Hysan Development Company Limited
Onboarding Guideline for Directors
(Last reviewed in November 2023)

1. Objectives

1.1 Hysan recognises the importance of the contribution of our new Directors, and it is essential to establish a robust onboarding process to help new Directors to engage in a healthy, ongoing dialogue with fellow Directors, management and other management personnel with insights into Hysan and our business environment.

1.2 The key objective of this Guideline is to assist new incoming Directors in understanding Hysan's business, governance and Board and Board Committee dynamics. The Guideline also aims to set out the principles for the onboarding of new Directors and a structured process which brings together the key components that would be helpful for new incoming Directors.

2. Principles

2.1 We believe that onboarding would be more effective if a new Director's needs are catered and is properly tailored to enable the new Director to add value based on his or her unique background, experience and perspective.

2.2 A new Director is encouraged to contribute to his/her own onboarding plan by working with the Company Secretary to determine how best to get up to speed on his/her new role.

3. Onboarding Programme - Components

3.1 Introduction session

3.1.1 An initial introduction session will be arranged by the Company Secretary for a new Director upon his/her joining the Board, which will provide an overview of Hysan, including:

(a) The business and challenges;
(b) The financial status and its key business units;
(c) The strategy;
(d) The processes for identifying and managing risks as well as the key risks being encountered; and
(e) The Board, Board Committees, corporate and organisational structure, culture and value, legal and regulatory and corporate governance framework.

3.2   **Meeting sessions**

      3.2.1   Meetings will be arranged for the new Director, separately with the Chairman of the Board, Chairmen of the Board Committees and the Senior Management, to gain a better understanding of Hysan, the Board and its Committees, and to discuss some of key issues and challenges of their area of responsibilities.

3.3   **Access to Information**

      3.3.1   Informative materials will be provided for the new Director, covering a wide range of documents, and giving a broad overview of the Group. These include internal and external reporting materials, internal minutes of meetings, management reports, key company policies and guidelines, insurance policies, governance related documents, analyst reports, etc.

      3.3.2   The materials will be uploaded onto a dedicated section on the Board Portal system for ease of reference.

      3.3.3   The new Director will have access to all information about Hysan and the Board through the Company Secretary, including third-party assessment reports.

3.4   **Visits to Hysan's portfolio**

      3.4.1   A visit to our Lee Gardens area will be organised for a new Director to gain an insight into Hysan's portfolio, long established history, sustainable activities and other business areas.

4.   **Evaluation and Feedback**

This onboarding process will continually be evaluated based on the feedbacks of the Directors. New Directors are encouraged to provide their feedbacks to the Company Secretary so that this Programme can be enhanced and adjusted.

5.   **Implementation**

5.1   The Nomination Committee has been delegated with the overall responsibility to oversee and review this Guideline.

5.2   The Company Secretary is responsible for the implementation and administration of this Guideline.

6.   **Approval and Review of this Guideline**

6.1   This Guideline has been approved by the Board.

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6.2 The Nomination Committee is responsible for monitoring and regular review of this Guideline. Any subsequent amendment of this Guideline shall be reviewed by the Nomination Committee and approved by the Board.

Definitions :

"**Board**" shall mean the board of directors of the Company.

"**Company**" or "**Hysan**" shall mean Hysan Development Company Limited.

"**Group**" shall mean the Company and its subsidiaries.