



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)

SHAREHOLDERS COMMUNICATION POLICY

Objective

1. The Company is committed to enhancing long-term shareholder value through communications with the shareholders of the Company, both individual and institutional (collectively, the “**Shareholders**”) as well as potential investors.
2. The Company sets out in this policy the principles to ensure that Shareholders and potential investors are provided with ready, equal and timely access to information about the Company, so that Shareholders can exercise their rights in an informed manner, and engage actively with the Company.
3. Potential investors are intended to include analysts reporting and analysing the Company’s performance.

General Policy

4. The board of directors of the Company (the “**Board**”) shall maintain an on-going dialogue with Shareholders and potential investors. The Board shall regularly review this policy to ensure its effectiveness.
5. Information shall be communicated to Shareholders and potential investors mainly through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and corporate communications on the Stock Exchange’s website at <http://www.hkexnews.hk> and the Company’s website at www.toenterprise.com.
6. Effective and timely dissemination of the Company’s information to Shareholders and potential investors shall be ensured at all times.

Communication Channels

7. Shareholders' enquiries

- 7.1. The contact details of the Company are set out in the Company's website in order to enable Shareholders to make any query that they may have with respect to the Company.
- 7.2. Shareholders should direct their enquiries about their shareholdings to the Company's Hong Kong branch share registrar. Their details are as follows:

Tricor Investor Services Limited
Level 22, Hopewell Centre
183 Queen's Road East
Hong Kong

- 7.3. Shareholders may at any time make a request for the Company's information to the extent such information is publicly available.

8. Corporate Communications

- 8.1. Corporate communications have the meaning ascribed thereto in the Rules Governing the Listing of Securities on the Stock Exchange (the "**Listing Rules**"), which include but are not limited to (i) the directors' report, the annual accounts together with a copy of the auditor's report; (ii) the annual reports and interim reports; (iii) a notice of meeting; (iv) a listing document; (v) a circular; and (vi) a form of proxy ("**Corporate Communications**").
- 8.2. Corporate Communications should be made available to Shareholders in a timely manner. They should be in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.
- 8.3. Shareholders can elect to receive Corporate Communications in printed form or through electronic means and in the language(s) they desire (either English or Chinese or both). They may change their election at any time by notifying the Company by post or email.
- 8.4. Shareholders who have elected to receive Corporate Communications by electronic means have the right to obtain printed copies of Corporate Communications free of charge.
- 8.5. Shareholders are encouraged to provide, amongst other things, their contact details, in particular, their email address to the Hong Kong branch share registrar of the Company in order to facilitate timely and effective communications.

9. Corporate Website

- 9.1. The Company's website provides Shareholders with corporate information such as principal business activities and latest development of the Company and its subsidiaries (collectively, the "**Group**"). It also provides information on corporate governance of the Group as well as the compositions and functions of the Board and the Board committees.
- 9.2. The Company publishes its results announcement on the websites of the Stock Exchange and the Company after the results have been approved by the Board. The results announcement contains the performance and results of the Group, details on the recommended dividend payment (if any) and closure of the register of members (if applicable) and any other information required to be disclosed under the Listing Rules from time to time.
- 9.3. Information released by the Company for publication on the website of the Stock Exchange is also posted on the Company's website immediately thereafter.
- 9.4. Press releases and newsletters issued by the Company from time to time are also available on the Company's website.
- 9.5. Information on the Company's website is updated on a regular basis.

10. General Meetings

- 10.1. General meetings provide an excellent opportunity for constructive communication between the Company and the Shareholders. Shareholders are encouraged to participate in general meetings physically or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend.
- 10.2. Appropriate arrangements for the general meetings shall be in place to encourage Shareholders' participation.
- 10.3. Notices of annual general meeting ("**AGM**") of the Company, related circulars and forms of proxy will be distributed to the Shareholders not less than twenty-one (21) clear days and not less than twenty (20) clear business days prior to the respective AGM. The circulars will set out details of the proposed resolutions and other relevant information. The forms of proxy will also be provided to the Shareholders for appointing proxies to attend and vote at the AGM on their behalf.
- 10.4. Board members, in particular, the chairman of the Board committees or their delegates, appropriate senior executives and external auditor will attend the AGM to answer Shareholders' questions.

10.5. Proceedings of the Company's general meetings will be reviewed from time to time to ensure that they are in compliance with the requirements under the articles of association of the Company, the Listing Rules and the applicable laws of the Cayman Islands, and follow good corporate governance practices. Separate resolution on each substantially separate issue will be proposed for voting at the general meeting. The chairman of the general meeting will propose to vote the resolutions (except resolutions which relate purely to procedural or administrative matters) by poll in accordance with the articles of association of the Company. Scrutineer will be appointed for vote-taking at the general meeting. The voting results will be published on the websites of the Company and of the Stock Exchange subsequent to the close of the general meeting.

Shareholders' Privacy

11. The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by the Stock Exchange, the Securities and Futures Commission, or by applicable laws and regulations to do so.

Availability and update of the policy

12. This policy shall be made available to the public by including the information on the website of the Company. This policy shall be updated and revised as and when necessary in light of changes in circumstances and applicable amendments to the regulatory requirements under the Listing Rules adopted from time to time.

Adopted on 8 March 2018