



Thing On Enterprise Limited

晉安實業有限公司

(Incorporated in the Cayman Islands with limited liability)

(the “Company”)

(Stock Code: 2292)

PROCEDURES FOR SENDING ENQUIRIES TO THE BOARD

Shareholders may send their enquiries and concerns to the board of directors of the Company (the “**Board**”) by addressing them to the principal place of business of the Company in Hong Kong at 17/F., Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wan Chai, Hong Kong by post or by email to Ms. Chan Yuen Ying Stella at stella@uni-1.com.hk, for the attention of the company secretary of the Company (the “**Company Secretary**”).

Upon receipt of the enquiries, the Company Secretary will forward:

1. communications relating to matters within the Board’s purview to the executive directors of the Company;
2. communications relating to matters within a Board committee’s area of responsibility to the chairman of the appropriate committee; and
3. communications relating to ordinary business matters, such as suggestions, inquiries and complaints, to the appropriate management of the Company.

Adopted on 8 March 2018