



Poly Property Group Co., Limited

保利置業集團有限公司

(Incorporated in Hong Kong with limited liability)

(Stock Code: 00119)

PROCEDURES FOR SHAREHOLDERS TO CONVENE GENERAL MEETINGS AND PUT FORWARD PROPOSALS

(Policy amended in December 2024)

I. Request to Convene a General Meeting

1. Shareholder(s) holding at least 5% of the total voting rights of all shareholders of Poly Property Group Co., Limited (the “**Company**”) who have the right to vote at general meetings can request the Company to convene a general meeting in accordance with Section 566 of the Hong Kong Companies Ordinance (Chapter 622).
2. The request must state the general nature of the business to be dealt with at the meeting and may include the text of a resolution that may properly be moved and is intended to be moved at the meeting. Such a request must be authenticated by all the requesting shareholder(s) and can be contained in one document or several documents in like form and sent to the Company, for the attention of the Company Secretary, either in hard copy at its registered office or by email to ir@polyhongkong.com.hk.

II. Request to Put Forward Proposals for an Annual General Meeting (“AGM”)

1. Pursuant to Section 615 of the Companies Ordinance, shareholder(s) can propose a resolution at the AGM by requesting the Company to give notice of that resolution to all shareholders entitled to receive notice of the AGM. The relevant shareholders must represent at least 2.5% of the total voting rights of all shareholders who have the right to vote on that resolution, or at least 50 shareholders who have the right to vote on that resolution.

2. The request must clearly state the proposed resolution and be authenticated by all the shareholder(s) making the request. The request must be sent to the Company, for the attention of the Company Secretary, either in hard copy at its registered office or by email to ir@polyhonghong.com.hk. The Company must receive it no later than 6 weeks before the AGM, or, if later, when the meeting notice is issued.

III. Request to Circulate a Statement at an AGM or a General Meeting

1. Pursuant to Section 580 of the Companies Ordinance, shareholder(s) can request the Company to circulate to all shareholders entitled to receive notice of a general meeting, a statement of not more than 1,000 words with respect to a matter mentioned in a proposed resolution to be dealt with at that meeting or other business to be dealt with at that meeting. The relevant shareholders must represent at least 2.5% of the total voting rights of all shareholders who have the right to vote on that resolution, or at least 50 shareholders who have the right to vote on that resolution.
2. The request must clearly specify the statement to be circulated and be authenticated by all the requesting shareholder(s). The request must be sent to the Company, for the attention of the Company Secretary, either in hard copy at its registered office or by email to ir@polyhonghong.com.hk, and must be received by the Company at least 7 days prior to the relevant meeting.

IV. Proposing a Person for Election as a Director at a General Meeting

1. Pursuant to Article 128 of the Articles of Association of the Company: No person, other than a retiring Director, shall, unless recommended by the Board for election, be eligible for election as a Director at any general meeting, unless notice in writing of the intention to propose that person for election as a Director and notice in writing by that person of his willingness to be elected shall have been given to the Company during a period of not less than seven (7) days commencing no earlier than the day after the despatch of the notice of the meeting appointed for such election and ending no later than seven (7) days prior to the date appointed for the meeting.
2. Therefore, if shareholders wish to nominate a person for election as a Director of the Company at a general meeting, they must validly serve on the Company Secretary at the registered office of the Company the following documents:
 - (1) a notice setting out the resolution that the shareholder intends to propose

- at the general meeting; and
- (2) a notice executed by the proposed candidate indicating his/her willingness to be elected as a Director, together with (i) the candidate's biographical details and other information required to be disclosed pursuant to Rule 13.51(2) of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, and (ii) the candidate's written consent to the publication of his/her personal data.

V. Shareholders' Enquiries

1. Shareholders may at any time send their enquiries to the board of the Company by addressing them to the Company Secretary through the following methods:
 - (1) in writing to the Company's registered office at Room 2503, Admiralty Centre, Tower 1, 18 Harcourt Road, Hong Kong; or
 - (2) by visiting the "Contact Us" section of the Company's website at <https://www.polyhongkong.com/EN/contact>.