



UNI-PRESIDENT CHINA HOLDINGS LTD.

統一企業中國控股有限公司

(Stock code : 220)

(“本公司”)

(“Company”)

股東通訊政策

(“本政策”)

SHAREHOLDERS' COMMUNICATION POLICY

(“POLICY”)

1. 目的

Purpose

- 1.1 本政策所載條文旨在確保本公司股東（“股東”）可取得有關本公司的資訊及讓股東與本公司加強溝通及在知情情況下行使股東權力。

This Policy aims to set out the provisions with the objective of providing shareholders of the Company (“Shareholders”) with information about the Company and enabling them to engage actively with the Company and exercise their rights as shareholders in an informed manner.

2. 總體政策

General Policy

- 2.1 本公司向股東傳達資訊的主要渠道為本公司的財務報告（中期及年度報告）、股東周年大會及其它可能召開的股東大會，以及讓股東可以審閱 (i) 所有公司通訊，包括但不限於年度報告、中期報告、召開股東大會通知、通函及委任代表表格（“公司通訊”）；(ii) 其他本公司刊載在香港聯合交易所有限公司（“聯交所”）網站提供予本公司證券持有人的資訊及行動，包括但不限於公告、股份發行人的證券變動月報表及翌日披露報表；(iii) 本公司組織文件及董事會委員會的職權範圍；(iv) 公司資訊，包括但不限於公司董事（“董事”）名單；及 (v) 其他於本公司網站上刊登之公司通訊，包括但不限於有關股東提名人士擔任董事的程序。

The Company shall communicate information to Shareholders 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 (i) all the corporate communication documents including, but not limited to, annual reports, interim reports, notices of general meeting, circulars, and proxy forms (“Corporate Communication”); (ii) other documents issued by the Company which are published on the website of The Stock Exchange of Hong Kong Limited (“SEHK”) for the information or action of holders of any of its securities, including announcements, monthly returns on movements in the Company's securities and next day disclosure returns; (iii) constitutional documents of the Company and terms of reference of board committees; (iv) corporate information including but not limited to list of directors of the Company (“Directors”); and (v) other Corporate Communication which are published on the Company's website including but not limited to the procedures which enable Shareholders to nominate a person for election as a Director.

- 2.2 本公司應時刻確保有效及適時向股東及投資人士傳達資訊。如對本政策有任何疑問，應向本公司公司秘書或本公司董事會（“**董事會**”）提出。

Effective and timely dissemination of information to Shareholders shall be ensured at all times. Any question regarding this Policy shall be directed to the company secretary of the Company or the board of Directors (“**Board**”).

3. 通訊途徑 **Communication Channels**

股東查詢及意見 **Shareholders' Enquiries and Views**

- 3.1 股東可隨時向本公司要求索取本公司的公開資料。
Shareholders may, at any time, make request to the Company for obtaining the Company's information to the extent such information is publicly available.

- 3.2 股東除了可以在股東大會（如下）向公司提出查詢及發表意見外，股東也可隨時就影響本公司的各項事項向本公司作出查詢及/或提供意見，使本公司藉此了解股東的意見。

Apart from the Shareholders' meeting (as described below) where Shareholders can make enquiries with and communicate their views to the Company, Shareholders may also, at any time, make enquiries and/or communicate their views to the Company in relation to various matters affecting the Company so as to enable the Company to understand the views of the Shareholders.

- 3.3 股東所提出之相關問題、要求及/或意見，可以郵寄方式寄往本公司之香港辦事處，地址為香港德輔道中188號金龍中心7樓703A室、或以電郵傳送至 ir@pec.com.cn。
Shareholders can make enquiry or request and/or communicate their views to the Company by post to [the Company's office in Hong Kong at Unit 703A, 7/F., Golden Centre, 188 Des Voeux Road Central, Hong Kong, or by email to ir@pec.com.cn.

- 3.4 關於股東名下持股之提問，股東可將提問郵寄至本公司之香港股份過戶登記分處香港中央證券登記有限公司，地址為香港皇后大道東183號合和中心17M樓、或網上表格（<http://www.computershare.com/hk/contact>）。香港中央證券登記有限公司將協助股東處理股份登記及相關事宜。

In relation to any questions about the shareholdings of the Shareholders, Shareholders may direct such questions by post to Computershare Hong Kong Investor Services Limited, the Hong Kong branch share register and transfer office of the Company, at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or by online form（<http://www.computershare.com/hk/contact>） Computershare Hong Kong Investor Services Limited will assist Shareholders with share registration and related matters.

公司通訊

Corporate Communication

- 3.5 向股東發放的公司通訊將以淺白的中、英雙語編寫，以方便股東了解通訊內容。
Corporate Communication shall be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.
- 3.6 股東宜向本公司提供（其中尤其宜包括）電話號碼及/或電郵地址，以便本公司與股東作出適時有效的通訊。
Shareholders are encouraged to provide, amongst other things, in particular, their telephone number and/or email addresses to the Company in order to facilitate timely and effective communications between the Company and the Shareholders.

公司網站

Company Website

- 3.7 本公司設有其網站（<http://www.uni-president.com.cn>）。公司網站上的資料會不時更新。
The Company has its own websites (<http://www.uni-president.com.cn>). Information on the Company websites is updated from time to time.
- 3.8 本公司刊載於聯交所網站的資料亦會隨即登載在本公司網站。有關資料包括財務報告、業績公告、通函、股東大會通告及相關的說明文件、其他公告、股份發行人的證券變動月報表及翌日披露報表等等。
Information of the Company published on the website of SEHK is also posted on the Company's website immediately thereafter. Such information includes financial reports, results announcements, circulars, notices of general meetings and associated explanatory documents, other announcements, monthly returns on movements in the Company's securities and next day disclosure returns, etc.

股東大會

Shareholders' Meetings

- 3.9 股東宜參與股東大會，如未能出席，可委派代表代其出席並於會上投票。
Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.
- 3.10 股東周年大會應有適當安排，以鼓勵股東參與。
Appropriate arrangements for annual general meetings shall be in place to encourage Shareholders' participation.
- 3.11 本公司會監察及定期檢討股東大會程序，如有需要會作出改動，以確保其切合股東需要。
The procedures 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.

- 3.12 董事會主席、董事會轄下各委員會的主席或其代表、適當的行政管理人員及外聘核數師均會出席股東周年大會回答股東提問。

The chairman of the Board, the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

4. 股東私隱 Shareholders' Privacy

- 4.1 本公司明白保障股東私隱的重要性，除法例規定者外，本公司不會在未獲得股東同意的情况下擅自披露股東資料。

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

5. 政策檢討 Review of Policy

- 5.1 董事會應每年檢討本政策及其實施和有效性，並在公司年報中的企業管治報告中披露本政策的內容（或其摘要），及說明年內已檢討本政策的實施和有效性（包括董事會如何得出有關結論）。

The Board shall review this Policy and its implementation and effectiveness on an annual basis and disclose in the Corporate Governance Report set out in the Company's Annual Report details of this Policy (or its summary) and the statement of the Company's review of the implementation and effectiveness of the Policy conducted during the year (including how the Board arrives at such conclusion).

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