

VITASOY INTERNATIONAL HOLDINGS LIMITED

Shareholders Communication Policy

Date of Policy: 9th February, 2012

Issue Number: 03

Date of Policy Review: 22nd March, 2022

Approved by: Board of Directors

1. Introduction

1.1 Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this Policy) have the meaning set out below:

Interim/Annual Report refers to the financial report of the Company published semi-annually and annually respectively for the benefits of shareholders, investors and other interested parties prepared in accordance with the main board listing rules set by the Stock Exchange of Hong Kong where the Company's shares are publicly traded.

Board refers to the Board of Directors of the Company.

Company refers to Vitasoy International Holdings Limited having its registered office at 1 Kin Wong Street, Tuen Mun, Hong Kong.

Group refers to the Company and its subsidiaries.

HKEx refers to the Stock Exchange of Hong Kong.

Listing Rules refers to the main board listing rules governing the listing of securities on the HKEx.

Policy refers to the Shareholders Communication Policy.

Share Registrar refers to Computershare Hong Kong Investor Services Limited or any other share registry services provider appointed by the Company from time to time.

1.2 General

As a public listed company, the Company has obligations under the Listing Rules to keep the market fully informed on all information which may have or could be expected to have material impact on the price or value of its securities or investors are likely to use as part of the basis for making investment decision.

This Policy is designed for strict compliance with these requirements. In addition, the Company believes in maintaining open communications with its shareholders, observing good standards in corporate governance and shareholder communications are crucial.

1.3 Board Approval

The Board has approved and would review this Policy and its implementation and effectiveness annually.

1.4 Access to this Policy

This Policy is published on the Company corporate website.

2. Maintaining Shareholder Communications

2.1 General

The Company will ensure that

- materials detailed in this Policy are available on the Company corporate website (www.vitasoy.com);
- shareholder communications are distributed to shareholders in accordance with the Listing Rules; and
- this Policy is updated and maintained as required.

2.2 Methods of Communications

The following methods of communications will be available to shareholders:

- Meeting including face to face and video conferencing;
- Telephone;
- Mail;
- Email;
- Facsimile;
- via Computershare Hong Kong Investor Services Limited; and
- via the Company corporate website (under “Investor Relations”)

Contact details for the Share Registrar are detailed in paragraph 4.2.

2.3 Authorised Spokespersons

The only company officers and employees authorized to speak on behalf of the Company to the market (Authorised Spokespersons) are the persons from time to time holding the following offices:

- Executive Chairman
- Group Chief Executive Officer
- Group Chief Financial Officer
- Group Chief Communications Officer
- Head of Investor Relations

Company Secretary is responsible for the communications with the HKEx.

Authorised Spokespersons may clarify information which the Company has released publicly through the HKEx, but are not permitted to comment on any material price sensitive issues/Inside Information which have not been disclosed to the HKEx and the public.

3. HKEx Announcements

3.1 Outline

The Company uploads announcements to the HKEx website in accordance with the Listing Rules.

3.2 Availability

All announcements published on the HKEx website are made available to shareholders and investing public:

- under the “Investor Relations” section of the Company corporate website; and
- under HKEXnews (披露易) (<https://www.hkexnews.hk>) of the HKEx website.

4. The Share Registrar

4.1 General

For all share related enquiries, shareholders could contact the Company’s Share Registrar.

4.2 Contact Details

Computershare Hong Kong Investor Services Limited
46/F, Hopewell Centre, 183 Queen’s Road East
Wanchai, Hong Kong

Telephone: (852) 2862-8628

Facsimile: (852) 2865-0990

Website: <http://www.computershare.com>

5. Shareholder Meeting

5.1 General

The Company holds the Annual General Meeting and General Meeting in accordance with the requirements of the Companies Ordinance and the Listing Rules.

5.2 Date and Location of Shareholder Meeting

The date, time and venue of the Shareholder Meeting will be made available:

- In the Notice of Shareholder Meeting; and

- In the “Shareholders Information” sub-section under “Investor Relations” section of the Company corporate website

Alternatively, shareholders can contact the Share Registrar directly to obtain any information requested.

5.3 Notice of Shareholder Meeting

The Notice of Shareholder Meeting will be distributed to all shareholders prior to the Shareholder Meeting within the timeframe set by the Company’s Articles of Association.

5.4 Proxy Form

Shareholders may elect to appoint one or more proxies to attend and vote at the Shareholder Meeting on their behalf. A proxy form is provided with the Notice of Shareholder Meeting to all shareholders entitled to attend and vote at the meeting.

5.5 Questions from Shareholders

Board members, including the Chairman and the Chairpersons of the Board Committees, Group Chief Financial Officer, key senior executives and the external auditor will attend Annual General Meeting to answer Shareholders’ questions. Shareholders are encouraged to raise questions at the Annual General Meeting.

5.6 Poll Results

Poll results of the Shareholder Meeting will be published on the HKEx website after the Shareholder Meeting in accordance with the Listing Rules. Poll results will also be made available in the “Shareholders Information” sub-section under the “Investor Relations” section of the Company corporate website and under HKEXnews (披露易) (<https://www.hkexnews.hk>) of the HKEx website.

6. Half-Year and Full-Year Results

6.1 Timing

The financial results for the half-year ended 30 September are normally announced in November each year. The financial results for the full-year ended 31 March are normally announced in June each year.

6.2 Availability

As the Company’s half-year and full-year results are published on the HKEx website pursuant to the Listing Rules, they will be made available to shareholders in the same manner as other HKEx announcements (see paragraph 3.2).

7. Interim and Annual Reports

7.1 Timing

The Interim and Annual Reports contain key financial information about the Company, as well as important operating and corporate information.

7.2 Availability

All the registered shareholders will be provided with a copy of the Interim and Annual Reports.

The Interim and Annual Reports for the current year and previous years are published on the “Financial Reports” sub-section of the “Investor Relations” section of the Company corporate website.

8. Corporate Communications

Corporate communications will be provided to shareholders in plain English and Chinese languages to facilitate shareholders’ understanding. Shareholders are encouraged to access the Company’s corporate communications electronically via the Company corporate website (www.vitasoy.com) to save the paper. Shareholders may change their choice of language (either English and/or Chinese) or means of receipt of the corporate communications (in printed copy or through electronic means).

9. Company Corporate Website

One of the Company’s key communication tools is its website at www.vitasoy.com. The Company endeavors to keep its website up-to-date. Important shareholder information about the Company can be found under the “Investor Relations” section in the Company corporate website, including:

- Stock Information
- Financial Reports (Interim and Annual Reports)
- Results Announcements
- Other Announcements: includes Monthly Return, Closure of Register of Members, Date of Board Meeting for approving the interim/annual financial results, Changes in Board Directors and Group CEO, Poll Results of Annual General Meeting/General Meeting, Notice of Annual General Meeting/General Meeting, Grant of equity based awards, Notifiable Transaction and Continuous Connected Transaction, etc.
- Corporate Governance: includes Directors and Corporate Information, Major Role and Function of Directors, Composition and Terms of Reference of Board Committees, Corporate Governance Policy, Board Diversity Policy, Director Nomination Policy, Whistleblowing Policy, Anti-corruption/Bribery Policy, Shareholders Communication Policy, General Information for Shareholders, Articles of Association and Procedures for Shareholders to Propose a Candidate for Election as a Director, etc.
- Results Presentation: presentation materials provided to analysts and media

briefings are posted on the Company's corporate website, and where appropriate, the Company uses webcasting of these presentations and briefings.

- Investor Relations Contact: a facility for shareholders to direct enquiries and to provide feedback to the Company.

10. Press Releases

The Company's press releases are found in the "Press Releases" sub-section under "Press Centre" section of the Company corporate website. Press releases will be distributed to the media in accordance with the Listing Rules.

11. Information to Beneficial Owners

Beneficial owners of the Company are encouraged to contact the Company's Share Registrar to arrange the direct receipt of shareholders' materials.

12. Investor Relations

Investor/analysts briefings, one-on-one meetings, roadshows, and media interviews will be available on a regular basis to facilitate communication between the Company, shareholders and institutional investors.

Contact details for the Company's investor relations:

Vitasoy International Holdings Limited
No. 1 Kin Wong Street, Tuen Mun, New Territories, Hong Kong
Telephone: (852) 24689272
Facsimile: (852) 24651008
Email: ir@vitasoy.com

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