

## Shareholders Communication Policy

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### 1. Purpose

This Policy sets out the provisions with the aim to provide Hysan's shareholders (the "Shareholders") and the investment community with ready, equal and timely access to balanced and understandable information about the Company, in order to enable them to make informed assessments of the Company, and to allow Shareholders and the investment community to engage actively with the Company.

### 2. General Policy

- 2.1 The Board shall maintain an on-going dialogue with Shareholders and the investment community.
- 2.2 Information shall be timely and effectively disseminated to Shareholders and the investment community mainly through the Company's announcements, results announcements, annual and interim reports, annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited ("SEHK") and the Company's corporate communications and other corporate publications on the Hysan website.
- 2.3 Any question regarding this Policy shall be directed to the Company Secretary or Head of Corporate Communications.

### 3. Communication Strategies

#### Shareholders' enquiries

- 3.1 Shareholders should direct their questions about their shareholdings to the Company's Registrar. The contact details of the Company's Registrar are:

Tricor Standard Limited  
Level 54, Hopewell Centre  
183 Queen's Road East  
Hong Kong  
Telephone: (852) 2980 1333  
Facsimile: (852) 2861 1465

- 3.2 Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.

- 3.3 Shareholders and the investment community who have any query in respect of the Company are most welcome to contact the Company Secretary by email to [cosec@hysan.com.hk](mailto:cosec@hysan.com.hk) or write to the Company at:

Company Secretary  
Hysan Development Company Limited  
50/F, Lee Garden One  
33 Hysan Avenue  
Hong Kong  
Telephone: (852) 2895 5777  
Facsimile: (852) 2577 5153

- 3.4 Institutional investors and analysts are encouraged to contact the Investor Relations by email to [investor@hysan.com.hk](mailto:investor@hysan.com.hk) or write to the Company at:

Investor Relations  
Hysan Development Company Limited  
50/F, Lee Garden One  
33 Hysan Avenue  
Hong Kong  
Telephone: (852) 2895 5777  
Facsimile: (852) 2577 5153

### **Shareholders' Visit**

- 3.5 Shareholders are invited to visit our Lee Gardens area. This provides a good opportunity for Shareholders to meet our management and gain an insight into the Company's long established history, sustainable activities and other business areas.

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

- 3.6 Corporate Communications will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding. Shareholders have the right to choose the language (either English or Chinese) or means of receipt of the Corporate Communications (in hard copy or through electronic means).
- 3.7 Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

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<sup>1</sup> "**Corporate Communication**" refers to any document issued or to be issued by Hysan for the information or action of holders of any of Hysan's securities, including, but not limited to, the directors' report and annual accounts together with a copy of the auditor's report, the annual and interim reports, a notice of meeting, a circular and a proxy form.

### **Corporate Website**

- 3.8 A dedicated Investors section is available on the Hysan website [www.hysan.com.hk](http://www.hysan.com.hk) with general information about the Company and its operations, all Corporate Communications and details of the Company's corporate governance and sustainability matters. Information on the Hysan website is updated on a regular basis.
- 3.9 Information released by the Company to SEHK is also posted on the Hysan website immediately thereafter. Such information includes financial statements, announcements, results announcements, circulars and notices of general meetings and other documents as required by the Listing Rules and any other relevant laws and regulations. The aforesaid shall be maintained on the Hysan website for at least 5 years from the date of publication.
- 3.10 All presentation materials provided in conjunction with the Company's annual general meeting and results announcement each year will be made available on the Hysan website as soon as practicable after their release.
- 3.11 All press releases, newsletters and information relating to the latest developments of the Company will be made available on the Hysan website.

### **Webcasts**

- 3.12 Webcasts of the Company's interim and annual results briefings are available on the Hysan website.

### **General Meetings**

- 3.13 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.
- 3.14 Appropriate arrangements for the general meetings shall be in place to encourage Shareholders' participation. The Chairman will allow relevant questioning.
- 3.15 The process of the Company's general meetings will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.16 Board members, in particular, either the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

## **Investment Market Communications**

- 3.17 Investor/analyst briefings and one-on-one meetings, roadshows, media interviews and marketing activities for investors etc. will be available on a regular basis in order to facilitate communication between the Company, Shareholders and the investment community.
- 3.18 All designated senior executives of the Company who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements under the Company's Corporate Disclosure Policy as set out on the Hysan website.

## **4. Shareholders' Privacy**

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

## **5. Review of this Policy**

The Board will review this Policy on a regular basis to ensure its effectiveness.

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### **Definitions:**

“**Board**” shall mean the board of directors of the Company.

“**Company**” or “**Hysan**” shall mean Hysan Development Company Limited.

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