



Poly Property Group Co., Limited

保利置業集團有限公司

(Incorporated under the laws of Hong Kong with limited liability)
(Stock Code: 119)

SHAREHOLDERS COMMUNICATION POLICY

(Policy adopted in April 2015 with amendments in 24 August 2022)

1. Purpose

- 1.1. This policy aims to set out the provisions with the objective of ensuring that the shareholders of Poly Property Group Co., Limited (the “Company”), both individual and institutional (collectively, “Shareholders”), and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company, in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2. For the purpose of this policy, references to the investment community is intended to include the Company’s potential investors as well as analysts reporting and analysing the Company’s performance.

2. General Policy

- 2.1. The board of directors of the Company (the “Board”) shall maintain an on-going dialogue with Shareholders and the investment community and in particular, use annual general meetings or other general meetings to communicate with them and encourage their participation.
- 2.2. Information shall be communicated to Shareholders and the investment community mainly through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened and as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (“SEHK”).

2.3. Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times.

3. Communication Strategies

Shareholders' Enquiries

3.1. Shareholders should direct their questions about their shareholdings to the Company's Registrar, Computershare Hong Kong Investor Services Limited, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.

3.2. Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.

3.3. Shareholders may at any time send their enquires to the Board by addressing them to the Company Secretary through the following methods:

- (i) in writing to the Company's registered office at Room 2503, Admiralty Centre, Tower 1, 18 Harcourt Road, Hong Kong ; or
- (ii) review the "Contact Us" section of the Company's website at <http://polyhongkong.com/en/about/contact.html>.

Corporate Communication

3.4. Corporate communication 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 directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, an announcement, a circular and a proxy form.

3.5. Corporate communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.

Corporate Website

3.6. Information released by the Company to SEHK is also posted on the Company website at <http://polyhongkong.com/en/index.html>. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents, etc.

3.7. All press releases and presentation materials provided in conjunction with the Company's interim and final results announcements each year will be made available on the above website as soon as practicable after their release.

Shareholders' Meetings

3.8. Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.

3.9. Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.

3.10. 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 Shareholders' needs are best served.

3.11. Board members, appropriate management executives and external auditor will attend annual general meetings to answer Shareholders' questions.

4. Shareholder Privacy

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

5. Disclosure of the Policy

5.1. A summary of this policy, which should include channels for Shareholders to communicate their views on various matters affecting the Company, as well as steps taken to solicit and understand the views of Shareholders and stakeholders, should be disclosed in the annual Corporate Governance Report of the Company.

5.2. The Company should disclose its review of the implementation and effectiveness of the Shareholders' communication policy conducted during the year (including how it arrives at the conclusion) in the annual Corporate Governance Report of the Company.

6. Review of the Policy

6.1. The Board will review this policy and its implementation annually to ensure the effectiveness and relevancy of this policy.