

## **1. Purpose**

1.1 This policy (the “Policy”) aims to set out the provisions with the objective of ensuring that the Company’s shareholders, 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 (including its financial performance, strategic goals and plans, material developments, governance and risk profile), 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 analyzing 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 will regularly review this Policy to ensure its effectiveness.

2.2 Information of the Company shall be communicated to Shareholders and the investment community mainly through the Company’s financial reports (interim and annual reports), announcements, circulars and other corporate publications made available on the website of the Company at [www.koyochem.com](http://www.koyochem.com) and on the website of HKExnews of The Stock Exchange of Hong Kong Limited (the “SEHK”) at [www.hkexnews.hk](http://www.hkexnews.hk), and the direct communication platform in the annual general meeting held every year and any other general meetings that may be convened as required.

2.3 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the company secretary of the Company.

## **3. Communication Strategies**

### **Shareholders’ enquiries**

3.1 Shareholders should direct their questions about their shareholdings to the Company’s share registrar in Hong Kong, Union Registrars Limited.

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 may send their enquiries in respect of the Company by addressing them to the Company Secretary.

### **Corporate Communications**

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

### **Corporate Website**

3.5 The Company's website is [www.koyochem.com](http://www.koyochem.com). Information on the Company's website is updated on a regular basis.

3.6 Information released by the Company to SEHK is also posted on the Company's website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents etc.

### **Shareholders' Meetings**

3.7 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.

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

3.9 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.

3.10 Board members, in particular, either the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

### **Investment Market Communications**

3.11 Investor/analysts briefings and media interviews, marketing activities for investors and specialist industry forums etc will be attended (where necessary) in order to facilitate communication between the Company, Shareholders and the investment community.

3.12 The Company's directors and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements under the Rules Governing the Listing of Securities on the SEHK.

## **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 law to do so.