



## VALUE CONVERGENCE HOLDINGS LIMITED

*(Incorporated in Hong Kong with limited liability)*

Website: <http://www.vcgroup.com.hk>

(Stock Code: 821)

### SHAREHOLDERS' COMMUNICATION POLICY

#### 1. Purpose

- 1.1 Value Convergence Holdings Limited (the "**Company**") recognizes the value of providing current and quality information to its shareholders, both individual and institutional (collectively "**Shareholder(s)**"). As such, the Company must do its best to ensure its Shareholders, in appropriate circumstance, are provided with ready, equal and timely access to balanced and understandable information about the Company.
- 1.2 This policy sets out clearly the Company's principle of maintaining an effective ongoing dialogue with Shareholders, and the different means of two-way communication between the Company and its Shareholders.

#### 2. General Policy

- 2.1 The board (the "**Board**") of directors (the "**Director(s)**") and the Company Secretary of the Company are responsible for maintaining an on-going dialogue with Shareholders, and will regularly review this Policy to ensure its effectiveness.

#### 3. Means of Communication with Shareholders

##### 3.1 General Meetings

- (a) The Company holds an annual general meeting every year and encourages Shareholders' participation.
- (b) Shareholders can attend the general meeting in person or appoint proxies to vote at the meetings for and on their behalf if they are unable to attend the meeting.
- (c) Board members, in particular, the Chairman of the Board or the Chief Executive Officer, the chairman of the Board committees or their delegates and external auditors will attend annual general meetings to answer Shareholders' questions.

- (d) Notices of the annual general meeting and related papers are sent to Shareholders' no less than 20 clear business days before the meeting. For any other meetings, they are sent to Shareholders no less than 10 clear business days before the meeting unless the business to be conducted at the meeting requires special notice.

### 3.2 Corporate Communication

- (a) Financial reports (including annual and interim reports) and results announcements (including annual and interim results announcements) provide the latest financial position and overview of the Company's business operations. Financial results are announced as early as possible, and audited financial statements are published within three months after the end of the financial year. Interim financial statements are published within two months after the end of the half-year period.
- (b) Circulars provide information on matters that require to be brought to the attention or action of Shareholders, such as appointment of Directors, amendments to the Articles of Association, notifiable transactions, etc.
- (c) Announcements provide information on the major corporate actions of the Company and its subsidiaries.
- (d) All corporate communication, which including, but not limited to, annual and interim reports, notice of meetings, circulars, results announcements and proxy forms, will be provided to Shareholders in both English and Chinese versions to facilitate Shareholders' understanding.

### 3.3 Company's Website

- (a) The Company's website provides comprehensive and most updated information about the Company, including financial results, announcements, composition of the Board / Board committees and their respective terms of reference, Biographical data on Directors and Senior Management, and other corporate documents such as Articles of Association and the Company's Code on Corporate Governance.
- (b) A dedicated Investor Relations section is available on the Company's website [www.vcgroup.com.hk](http://www.vcgroup.com.hk). Information on the Company's website is updated on a regular basis.

### 3.4 Shareholders' Enquiries

- (a) Shareholders can direct their questions / enquiries and requests to the Company Secretary of the Company by mail (6th Floor, Centre Point, 181-185 Gloucester Road, Wanchai, Hong Kong) or by facsimile (852 2913 6373) or by email ([info@vcgroup.com.hk](mailto:info@vcgroup.com.hk)).

#### **4. Shareholder Privacy**

- 4.1 The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

*(Adopted in March 2013, updated in December 2015 and Feb 2019)*