



中裕燃氣控股有限公司

ZHONGYU GAS HOLDINGS LIMITED

(incorporated in the Cayman Islands with limited liability)

(Stock Code: 3633)

SHAREHOLDERS COMMUNICATION POLICY

1. Purpose

The purpose of this shareholders communication policy (“**Policy**”) is to describe the methods by which the Company communicates with its shareholders (and the investment community, in appropriate circumstances), with the objective of providing them with ready access to information about the Company.

2. Responsibility

The board of directors of the Company (the “**Board**”) is responsible for maintaining an on-going dialogue with the shareholders of the Company. This Policy will be reviewed annually to ensure its effectiveness.

3. Methods of Communication

3.1 Periodic Reports

The Company produces the following reports to its shareholders annually:

- (a) the annual report, which comprises, among other things, the directors’ report, the audited financial statements, the auditors’ report, the management discussion and analysis and the corporate governance report for every financial year ending 31 December; and
- (b) the interim report, which comprises, among other things, the unaudited financial statements and the management discussion and analysis for the six months ending 30 June.

The Company endeavours to prepare its annual reports, interim reports and other financial information in concise and clear language to convey the materiality of the matters.

3.2 Announcements

The Company releases announcements on the websites of the Hong Kong Stock Exchange (“**HKSE**”) and the Company on all material information in accordance with the rules governing the listing of securities on the HKSE (the “**Listing Rules**”). Voluntary announcements will also be made if the Company considers that the information is important to the shareholders and investors of the Company.

3.3 Corporate Communication

Corporate communication will be provided to shareholders in both English and Chinese. Printed version of all corporate communication will be sent to all registered shareholders of the Company. Non-registered shareholders of the Company may choose the language (in English or Chinese) and the means of receipt of the corporate communication (in hard copy or through electronic means).

3.4 Annual and Special General Meetings

The Company welcomes and encourages its shareholders to attend and participate in its general meetings. Arrangements for enabling shareholder participation will be reviewed regularly to encourage the highest level of participation. The Company endeavours to:

- (a) prepare notices of meetings and other meeting materials including proxy forms in concise and clear language to enable its shareholders to make an informed decision when voting on the business items presented at the meetings;
- (b) distribute notices of meetings to its shareholders in accordance with the notice periods prescribed under the Bye-Laws of the Company, the Cayman Island Companies Act and the Listing Rules, as amended from time to time; and
- (c) allow a reasonable opportunity for its shareholders to raise questions to the Board during such meetings.

The Company requires that its relevant directors, management executives, external auditors and other relevant professionals to attend each annual general meeting so as to be available to answer queries raised by its shareholders.

3.5 Website

The Company's website will be updated with announcements and other corporate communications in a timely manner.

The Company's website provides extensive information on the Company. Such information generally includes:

- (a) the announcements released by the Company;
- (b) the circulars issued to the shareholders of the Company;
- (c) the annual reports and the interim reports of the Company;
- (d) the press and media releases issued by the Company;
- (e) the constitution and bye-laws of the Company;
- (f) a list of the directors of the Company and their role and function; and
- (g) the contact details of the Company and its share registrar.

3.6 Investors and Analysts Briefings

The Company in conducting briefings for investors and analysts to discuss information that has been released to the market will adhere to the following protocols:

- (a) there will be no discussion of inside information not already disclosed to the market generally;
- (b) questions raised in relation to inside information not previously disclosed will not be answered; and
- (c) if any inside information is inadvertently released during a briefing, the Company will immediately release a relevant announcement.

3.7 Shareholders and Investors Queries

Persons with enquiries relating to their holding of shares in the Company can contact the share registrar of the Company. Contact details of the share registry including email address, telephone and facsimile contacts are provided on the Company's website.

Shareholders of the Company are encouraged to send their queries in respect of the Company to ir@zhongyugas.com.