Director.

The above procedures are subject to the Companies Law (as revised) of the Cayman Islands (as amended, supplemented or otherwise modified from time to time), the memorandum and articles of association of the Company (as amended from time to time) and the Listing Rules and other applicable legislations and regulations.

Adopted on the 17th day of July 2020.