



# CCT FORTIS HOLDINGS LIMITED

( 中 建 富 通 集 團 有 限 公 司 )

*(Incorporated in the Cayman Islands and continued in Bermuda with limited liability)*

(Stock Code: 00138)

(the “Company”)

## SHAREHOLDERS’ COMMUNICATION POLICY (the “Policy”)

### *Purpose*

1. This Policy is established by the board of directors of the Company (the “**Board**”) with the objective of ensuring that the shareholders of the Company (the “**Shareholders**”) are provided with equal and timely access to balanced and understandable information about the Company, in order to enable the Shareholders to exercise their rights in an informed manner.

### *General Policy*

2. The Board should be responsible for maintaining an on-going dialogue with the Shareholders and will regularly review this Policy to ensure its effectiveness.
3. Information shall be communicated to the Shareholders mainly through the Company’s financial reports (including 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**”) in accordance with the Rules Governing the Listing of Securities on the Stock Exchange (the “**Listing Rules**”) and its corporate communications (*see Note*) and other corporate publications on the website(s) of the Company and/or the Stock Exchange (as may be required under the Listing Rules).
4. Effective and timely dissemination of information to the Shareholders shall be ensured at all times. Any question regarding this Policy shall be directed to the Chairman of the Board.

### *Shareholders’ Enquiries*

5. Shareholders should direct their questions about their shareholdings to the Company’s branch share registrar and transfer office in Hong Kong – Tricor Tengis Limited at 17/F., Far East Finance Centre, 16 Harcourt Road, Hong Kong.

6. Shareholders may at any time make a request for the Company's information to the extent such information is publicly available.
7. Shareholders may, at any time, make queries and requests for publicly available information in respect of the Company as well as their views on various matters on the Company, Shareholders are welcome to send their queries, requests and views to the Company Secretarial Department of the Company by mail to Floor 26A, Fortis Tower, 77-79 Gloucester Road, Hong Kong or by email to [cctinfo@cct.com.hk](mailto:cctinfo@cct.com.hk).

### ***Shareholders' Rights***

8. Information on the Shareholders' rights which includes (i) the procedures for Shareholders to convene a/an special/extraordinary general meeting; (ii) the procedures by which enquiries may be put to the Board and sufficient contact details to enable these enquiries to be properly directed; and (iii) the procedures and sufficient contact details for putting forward proposals at the Shareholders' meetings shall be made available by the Company in the Corporate Governance Report as contained in its annual report in accordance with the requirements under the Listing Rules.

### ***Corporate Communications (see Note)***

9. Corporate communications are to be provided to Shareholders in both English and Chinese versions in accordance with the requirements under the Listing Rules.

### ***Company Website***

10. An "Investor Information" section is available on the Company's website [www.cct-fortis.com](http://www.cct-fortis.com), and information in this section shall be updated on a timely basis.
11. The Company must ensure that any document published on the Stock Exchange's website pursuant to the Listing Rules is also published on the Company's website immediately thereafter, and be remained available on its website on a continuous basis for at least 5 years from the date of first publication. The Shareholders and the public must be able to access these documents on the website of the Company free of charge.

### ***Shareholders' Meetings***

12. The Board shall use general meetings, in particular, annual general meetings to communicate with the Shareholders and all Shareholders are encouraged to participate in general meetings or if they are unable to attend the general meetings, to appoint proxies or duly authorised representatives (as the case may be) to attend and vote at the meetings for and on their behalf.
13. At a general meeting of the Company, for each substantially separate issue, a separate resolution should be proposed by the chairman of that meeting. The Company shall avoid "bundling" resolutions unless they are interdependent and linked forming one significant proposal. Where the resolutions are "bundled", the Company shall explain the reasons and material implications in the notice of meeting.

14. The chairman of the Board shall attend the annual general meeting and also invite the chairmen of the audit, remuneration, nomination and any other committees (as appropriate) to attend. In their absence, he should invite another member of the committee or failing this his duly appointed delegate, to attend. These persons should be available to answer questions at the annual general meeting. The chairman of the independent board committee (if any) shall also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that requires independent shareholders' approval. The Company will also ensure the external auditor attend the annual general meeting to answer questions about the conduct of the audit, the preparation and content of the auditors' report, the accounting policies and auditor independence.
15. The Company shall arrange for the notice to the Shareholders to be sent for annual general meetings at least 21 clear days before the meeting and to be sent at least 14 clear days for all other general meetings.
16. At a general meeting of the Company, the chairman of that meeting shall ensure that an explanation is provided of the detailed procedures for conducting a poll and answer any questions from the Shareholders on voting by poll.

#### ***Information Confidentiality and Privacy***

17. The Company shall comply with the Listing Rules and refer to the Chapter 13 of the Listing Rules and the statutory disclosure obligation in the Inside Information Provisions under the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong) as regards to disclosure of inside information to the Shareholders.
18. Unless required by law to do so, the Company will not disclose Shareholders' information without their consent.

#### ***Review of Policy***

19. The Board will regular review of this Policy to ensure this Policy continues to operate smoothly and effectively in practice.

*Note: Corporate communications refer to 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 the directors' report and annual accounts together with a copy of the auditors' report, the interim report, a notice of meeting, a listing document, a circular and a proxy form.*

Updated on 28 September 2023

(Last updated on 4 October 2018, 20 August 2013, 30 March 2021 and 29 March 2023)

(Adopted on 29 March 2012)