

Hysan Development Company Limited
Onboarding Guideline for Directors
(Last updated and approved in November 2025)

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 businesses and operations, financial and capital management, governance and corporate culture. 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, skills, experience and perspective.
- 2.2 A new Director is encouraged to contribute to his/her own onboarding plan collaborating with the Company Secretary to determine the most effective way to acclimate to their 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, which will provide an overview of Hysan, including but not limited to:
- (a) Hysan's corporate culture and its vision, mission and values;
 - (b) the Group's strategies and challenges;
 - (c) the Group's business and key risks;
 - (d) the Group's financial and capital management;
 - (e) the Group's corporate structure;
 - (f) the Board's culture, governance and dynamics; and
 - (g) the legal and regulatory obligations of a Director.

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, the senior management and the Company's external advisors, 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. Individual briefings will be also arranged on specific topics such as Directors' responsibilities and the Group's business with due regard to new Director's unique background, experience and skills.

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 digital board portal 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.

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 Director's feedback. New Directors are encouraged to provide their feedback to the Company Secretary so that the Programme can be enhanced and adjusted from time to time.

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.
- 6.2 The Nomination Committee is responsible for 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.
