

Shareholders Communication Policy **股東通訊政策**

1. Purpose 目的

This Shareholders Communication Policy aims to ensure that the shareholders of Ming Fai International Holdings Limited (the “**Company**”) (“**Shareholders**”) are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments, governance and risk profile), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders to engage actively with the Company.

本股東通訊政策旨在確保明輝國際控股有限公司（「**本公司**」）的股東（「**股東**」）可適時取得全面、相同及容易理解的本公司資料（包括其財務表現、策略目標和計劃、重大發展及管治和風險概況），使其在知情的情況下行使其權力，及積極參與本公司事宜。

2. General Policy 一般政策

Information shall be communicated to Shareholders mainly through the Company’s financial reports (interim and annual reports) and other regulatory disclosures, general meetings, as well as the website of the Company (www.mingfaigroup.com).

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）及其他監管披露資料、股東大會，以及本公司網站（www.mingfaigroup.com）。

Effective and timely dissemination of information to Shareholders shall be ensured at all times. 本公司時刻確保有效及適時向股東傳達資訊。

3. Communication Channels 傳訊途徑

A. Shareholders’ enquiries 股東查詢

Shareholders should direct their questions about their shareholdings in the Company to the Share Registrar.

股東如對其名下持股有任何問題，應向本公司的股份過戶登記處提出。

Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.

股東可隨時要求索取本公司的公開資料。

B. Corporate communications 公司通訊文件

Corporate communications (including interim and annual reports, environmental, social and governance (“**ESG**”) reports, announcements, circulars, notices of meetings, etc.) will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.

向股東發放的公司通訊文件（包括中期及年度報告、環境、社會及管治（「**環境、社會及管治**」）報告、公告、通函、會議通告等）以中、英雙語編寫，以利便股東了解。

C. Corporate website 公司網站

Information on the Company's website (www.mingfaigroup.com) is updated on a regular basis. Information released by the Company to The Stock Exchange of Hong Kong Limited is also published on the website of the Company. Such information includes financial reports, ESG reports, results announcements, circulars and notices of general meetings and other regulatory disclosures.

本公司的網頁 (www.mingfaigroup.com) 資料將定期更新。本公司發送予香港聯合交易所有限公司的資料亦會刊載於本公司的網站。有關資料包括財務報告、環境、社會及管治報告、業績公告、通函、股東大會通告及其他監管披露資料。

D. Shareholders' meetings 股東大會

Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.

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。

The Company will use general meetings as a tool to effectively communicate with Shareholders and allow Shareholders a reasonable opportunity to pose questions to the board of directors of the Company (the "Board").

本公司以股東大會作為與股東有效溝通的一種途徑，並給予股東一個合理的機會向本公司董事會（「董事會」）提出問題。

Board members, chairmen of Board committees or their delegates and the external auditor will attend the annual general meetings to answer Shareholders' questions.

董事會成員、董事會轄下各委員會的主席或其代表及外聘核數師均會出席股東週年大會回答股東提問。

4. Shareholders' Privacy 股東私隱

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

本公司明白保障股東私隱的重要性，除法例另有規定者外，不會在未經股東同意下擅自披露股東資料。

5. Contact Details 聯絡資料

Shareholders may make enquires to the Board in writing to the principal place of business of the Company in Hong Kong at Unit D3, 8/F, TML Tower, No. 3 Hoi Shing Road, Tsuen Wan, New Territories, Hong Kong or by email at ir@mingfaigroup.com.

股東可向董事會作出書面查詢，該書面查詢可送至本公司香港主要營業地點，地址為香港新界荃灣海盛路3號TML廣場8樓D3室或電郵至 ir@mingfaigroup.com。

(Effective on 27 June 2022)
(自2022年6月27日起生效)