

興發鋁業控股有限公司
（“本公司”）
XINGFA ALUMINIUM HOLDINGS LIMITED
（“Company”）

股東通訊政策（“本政策”）
SHAREHOLDERS COMMUNICATION POLICY（“POLICY”）

1. 目的

Purpose

- 1.1 本政策所載條文旨在確保本公司股東（“股東”）有關本公司的信息及讓股東及投資人士與本公司加強溝通及在知情情況下行使權力。

This Policy aims to set out the provisions with the objective of providing shareholders of the Company（“Shareholders”）with information about the Company and enabling them to engage actively with the Company and exercise their rights as shareholders in an informed manner.

2. 總體政策

General Policy

- 2.1 本公司向股東傳達信息的主要管道為本公司的財務報告（中期及年度報告）、股東周年大會及其它可能召開的股東大會及 (i) 所有公司通訊，包括但不限於年度報告、中期報告、召開股東大會通知、通函、委任代表表格（“公司通訊”）；(ii) 其他本公司刊載在香港聯合交易所有限公司（“聯交所”）網站提供予本公司證券持有人的信息及行動，包括但不限於公告、股份發行人的證券變動月報表及翌日披露報表；(iii) 本公司組織文件及董事會委員會；(iv) 公司信息包括本公司董事（“董事”）名單；及 (v) 其他公司通訊包括於本公司網站上刊登有關股東提名人士擔任董事的程式。

Information shall be communicated to Shareholders through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the (i) corporate communication documents including, but not limited to, copy of annual reports, interim reports, notices of meeting, circulars, proxy forms（“Corporate Communication”）；(ii) other documents issued by the Company which are published on the website of The Stock Exchange of Hong Kong Limited（“SEHK”）for the information or action of holders of any of its securities, including announcements, monthly returns on movements in the Company’s securities for each month and next day disclosure returns (iii) constitutional documents of the Company and board committees, (iv) corporate information including list of directors of the Company（“Directors”）；and (v) other corporate publications including the procedures Shareholders can use to propose a person for election as a Director on the Company’s website.

- 2.2 本公司時刻確保有效及適時向股東及投資人士傳達信息。如對本政策有任何疑問，應向本公司公司秘書或本公司董事會（“董事會”）提出。

Effective and timely dissemination of information to Shareholders shall be ensured at all times. Any question regarding this Policy shall be directed to the company secretary of the Company or the board of Directors (“**Board**”).

3. 傳訊途徑 **Communication Strategies**

股東查詢 **Shareholders’ Enquiries**

- 3.1 股東及投資人士可隨時要求索取本公司的公開資料。
Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.
- 3.2 本公司須向股東及投資人士提供指定的香港交易所聯絡人、電郵地址及查詢途徑，以便他們提出任何有關本公司的查詢。
Shareholders shall be provided with designated contacts, email addresses and enquiry lines of the Company in order to enable them to make any query in respect of the Company.

公司通訊 **Corporate Communication**

- 3.3 向股東發放的公司通訊以淺白中、英雙語編寫，以利便股東了解通訊內容。
Corporate Communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.
- 3.4 股東宜向本公司提供（其中尤其包括）電郵地址，以助提供適時有效的通訊。
Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

公司網站 **Corporate Website**

- 3.5 本公司設有公司網站(<http://www.xingfa.com>)。公司網站上登載的資料會不時更新。
The Company has its own company website (<http://www.xingfa.com>). Information on the Company website is updated from time to time.
- 3.6 本公司發送予聯交所的資料亦會隨即登載在本公司網站。有關資料包括財務報表、業績公告、通函、股東大會通告及相關的說明文件、其他公告、股份發行人的證券變動月報表及翌日披露報表等等。
Information released by the Company to SEHK is also posted on the Company website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents, other announcements, monthly returns on movements in the Company’s securities for each month and next day disclosure returns, etc.

股東大會

Shareholders' Meetings

- 3.7 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。
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.
- 3.8 股東周年大會應有適當安排，以鼓勵股東參與。
Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.9 本公司會監察及定期檢討股東大會程式，如有需要會作出改動，以確保其切合股東需要。
The process of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.10 董事會成員（尤其是董事會轄下各委員會的主席或其代表）、適當的行政管理人員及外聘核數師均會出席股東周年大會回答股東提問。
Board members, in particular, either the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

4. 股東私隱

Shareholder Privacy

- 4.1 本公司明白保障股東私隱的重要性，除法例規定者外，不會在獲得股東同意前擅自披露股東資料。
The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.