

WING TAI PROPERTIES LIMITED
(Incorporated in Bermuda with limited liability)
(Stock Code: 369)
(the “Company”)

Shareholders Communication Policy (this “Policy”)

(Amended and Approved by the Board and with effect from 8 December 2022)

1. Purpose

- 1.1 This Policy sets out the provisions with the objective of providing the Company’s shareholders (“Shareholders”) and, where appropriate, the investment community at large, with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments, governance and risk profile), whereby, Shareholders may exercise their rights in an informed manner, and Shareholders and the investment community are encouraged 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 shall maintain an on-going dialogue with Shareholders and the investment community. The Company will review this Policy annually to ensure its effectiveness.
- 2.2 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, annual reports, directors’ reports, annual accounts, auditor’s reports, interim reports, notices of general meeting, circulars, proxy forms, announcements, and environmental, social and governance reports (“Corporate Communication”)) shall be made available on the Company’s website.
- 2.3 Corporate Communication shall be provided to Shareholders and the investment community in plain language and in both English and Chinese for easy understanding. In support of environmental protection and for the purpose of saving printing and mailing costs, Shareholders are encouraged to read Corporate Communication electronically on the Company’s website (<http://www.wingtaiproperties.com>).
- 2.4 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times.
- 2.5 The Company will regularly discuss, and where appropriate, formulate action plans to further improve the Company’s communication channels and enhance communication with stakeholders to build and maintain relationships of mutual trust and confidence.

3. Communication Strategies

Shareholders' enquiries

- 3.1 Shareholders should direct their questions about their shareholdings or receipt of the Corporate Communication to the Company's branch share registrar in 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 and the investment community shall be provided with designated contact, email address and enquiry line of the Company in order to enable them to make any query in respect of the Company.
- 3.4 Shareholders are encouraged to provide, amongst other things, their email addresses to the Company to facilitate timely and effective communications.

Corporate Website

- 3.5 An Investor Relations section shall be made available on the Company's website. Information posted on the Company's website shall be updated on a regular basis.
- 3.6 Corporate Communication released by the Company to The Stock Exchange of Hong Kong Limited shall also be posted on the Company's website immediately thereafter.
- 3.7 All presentation materials provided in conjunction with the Company's results announcements shall be made available on the Company's website as soon as practicable after their release.
- 3.8 All press releases issued by the Company shall be made available on the Company's website.

Shareholders' Meetings

- 3.9 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at such meetings for them and on their behalf if they are unable to attend such meetings.
- 3.10 Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.11 The process of the Company's general meetings shall be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.12 Board members, in particular, chairperson of the board and chairperson of board committees or their delegates, appropriate management executives and external auditor shall attend annual general meetings to answer Shareholders' questions.

4. Shareholder Privacy

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