

Computime Group Limited
(the “Company”)
(Incorporated in the Cayman Islands with limited liability)
金寶通集團有限公司*
(「本公司」)
(於開曼群島註冊成立的有限公司)

SHAREHOLDERS’ COMMUNICATION POLICY
股東通訊政策

1. PRINCIPLES 原則

- 1.1 The Company is committed to providing shareholders of the Company (the “Shareholders”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.
本公司致力向本公司的股東(「股東」)及其他利益相關者(包括有意投資人士)提供均衡及容易理解的本公司資料。
- 1.2 The board of directors of the Company (the “Board”) should be responsible for:
本公司的董事會(「董事會」)應負責：
- maintaining an on-going dialogue with Shareholders and encouraging them to communicate actively with the Company; and
與股東持續保持對話及鼓勵他們與本公司積極溝通；及
 - establishing this Shareholders’ Communication Policy (the “Policy”) and reviewing the Policy on a regular basis to ensure its effectiveness.
建立股東通訊政策(「本政策」)及定期檢討本政策以確保其成效。

2. PURPOSE 目的

- 2.1 The Policy aims to:
本政策旨在：
- promote effective communication with Shareholders and other stakeholders;
提升與股東及其他利益相關者的有效溝通；
 - encourage Shareholders to engage actively with the Company; and
鼓勵股東積極與本公司建立密切關係；及
 - enable Shareholders to exercise their rights as shareholders effectively.
促使股東有效地行使其作為股東的權利。

** for identification purposes only 僅供識別*

3. SOURCES OF COMMUNICATION 溝通渠道

3.1 Corporate Communication 公司通訊

3.1.1 “Corporate Communication” as defined under the Rules Governing the Listing of Securities (the “Listing Rules”) on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) refers 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 following documents of the Company: (a) the directors’ report, annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.

根據香港聯合交易所有限公司（「聯交所」）證券上市規則（「《上市規則》」）所界定，「公司通訊」乃指本公司發出或將予發出以供其任何證券的持有人參照或採取行動的任何文件，其中包括但不限於本公司的下列文件：(a) 董事會報告、年度賬目連同核數師報告以及（如適用）財務摘要報告；(b) 中期報告及（如適用）中期摘要報告；(c) 會議通告；(d) 上市文件；(e) 通函；及 (f) 委派代表書。

3.1.2 The Corporate Communication of the Company will be published on the Stock Exchange’s website (www.hkex.com.hk) in a timely manner as required by the Listing Rules.

本公司的公司通訊將按照《上市規則》的規定適時在聯交所網站 (www.hkex.com.hk) 登載。

3.1.3 Corporate Communication will be provided to Shareholders in both English and Chinese versions or where permitted, in a single language, in a timely manner as required by the Listing Rules.

公司通訊將以中、英文版本（或如獲許可，以單一語言）按照《上市規則》的規定適時向股東提供。

3.1.4 Where applicable, Shareholders shall have the right to choose the language of the Corporate Communication (either English or Chinese) or means of receipt of the Corporate Communication (in printed form or through electronic means).

在適用的情況下，股東可有權選擇公司通訊的語言版本（中文或英文）或收取公司通訊的方式（印刷本或網上版本）。

3.2 Announcements and Other Documents pursuant to the Listing Rules

根據《上市規則》規定的公告及其他文件

3.2.1 The Company shall publish announcements (on price sensitive information, corporate actions and transactions etc.) and other documents (e.g. Memorandum and Articles of Association) on the Stock Exchange’s website in a timely manner in accordance with the Listing Rules.

本公司應根據《上市規則》的規定於聯交所網站適時登載公告（就股價敏感資料、企業行動及交易等事宜）及其他文件（例如組織章程大綱及細則）。

3.3 Corporate Website 公司網站

- 3.3.1 Any information or documents of the Company posted on the Stock Exchange's website will also be published on the Company's website (www.computime.com).
任何登載於聯交所網站的本公司資料或文件亦將登載於本公司網站 (www.computime.com)。
- 3.3.2 Other relevant corporate information about the Company's business developments, goals and strategies and corporate governance will also be available on the Company's website.
其他與本公司業務發展、目標及策略以及企業管治相關的資料亦登載於本公司網站。

3.4 Shareholders' Meetings 股東大會

- 3.4.1 The annual general meeting and other general meetings of the Company are primary forum for communication between the Company and its Shareholders.
本公司的股東周年大會及其他股東大會是本公司與股東溝通的首要平台。
- 3.4.2 The Company shall provide Shareholders with relevant information on the resolution(s) proposed at a general meeting in a timely manner in accordance with the Listing Rules. The information provided shall be reasonably necessary to enable Shareholders to make an informed decision on the proposed resolution(s).
本公司應按照《上市規則》的規定適時向股東提供在股東大會上建議的決議案的相關資料，所提供的應是合理需要的資料，以便股東能夠就建議的決議案作出有根據的決定。
- 3.4.3 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.
本公司鼓勵股東參與股東大會或在他們未能出席大會時委任代表出席及於會上代表他們投票。
- 3.4.4 Where appropriate or required, the Chairman of the Board and other Board members, the chairmen of board committees or their delegates, and the external auditor should attend general meetings of the Company to answer Shareholders' questions (if any).
在合適或需要的情況下，董事會主席及其他董事會成員、董事會轄下委員會的主席或其委任的代表，以及外聘核數師應出席本公司的股東大會並在會上回答股東提問 (如有)。
- 3.4.5 The chairman of the independent board committee (if any) should also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that is subject to independent shareholders' approval.
董事會轄下的獨立委員會 (如有) 的主席亦應出席任何批准關連交易或任何其他須經獨立股東批准的交易的股東大會，並於會上回應問題。

3.5 Shareholders' Enquiries 股東查詢

3.5.1 Enquiries about Shareholdings 關於持股事項的查詢

Shareholders should direct their enquiries about their shareholdings to the Company's branch share registrar.

股東可透過本公司的股份過戶登記分處查詢有關持股事項。

3.5.2 Enquiries about Corporate Governance or Other Matters to be put to the Board and the Company

向董事會及本公司查詢關於企業管治或其他的事項

The Company will not normally deal with verbal or anonymous enquiries. Shareholders may send written enquiries to the Company's head office in Hong Kong or by email: ir@computime.com or hq@computime.com.

一般而言，本公司不會處理口頭或匿名的查詢。股東可透過以下方式將書面查詢發送給本公司於香港的總辦事處或發電郵至 ir@computime.com 或 hq@computime.com。

Note: Shareholders' information may be disclosed, where required by law.

註：股東的資料可能根據法律的規定而須被披露。

3.6 Other Investor Relations Communication Platforms 其他投資者通訊平台

3.6.1 Investor/analysts briefings, media interviews and marketing activities for investors etc. will be launched on a required basis.

投資者/分析員簡佈會、媒體訪問、為投資者而設的推廣活動等將於有需要時舉行。

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.

註：如本文件的英文及中文版本有任何差異，概以英文版本為準。