



佳明集團控股有限公司 GRAND MING GROUP HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

Shareholders Communication Policy 股東通訊政策

(中文本為翻譯稿，僅供參考用)

1. PRINCIPLES

Grand Ming Group Holdings Limited (the “**Company**”) is committed to providing the shareholders of the Company (“**Shareholders**”) and other stakeholders (including potential investors) with equal and timely access to information about the Company.

The board of directors of the Company (the “**Board**”) is responsible for maintaining an on-going dialogue with Shareholders and encouraging them to communicate actively with the Company.

The Board will review this Policy on a regular basis to ensure its effectiveness.

2. PURPOSE

This Policy aims to promoting effective communication with Shareholders and other stakeholders, and enable Shareholders to exercise their rights as shareholders effectively.

3. COMMUNICAITON SOURCES

3.1 Shareholders’ Meetings

3.1.1 The annual general meeting and other general meetings of the Company are primary forum for communication between the Company and Shareholders.

3.1.2 The Company shall provide Shareholders with relevant information on the resolution(s) proposed at a general meeting in a timely manner in accordance with the Rules Governing the Listing of Securities (the “**Listing Rules**”) on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”), so that Shareholders could make decision on the resolution(s) proposed at general meetings in an informed manner.

原則

佳明集團控股有限公司(「**本公司**」)致力向本公司股東(「**股東**」)及其他持份者(包括潛在投資者)提供平等和適時的途徑，以取得本公司資訊。

本公司董事會(「**董事會**」)負責與股東持續保持對話及鼓勵他們與本公司積極溝通。

董事會將定期檢討本政策以確保其有效性。

目的

本政策旨在促進與股東及其他持份者的有效溝通，並促使股東有效地行使其作為股東的權利。

溝通渠道

股東大會

本公司的股東週年大會及其他股東大會是本公司與股東溝通的首要平台。

本公司按照香港聯合交易所有限公司(「**聯交所**」)證券上市規則(「**上市規則**」)規定適時向股東提供在股東大會上建議的決議案的相關資料，以便股東能夠在知情情況下就在大會上建議的決議案作出決定。

3.1.3 Shareholders are encouraged to participate in shareholder's meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.

本公司鼓勵股東參與股東大會或在他們未能出席大會時委任代表出席及於會上代表他們投票。

3.1.4 Where appropriate or required, the chairman of the Board and other Board members, the chairman of board committees or their delegates, and the external auditor should attend annual general meeting of the Company to answer Shareholders' questions (if any).

在合適或需要的情況下，董事會主席及其他董事會成員、董事委員會的主席或其委任的代表，以及外聘核數師應出席股東週年大會並在會上回答股東提問（如有）。

3.2 Corporate Communications

企業通訊

3.2.1 "Corporate Communications" as defined under the Listing Rules refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including but not limited to the following documents of the Company: (a) report of the directors, annual accounts together with a copy of the auditor's report and, where applicable, its summary financial report; (b) interim report and, where applicable, its summary interim report; (c) environmental, social and governance report; (d) a notice of meeting; (e) a listing document; (f) a circular; and (g) a proxy form.

根據上市規則所界定，「**企業通訊**」乃指公司發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於：(a) 董事會報告、年度賬目連同核數師報告以及（如適用）財務摘要報告；(b) 中期報告及（如適用）中期摘要報告；(c) 環境、社會及管治報告；(d) 會議通告；(e) 上市文件；(f) 通函及 (g) 代表委任表格。

3.2.2 The Company will make the Corporate Communications available on the website of the Company and the Stock Exchange in a timely manner as required by the Listing Rules. Shareholders are advised to check the website of Company and the Stock Exchange regularly for updates.

本公司將按照上市規則的規定適時在本公司網站及聯交所網站上發佈企業通訊。本公司建議股東定期查閱本公司及聯交所網站以取得最新資訊。

3.2.3 Corporate Communications will be provided to Shareholders and non-registered holders of the Company's securities in both English and Chinese versions or where permitted, in a single language, in a timely manner as required by the Listing Rules.

企業通訊會以中、英文版本(或如獲許可，以單一語言)按照上市規則的規定適時提供予股東及非登記公司證券持有人。

3.2.4 Where applicable, Shareholders and non-registered holders of the Company's securities shall have the right to choose the language of the Corporate Communications (either English or Chinese) or means of receipt of Corporate Communications (in printed form or through electronic means).

在適用的情況下，股東及非登記公司證券持有人有權選擇企業通訊的語言版本(中文或英文)或收取企業通訊的方式(印刷本或網上版本)。

3.3 Announcements and Other Documents pursuant to the Listing Rules

根據上市規則規定的公佈及其他文件

3.3.1 The Company shall publish announcements (e.g. price sensitive information, corporate actions and transactions etc.) and other documents (e.g. Memorandum and Articles of Association) on the Stock Exchange's website in a timely manner in accordance with the Listing Rules.

本公司根據上市規則的規定於聯交所網站適時登載公佈 (如股價敏感資料、企業行動及交易等)及其他文件 (如組織章程大綱及章程細則)。

3.4 Corporate Website

公司網站

3.4.1 Any information or documents of the Company posted on the Stock Exchange's website will also be published on the Company's website.

任何登載於聯交所網站的本公司資料或文件亦登載於本公司網站。

3.4.2 Other relevant corporate information will also be available on the Company's website.

其他相關的企業資料亦登載於本公司網站。

3.5 Shareholders' enquiries

股東查詢

Shareholders may, at any time, send their enquiries or request for publicly available information to the Board. The Company will not normally deal with verbal or anonymous enquiries.

股東可隨時向董事會作出查詢或要求索取公開資料。一般而言，本公司不會處理口頭或匿名的查詢。

Shareholders could send their enquiries with detailed contact information as below:

股東可將查詢事項連同其聯絡資料以下列方式遞交：

By post to 22/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong (For the attention of the Company Secretary)

郵寄至香港九龍尖沙咀漆咸道南 39 號鐵路大廈 22 樓 (註明公司秘書為收件人)

By email: info@grandming.com.hk

電郵至 info@grandming.com.hk

4. SHAREHOLDERS' PRIVACY

股東私隱

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

本公司明白保障股東私隱的重要性，除法例規定外，不會在未獲得股東同意下擅自披露股東資料。

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