



# FOSHAN HAITIAN FLAVOURING AND FOOD COMPANY LTD.

## 佛山市海天調味食品股份有限公司

*(A joint stock company incorporated in the People's Republic of China with limited liability)*

### SHAREHOLDERS COMMUNICATION PROTOCOL

#### 1. PURPOSE

- 1.1. The provisions set out in this protocol aim to ensure that the shareholders of Foshan Haitian Flavouring and Food Company Ltd. (hereinafter referred to as “**Company**”), both individual and institutional (hereinafter referred to as “**Shareholders**”), and, if appropriate, the investment community at large, are provided with timely and equal access to comprehensive and comprehensible information about the Company (including its financial performance, strategic goals and plans, material developments, governance and risk profile), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage more actively with the Company.
- 1.2. For the purpose of this protocol, references to the “investment community” include the potential investors of the Company as well as analysts reporting and analyzing the performance of the Company.

#### 2. OVERALL POLICY

- 2.1. The board of directors (the “**Board**”) shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this protocol to ensure its effectiveness. The Company shall always abide by the regulations, requirements, guidelines and instructions of PRC securities regulatory authorities (including the Shanghai Securities Exchange) in respect of information disclosure.
- 2.2. Information shall be communicated to Shareholders and the investment community mainly through financial reports (interim reports, annual reports and quarterly reports (if applicable)), annual general meetings and other general meetings of the Company that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (hereinafter referred to as “**Hong Kong Stock Exchange**”) on the website of Hong Kong Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)) and the Company (<https://www.haitian-food.com>).
- 2.3. It is the policy of the Company to ensure dissemination of information to Shareholders and the investment community in a timely and effective manner. Any query regarding this protocol shall be directed to the Company secretary.

### **3. COMMUNICATION CHANNELS**

#### **Shareholders' enquiries**

- 3.1. Shareholders should direct their questions about their shareholdings to the share registrar of the Company.
- 3.2. Shareholders may at any time request the information of the Company to the extent such information is publicly available.
- 3.3. Shareholders and the investment community will be provided with email addresses and enquiry hotline(s) of the Company through which any query in respect of the Company will be addressed.

#### **Corporate Communications<sup>1</sup>**

- 3.4. Corporate communications to Shareholders will be in plain language and in both Chinese and English versions to facilitate the understanding of Shareholders.
- 3.5. Shareholders can select to receive the Corporate Communications in the printed form or through electronic means and in the language(s) selected (either English or Chinese). They may change their selection at any time by notifying the Company or the share registrar of the Company by post or by email.
- 3.6. Shareholders who have selected to receive the Corporate Communications by electronic means have the right to obtain printed copies of the Corporate Communications free of charge.
- 3.7. Shareholders may provide their email addresses for the Company to facilitate timely and effective communications.

#### **Company Website**

- 3.8. Shareholders and the investment community may obtain the latest and important information about any major development of the Company through the website of the Company (<https://www.haitian-food.com>).
- 3.9. A dedicated “Investor Relations” section is available on the website of the Company. Information on the website of the Company is updated on a regular basis.
- 3.10. Information released by the Company and posted on the website of the Hong Kong Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk)), including financial reports, results announcements, circulars and notices of general meetings and all other announcements, will also be immediately posted on the website of the Company thereafter.

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<sup>1</sup> Corporate Communications include any document(s) issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including but not limited to (a) the directors' report and its annual financial statements together with a copy of the auditors' report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form, except for any documents that are required or specified by the Stock Exchange or the Listing Rules from time to time.

## Shareholders' Meetings

- 3.11. Appropriate arrangements for general meetings (including annual general meetings) shall be in place to encourage Shareholders' participation and enable them to make their enquiries and comments to, and communicate with, the Board in person.
- 3.12. Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on behalf of them if they are unable to attend the meetings.
- 3.13. Notices of annual general meetings, related circulars and proxy forms will be distributed to the Shareholders at least 21 days prior to the respective annual general meeting. The circulars will set out details of the proposed resolutions and other relevant information. The proxy forms will also be provided to the Shareholders for appointing proxies to attend and vote at the annual general meetings on their behalf.
- 3.14. The proceedings of general meetings are kept under review on a regular basis by the Company, and, if necessary, changes will be made thereto to ensure that the needs of Shareholders are best served. Separate resolution on each substantially separate issue will be proposed for voting at the general meetings. The chairman of the general meetings will propose to vote the resolutions by poll in accordance with the articles of association of the Company. The voting results will be published on the websites of the Company, the Hong Kong Stock Exchange and any other websites as prescribed from time to time by the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited ("**Listing Rules**") in accordance with the requirements of Listing Rules subsequent to the close of the general meetings.
- 3.15. Members of the Board (in particular chairpersons of board committees or their delegates) and external auditors will attend annual general meetings to answer questions of Shareholders. Key management officers of the Company will attend annual general meetings without voting rights.

## 4. SHAREHOLDERS' PRIVACY

- 4.1. The Company recognizes the importance of Shareholders' privacy and will not disclose information about Shareholders without their consent, unless otherwise required by law.