



# **Okura Holdings Limited**

*(Incorporated in Hong Kong with limited liability)*

**(the “Company”)**

**(Stock Code: 01655)**

## **SHAREHOLDERS’ COMMUNICATION POLICY**

### **1. INTRODUCTION**

The Company believes that effective communication with shareholders of the Company (the “**Shareholders**”) is essential for enhancing investor relations and investors’ understanding of the Company’s business performance and strategies. The Company also recognises the importance of transparency and timely disclosure of corporate information, which enables Shareholders to engage actively with the Company, make the most informed investment decisions and exercise their rights in an informed manner.

### **2. PRINCIPLE**

The goal of our communication activities is to provide a true and fair view of the state of affairs of the Company as it progresses in its pursuit of its business objectives, and understand the views of the Shareholders so as to entrench confidence and support of the Shareholders in the Company and achieve long-term success. As such, the Company has leveraged various channels and platforms to ensure timely release of important messages and collect feedback to enable meaningful dialogues and two-way communication with the Shareholders.

The board of directors of the Company (the “**Board**”) is responsible for maintaining an on-going dialogue with Shareholders and particularly for communicating with them and encouraging their participation through annual general meetings or other general meetings.

### **3. GENERAL POLICY**

- The Company will assign dedicated employee(s) to be in charge of investor relations, including but not limited to ensuring effective and timely dissemination of information to Shareholders.
- The Company will provide Shareholders with ready access to understandable information about the Company through the corporate communication described in the sub-paragraph “Corporate Communication” below.
- The Company will take steps to solicit and understand the views of Shareholders and other stakeholders (including employees, customers, suppliers and investors).
- The Company will facilitate Shareholders’ participation in general meetings and make available the chairmen of the board committees and advisory panel(s) (if any), appropriate management executives, and its auditors at annual general meetings to answer questions from Shareholders.
- Shareholders may, at any time, direct questions, communicate their views on various matters affecting the Company, request for publicly available information and provide comments and suggestions to directors or management of the Company through the prescribed channel stated in the sub-paragraph “Communication with the Company” below.

### **4. COMMUNICATION STRATEGIES**

#### **Communication with the Company**

Shareholders may, at any time, direct questions, communicate their views on various matters affecting the Company, request for publicly available information and provide comments and suggestions to directors or management of the Company. Such questions, requests and comments can be addressed to the Company by mail to 11/F, Admiralty Centre Tower II, 18 Harcourt Road, Admiralty, Hong Kong or by email to [info@okura-holdings.com](mailto:info@okura-holdings.com).

Shareholders should direct their questions about their shareholdings by mail to the Company’s Share Registrar, Tricor Investor Services Limited at Level 22, Hopewell Centre, 183 Queen’s Road East, Hong Kong or by telephone at (852) 2980-1333, who has been appointed by the Company to deal with Shareholders for share registration and related matters.

## **Corporate Communication**

Corporate communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities or investors, including, but not limited to, the annual report, the interim report, a notice of meeting, a circular and a proxy form.

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

Shareholders may, as a standing or an ad hoc instruction, elect to receive certain shareholders communication (such as notices of general meetings and accompanying papers, circulars, annual reports and interim reports) from the Company in printed form by post or through electronic means. In the absence of any such instructions, if applicable, the Shareholders will receive a notification letter informing them of the release of the documents on the websites of the Company and The Stock Exchange of Hong Kong Limited.

## **Corporate Website**

The Company's website (<http://www.okura-holdings.com>) is regularly updated to ensure that the Shareholders and investors have access to the Company's latest information. Information released by the Company to the HKEXnews website is also posted on the Company's website. Such information includes but is not limited to financial statements, results announcements, circulars, annual and interim reports, notices of general meetings and associated explanatory documents. Corporate governance policies and press releases are also made available on the Company's website under the "Investor Relations" section.

## **General Meetings**

The annual general meetings and other general meetings of the Company provide the best opportunity for exchange of views between the Board and the Shareholders who can exercise their right to speak, raise questions and discuss the resolutions under consideration and the general business activities of the Company. The chairman of the Board will allow relevant debate and questioning. Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the general meetings for and on their behalf if they are unable to attend in person.

- The chairman of the Board and the independent non-executive directors of the Company will attend the Company's annual general meeting and be available to answer questions in normal circumstances.
- The chairman of an annual general meeting will invite the chairman of each of the board committees to attend. These persons will, in normal circumstances, be available to answer questions at the annual general meeting.

- The external auditors of the Company will be requested to 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.
- The chairman of the independent board committee or, in his/her absence, other member(s) of the independent board committee, is/are also available to answer questions at any general meeting for approval of a connected transaction or any other transaction that is subject to independent Shareholders' approval.
- For each substantially separate issue at a general meeting, a separate resolution will be proposed by the chairman of that meeting. The Company should avoid "bundling" resolutions unless they are interdependent and linked forming one significant proposal. Where the resolutions are "bundled", the Company should explain the reasons and material implications in the notice of meeting.
- The chairman of a general meeting will invite the Shareholders to exercise their right to speak, and question and discuss the business activities of the Company as long as they are relevant to the resolutions under consideration. The appropriate management executives of the Company will be present in the general meeting to answer the questions of the Shareholders.
- The chairman of every general meeting will ensure that an explanation is provided of the detailed procedures for conducting a poll and answer any questions from Shareholders on voting by poll.
- The notice for all general meetings to Shareholders will be sent in accordance with the requirements of the Company's articles of association.
- Any Shareholders holding not less than 5% of the total voting rights of all Shareholders eligible to vote at general meetings may deposit requisition with the Company to convene general meetings to consider resolutions as they see fit. Shareholders may also submit written requisition to move a resolution at an annual general meeting if they represent at least (i) 2.5% of the total voting rights of all Shareholders eligible to vote at the annual general meeting or (ii) 50 Shareholders who are eligible to vote at the meeting.
- All resolutions put forward at the general meetings will be voted by poll and the poll results will be posted on the HKEXnews website and the Company's website after each general meeting.
- The process and manner of the general meetings will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to encourage participation of the Shareholders and ensure that Shareholders' interest is best served.

## **5. SHAREHOLDER PRIVACY**

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

## **6. REVIEW OF THIS POLICY**

This Board will review this Policy on an annual basis to ensure its implementation and effectiveness and detail how it arrives at its conclusion in the Corporate Governance Report. During the annual review, the Board will evaluate, among others, the extent to which opinions of Shareholders and other stakeholders have been reflected in the decision-making of the Board and the management of the Company and consider ways to further enhance communications with Shareholders where appropriate. A summary of the annual review outcome will be disclosed in the annual report and/or the corporate governance report of the Company.

## **7. PUBLICATION OF THIS POLICY**

This Policy is available on the website of the Company.

Effective date: 1 January 2022

*(If there is any inconsistency between the English version and the Chinese version, the English version shall prevail.)*