

# **PC PARTNER GROUP LIMITED**

## **Shareholders Communication Policy** **(“this Policy”)**

### **1. Objective**

The objective of this Policy is to facilitate effective communication between PC Partner Group Limited (the "Company") and its shareholders ("Shareholders"), and, where appropriate, the wider investment community (including prospective investors and analysts) ("Investment Community"). The Company endeavours to ensure that Shareholders and Investment Community are provided with ready, equal and timely access to balanced and understandable information about the Company at all relevant times, so as to enable them to exercise their rights in an informed manner.

### **2. Communication Strategies**

#### **2.1 Shareholders Meetings**

The annual general meeting and any other general meetings of the Company (together, the "Shareholders Meetings") are the principal means of communication between the Company and Shareholders. The Shareholders Meetings will be convened at a location and time that are convenient to Shareholders. Shareholders are invited to attend and participate actively in person (and in the case of hybrid meetings, both in person and online through designated platforms) or by their proxies who may also exercise their voting rights on their behalf at the Shareholders Meetings.

Notice of the Shareholders Meetings will be given to Shareholders in compliance with the Rules Governing the Listing of Securities on the Stock Exchange (the "Listing Rules") by posting on the websites of the Company ([www.pcpartner.com](http://www.pcpartner.com)) and Hong Kong Exchange and Clearing Limited (the "HKEx") ([www.hkexnews.hk](http://www.hkexnews.hk)) respectively.

Board members (including the chairman and the chairmen of the board committees), chief financial controller and the external auditor of the Company will attend the Shareholders Meetings to respond to Shareholders' inquiries.

The Company will conduct a regular review of the format and process of the Shareholders Meetings to ensure that Shareholders' needs are met.

## **2.2 Corporate Communications**

The Company discloses its financial results on a half-yearly and annual basis and publishes interim and annual reports. The Company also communicates with Shareholders from time to time by means of announcements, circulars, notices and other regulatory disclosures in compliance with the Listing Rules. All corporate communications are prepared in both English and Chinese versions to facilitate Shareholders' understanding. For the sake of environmental protection and cost efficiency, Shareholders are advised to access corporate communications electronically.

Effective from 31 December 2023, all corporate communications (except otherwise required by the Listing Rules or applicable laws and regulations) of the Company (the "Corporate Communications") will be delivered to Shareholders by electronic means only. Shareholders may opt to receive the Corporate Communications by ordinary mail by submitting requests (in prescribed form) to the Company's branch share registrar, Computershare Hong Kong Investor Services Limited, at 17/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong ("Computershare"). Upon receipt of the requests, hard copies of the Corporate Communications will be provided to Shareholders and the Investment Community free of charge. In the absence of such requests, Shareholders will only receive a notification letter informing them of the availability of the Corporate Communications on the Company's and the HKEx's websites.

In January 2024, a one-time notification letter will be dispatched by ordinary mail to Shareholders (both registered and unregistered Shareholders) individually to inform them of the Company's new corporate communication arrangements and to solicit their electronic contact details. The Company will make its best efforts to follow up on the solicitation of electronic contact details and will send periodic reminders to Shareholders.

Shareholders are encouraged to register their means of receipt of the corporate communications (in hard copy or through electronic means) and choice of language (English and/or Chinese) of the Corporate Communications with Computershare and keep them updated of any subsequent change. Shareholders may change their choice of language or means of receipt of the corporate communications at any time by giving written notice (in prescribed form) to Computershare.

## **2.3 Corporate Website**

For communication with Shareholders and the Investment Community, the Company's website ([www.pcpartner.com](http://www.pcpartner.com)) provides a dedicated Investor Relations section. The Corporate Communications and other information that the Company publishes on HKEx's website will

be posted on the website without delay. The Company will keep the website updated regularly.

## 2.4 Investment Community Engagement

With a view to ensuring a continual and effective communication between the Company and the Investment Community, the Company will have meetings with the Investment Community on a regular basis.

## 3. Communication with the Company

- 3.1 Shareholders and the Investment Community may at any time make a request for the Company's information to the extent that it is publicly available. For matters pertaining to investor relations, general enquiry and corporate communication, except those specified in paragraph 3.2 herein, Shareholders and the Investment Community may communicate with the Company by email or mail, addressed to the officers designated in the table below.

Particulars	Email Address	Office Address	Attention
Investors relation	<a href="mailto:ir@pcpartner.com">ir@pcpartner.com</a>	28 <sup>th</sup> Floor, NCB Innovation Centre, 888 Lai Chi Kok Road, Kowloon, Hong Kong	Chief Financial Officer
General enquiry	<a href="mailto:inquiry@pcpartner.com">inquiry@pcpartner.com</a>		Chief of Staff
Corporate communications	<a href="mailto:corp.comm@pcpartner.com">corp.comm@pcpartner.com</a>		Company Secretary

- 3.2 To register the mode of receipt (in hard copy or electronically) and choice of language (English and/or Chinese) of the Corporate Communications, or to change them thereafter, Shareholders shall submit their requests (in the prescribed form) to Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong or send their requests by email to [pcpartner.ecom@computershare.com.hk](mailto:pcpartner.ecom@computershare.com.hk).
- 3.3 For matters concerning the registration of the Company's shares, Shareholders shall direct their requests to Computershare Hong Kong Investor Services Limited at 17M Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.
- 3.4 Where Shareholders and the Investment Community have any reason to believe that the Company's directors, officers or employees have engaged in any misconduct or malpractice, they may submit their complaint to the Company Secretary by email at [ethics@pcpartner.com](mailto:ethics@pcpartner.com) or by mail to the Company (Attention: Company Secretary) at 28th Floor, NCB Innovation Centre, 888 Lai Chi Kok Road, Kowloon, Hong Kong. The Company Secretary shall report the complaint directly to the Chairman of the Audit Committee of the Company. The Company will treat the complaint as confidential and conduct the investigation in accordance with the Company's whistleblowing policy.

**4. Shareholder Privacy**

The Company respects the privacy of Shareholders and shall safeguard their personal data in compliance with the relevant data protection laws. The Company shall not divulge the Shareholders' information without their consent, except as required by applicable law.

**5. Publication of this Policy**

The Company shall publish this Policy on its website and shall review it periodically to ascertain its efficacy in maintaining high standards of communication with Shareholders and the Investment Community.

In the event of any discrepancy between the English and Chinese versions of this Policy, the English version shall prevail.

(updated in January 2024)