



HUNG FOOK TONG

Hung Fook Tong Group Holdings Limited

鴻福堂集團控股有限公司

(Incorporated in the Cayman Islands with limited liability)

Stock Code: 1446

SHAREHOLDERS' COMMUNICATION POLICY

(Adopted at Board Meeting on 11 June 2014 and amended and adopted pursuant to the Board resolution passed on 31 December 2018)

1. PREAMBLE

- 1.1. This Policy sets out the policy of Hung Fook Tong Group Holdings Limited (the “**Company**”) in relation to communicating with its shareholders and prospective investors.
- 1.2. The Company is committed to maintaining effective and timely dissemination of the Company’s information to its shareholders and the market.
- 1.3. The Company believes that providing regular communications to its shareholders and the market is important to ensure they have the available information reasonably required to make informed assessments of the Company’s strategy, operations and financial performance.

2. COMMUNICATION CHANNELS

Shareholders’ meetings

- 2.1. The annual shareholders’ meetings and other shareholders’ meetings of the Company are the primary forum for communication by the Company with its shareholders and for shareholder participation.
- 2.2. The Company encourages and supports shareholder participation in shareholders’ meetings. Shareholders are encouraged to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend such meetings.
- 2.3. Mechanisms for enabling shareholder participation will be reviewed on a regular basis by the board of directors of the Company (the “**Board**”) to encourage the highest level of participation.

- 2.4. Chairman of the Board, appropriate members of the Board committees of the Company will normally attend the annual shareholders' meetings to answer questions from the shareholders, unless illness or another pressing commitment precludes any of them doing so attending. Also, representative from the Company's external auditor will attend the annual general meetings to answer questions about the conduct of the audit, the preparation and content of the auditor's report, the accounting policies and the auditor's independence.
- 2.5. For a connected transaction or any other transaction that requires approval by independent shareholders at a general meeting of the Company, the chairman of the independent Board committee (if any) would be available to answer questions from the independent shareholders present.

Financial and Other Reportings

- 2.6. The Company reports operating results on a half-yearly basis and produces interim and annual reports in accordance with the requirements laid down by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and other applicable laws and regulations, in each case amended from time to time (collectively, the "**Requirements**").
- 2.7. From time to time, the Company communicates other information to the shareholders by way of the Company's announcements and/or circulars in accordance with the Requirements or otherwise.

Company's website

- 2.8. The Company's website (www.hungfooktong.com) contains information about the Company including shareholder communications.
- 2.9. The Company will place on its website the Company's announcements, circulars, notices of general meetings and other information in compliance with the applicable laws, rules and regulations.

Shareholders' enquiries

- 2.10. Shareholders should direct their questions about their shareholdings to Tricor Investor Services Limited, the Company's share registrar in Hong Kong, at Level 22, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
- 2.11. Shareholders and the public may at any time make a request for the Company's information to the extent such information is publicly available. Shareholders may direct their queries in writing to the Company's principle place of business in Hong Kong at 11 Dai King Street, Tai Po Industrial Estate, Tai Po, New Territories, Hong Kong, for the attention of the Company Secretary.
- 2.12. The Company will respond promptly to shareholder queries and concerns.

3. REVIEW OF POLICY

3.1. This Policy is subject to regular review by the Board and will be amended (as appropriate) from time to time.

4. PUBLICATION OF POLICY

4.1. This Policy will be available on the Company's website (www.hungfooktong.com) and will be published in the Company's annual reports.

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

31 December 2018