

# **VEEKO INTERNATIONAL HOLDINGS LIMITED**

**威高國際控股有限公司**

(the “Company”)

(Incorporated in the Cayman Islands with limited liability)

## **SHAREHOLDERS’ COMMUNICATION POLICY**

(Adopted by the Company pursuant to the Board resolution passed on 27 March 2012)

(Amended on 8 September 2015)

(Further amended on 29 September 2020)

(Further amended on 29 September 2022)

### **1. PRINCIPLES**

- 1.1 The Company is committed to providing shareholders of the Company (the “Shareholders”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.
- 1.2 The board of directors of the Company (the “Board”) should be responsible for:
  - maintaining an on-going dialogue with Shareholders and encouraging them to communicate actively with the Company; and
  - establishing this Shareholders’ Communication Policy (the “Policy”) and reviewing the Policy on a regular basis to ensure its effectiveness.

### **2. PURPOSE**

- 2.1 The Policy aims to:
  - promote effective communication with Shareholders and other stakeholders;
  - encourage Shareholders to engage actively with the Company; and
  - enable Shareholders to exercise their rights as shareholders effectively.

### **3. SOURCES OF COMMUNICATION**

#### **3.1 Corporate Communication**

- 3.1.1 “Corporate Communication” as defined under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (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) the directors’ report, annual accounts together

with a copy of the auditor's report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

3.1.2 The Corporate Communication of the Company will be published on the Stock Exchange's website ([www.hkexnews.hk](http://www.hkexnews.hk)) in a timely manner as required by the Listing Rules.

3.1.3 Corporate Communication 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.

### **3.2 Announcements and Other Documents pursuant to the Listing Rules**

3.2.1 The Company shall publish announcements (on 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.

### **3.3 Corporate Website**

3.3.1 Any information or documents of the Company posted on the Stock Exchange's website are also published on the Company's website (<http://www.irasia.com/listco/hk/veeko/index.htm>).

### **3.4 Shareholders' Meetings**

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

3.4.2 The Company shall provide Shareholders with relevant information on the resolutions(s) proposed at a general meeting in a timely manner in accordance with the Listing Rules. The information provided shall be reasonably necessary to enable Shareholders to make an informed decision on the proposed resolution(s).

3.4.3 Shareholders are encouraged to participate in general 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.

3.4.4 Where appropriate or required, the Chairman of the Board and other Board members, the chairmen of board committees or their delegates, and the external auditors should attend general meetings of the Company to answer Shareholders' questions (if any).

3.4.5 The chairman of the independent board committee (if any) should also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that is subject to independent shareholders' approval.

### **3.5 Shareholders' Enquiries**

#### **3.5.1 Enquiries about Shareholdings**

Shareholders should direct their enquiries about their shareholdings to the Company's branch share registrar, Tricor Secretaries Limited, via its online holding enquiry service at [www2.tricoris.com](http://www2.tricoris.com), or send email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com) or call its hotline at (852) 2980 1333, or go in person to its public counter at 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong.

#### **3.5.2 Enquiries about Corporate Governance or Other Matters to be put to the Board and the Company**

The Company will not normally deal with verbal or anonymous enquiries. Shareholders may send written enquiries to the Company, for the attention of Company Secretary, by email: [contact@veeko.com.hk](mailto:contact@veeko.com.hk), fax: 2310 9017, or mail to 10th Floor, Wyler Centre Phase II, 192-200, Tai Lin Pai Road, Kwai Chung, New Territories, Hong Kong. Shareholders may call the Company at 2887 0888 for any assistance.

*Note: Shareholders' information may be disclosed as required by law.*

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