



**Grace Wine Holdings Limited**

怡園酒業控股有限公司

(the “**Company**”)

*(Incorporated in the Cayman Islands with limited liability)*

**Stock Code: 8146**

## **SHAREHOLDERS’ COMMUNICATION POLICY**

The Company believes that effective communication with shareholders of the Company (the “**Shareholders**”) is essential for enhancing investor relations and investors’ understanding of the Company’s business performance and strategies. The Company also recognises the importance of transparency and timely disclosure of corporate information, which enables Shareholders to make the most informed investment decisions. The goal of our communication activities is to provide a true and fair view of the Company.

As such, the Company has leveraged various channels and platforms to ensure timely release of important messages.

### **General Meetings**

General meetings of the Company provide the best opportunity for exchange of views between the board of directors of the company (the “**Board**”) and the Shareholders.

The chairman of the Board as well as chairmen of the audit, remuneration and nomination committees or, in their absence, other members of the respective committees, and where applicable, the independent board committee, are available to answer questions at the Shareholders’ meetings. The chairman of the independent board committee or, in his absence, other member(s) of the independent board committee, is/are also available to answer questions at any general meeting for approval of a connected transaction or any other transaction that is subject to independent Shareholders’ approval.

- The conducting language is English.

### **Corporate Communication\***

- Corporate communications are provided to the Shareholders in plain language and in both English and Chinese versions.
- Shareholders may, as a standing or an ad hoc instruction, elect to receive certain Shareholders communication (such as notices of general meetings and accompanying papers, circulars, annual reports and interim reports) from the Company by post. In the absence of any such instructions, the Shareholders will receive a notification letter informing them of the release of the documents on the websites of the Company and GEM of The Stock Exchange of Hong Kong Limited.

*\* Corporate Communication refers to any document issued or to be issued by the Company for the information or action of holders of any of its securities, including, but not limited to, the directors’ report and annual accounts together with a copy of the auditor’s report, the interim report, a notice of meeting, a circular and a proxy form.*

## **Corporate Website**

The Company's website is regularly being updated.

- Information released by the Company to the GEM website and the HKExnews website is also posted on the Company's website. Such information includes but is not limited to financial statements, results announcements, circulars, notices of general meetings and associated explanatory documents.
- All presentation materials provided in conjunction with the Company's results announcement and other significant events will be made available on the Company's website under the "Investor Relations" section as soon as practicable after their release.

## **Communication with the Company**

Shareholders may, at any time, direct questions, request for publicly available information and provide comments and suggestions to directors or management of the Company. Such questions, requests and comments can be addressed to the Company by mail to Unit 1-3, 11/F, Westlands Centre, No. 20 Westlands Road, Hong Kong or by email to [contact@gracewine.com.hk](mailto:contact@gracewine.com.hk).

Shareholders should direct their questions about their shareholdings by mail to the Company's Hong Kong Share Registrar, Tricor Investor Services Limited at Level 22, Hopewell Centre, 183 Queen's Road East, Hong Kong or by telephone at (852) 2980-1333, who has been appointed by the Company to deal with Shareholders for share registration and related matters.

## **Shareholder Privacy**

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

## **Publication of Policy**

This Policy is available on the website of the Company.

Hong Kong, 26 June 2018

(If there is any inconsistency between the English version and the Chinese version, the English version shall prevail.)