

# 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)

### Shareholders Communication Policy (the “Policy”)

#### 1. Purpose

1.1 The Policy aims to set out the provisions with the objective of providing shareholders of the Company (the “**Shareholders**”) with information about the Company and enabling them to engage actively with the Company and exercise their rights as Shareholders in an informed manner.

#### 2. General Policy

2.1 Information shall be communicated to the Shareholders 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 (i) corporate communication documents including, but not limited to, copy of annual reports, interim reports, notices of meeting, circulars and proxy forms (the “**Corporate Communication**”); (ii) other documents issued by the Company which are published on the website of The Stock Exchange of Hong Kong Limited for the information or action of holders of any of its securities, including announcements, monthly returns on movements in the Company’s securities for each month and next day disclosure returns; (iii) constitutional documents of the Company and board committees, (iv) corporate information including list of directors of the Company (the “**Directors**”); and (v) other corporate publications including but not limited to the procedures for the Shareholders to propose a person for election as a Director on the Company’s website.

2.2 Effective and timely dissemination of information to the Shareholders shall be ensured at all times. Any question regarding the Policy shall be directed to the company secretary of the Company or the board of Directors of the Company (the “**Board**”).

#### 3. Communication Strategies

##### *Shareholders’ Enquiries*

3.1 The Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.

- 3.2 The Shareholders should direct their questions about their shareholdings to the Company's Hong Kong branch share registrar and transfer office, the contact details of which are set out as follows:

**Tricor Investor Services Limited**

Level 54, Hopewell Centre

183 Queen's Road East

Hong Kong

Telephone No.: 2980 1333

Facsimile No.: 2810 8185

***Corporate Communication***

- 3.3 The Corporate Communication will be provided to the Shareholders in plain language and in both English and Chinese versions to facilitate the Shareholders' understanding.

***Shareholders' Meetings***

- 3.4 The Shareholders are encouraged to participate in the general meetings of the Company or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend the meetings.
- 3.5 Appropriate arrangements for the annual general meetings shall be in place to encourage the Shareholders' participation.
- 3.6 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 the Shareholders' needs are best served.
- 3.7 Board members, appropriate management executives and external auditors will attend annual general meetings and other general meetings of the Company to answer the Shareholders' questions.

**4. Shareholders' Privacy**

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

Adopted on the 17th day of July 2020.

This document is published in English and Chinese versions.  
In case of any inconsistency, the English version shall prevail.