



CAPITAL ENVIRONMENT HOLDINGS LIMITED

首創環境控股有限公司

(Incorporated in the Cayman Islands with limited liability)

("Company")

Shareholder Communication Policy

("Policy")

1. Purposes

- 1.1 The provisions contained in this Policy are intended to ensure that shareholders of the Company, including individual and institutional shareholders (collectively, "**Shareholders**") and, where appropriate, the general investors, may timely access to comprehensive, identical and understandable information about the Company (including its financial performance, strategic objectives and plans, significant developments, governance and risk profiles). It enables Shareholders to exercise their rights in an informed manner; besides, it also allows Shareholders and investors to strengthen communication with the Company.
- 1.2 For the purposes of this Policy, "Investors" includes prospective investors of the Company and analysts who report and analyze the Company's performance.

2. General Policy

- 2.1 The Board maintains an ongoing dialogue with Shareholders and the Investors and regularly reviews this Policy to ensure its effectiveness.
- 2.2 The main channels through which the Company conveys information to Shareholders and Investors are: the Company's financial reports (quarterly (if any), interim and annual reports); annual general meetings and other possible general meetings; and all disclosures submitted to The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**"), corporate communications and other relevant industry information are published on the Company's website.
- 2.3 The Company ensures that information is communicated to Shareholders and investors in an effective and timely manner at all times. Any enquiries about this Policy should be directed to the Company Secretary of the Company (the Company's contact details

are set out in paragraph 5.1 below).

3. Channels of Communication

Shareholders' Enquiries

- 3.1 Shareholders may raise any questions about their shareholdings to the Company's Hong Kong Share Registrar (the contact details of the Company's Hong Kong Share Registrar are set out in paragraph 5.2 below).
- 3.2 Shareholders and Investors may request the public information about the Company at any time.
- 3.3 The Company shall provide Shareholders and Investors with designated contact persons of the Company, addresses and enquiry channels so that they can raise any enquiries about the Company. The relevant information should be set out in the Corporate Governance Report of the Company's annual report.

Corporate Communications*

- 3.4 The Company's communications to Shareholders should be written in plain Chinese and English to facilitate Shareholders' understanding of the content of the communication.

Company's Website

- 3.5 An "Investors" section is dedicated on the Company's website www.cehl.com.hk. The information posted on the Company's website must be updated regularly.
- 3.6 Information submitted by the Company to the Stock Exchange will also be posted on the Company's website timely. Relevant information includes financial statements, sustainability reports, results announcements, announcements, circulars, notices of general meetings and related explanatory documents, etc.

General Meeting of Shareholders

- 3.7 Shareholders are advised to attend general meetings of Shareholders, otherwise, a representative may be appointed to attend and vote at the meeting on their behalf.
- 3.8 Appropriate arrangements should be made for the annual general meeting of Shareholders to encourage Shareholders' participation.
- 3.9 The Company shall monitor and regularly review the procedure of general meetings of

Shareholders and shall make changes if necessary to ensure that it meets the needs of the Shareholders.

3.10 Members of the board of the Company (in particular the chairmen of the Company's board committees), appropriate executives and external auditors should endeavor to attend annual general meeting of Shareholders to answer Shareholders' questions.

Communication with the Investment Market

3.11 The Company will organize various activities in due course, including holding briefings, media interviews and investor promotion activities with local and international investors/analysts, as well as organizing/participating in industry thematic forums, etc., to promote the communication between the Company, Shareholders and Investors.

4. Shareholder Privacy

4.1 The Company recognizes the importance of protecting Shareholders' privacy and will not disclose Shareholders' information without their consent except as required by law.

5. Contact Information

5.1 The Company's contact details are available on the section of "Contact Us" of the Company's website www.cehl.com.hk.

5.2 The contact details of the Company's Hong Kong Share Registrar are available on the section of "Investors – Shareholders' Services" of the Company's website www.cehl.com.hk.

Adopted on 11 March 2014 and amended on 28 October 2022

* "Corporate Communication" means any document that the Company has sent or will send to any person holding its securities for his or her information or action, including (but not limited to) the directors' report and annual financial reports together with the auditor's report, interim report, meeting notices, circulars, proxy forms and announcements, etc.