

# **Guoquan Food (Shanghai) Co., Ltd.**

## **鍋圈食品(上海)股份有限公司**

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

**(Stock code: 2517)**

### **SHAREHOLDERS COMMUNICATION POLICY**

#### **Chapter 1 General Provisions**

**Article 1** This communication policy is formulated to strengthen the communication between the natural person shareholders and legal person shareholders (hereinafter collectively referred to as “**Shareholders**”) of Guoquan Food (Shanghai) Co., Ltd. (hereinafter referred to as the “**Company**”) and the Company, and to facilitate timely and comprehensive understanding and access to the Company’s relevant information, including financial performance, strategic objectives and plans, major developments, governance and risk profiles, etc., by the Company’s Shareholders as well as to safeguard Shareholders’ legal right to obtain information from the Company.

**Article 2** The office of the Board of Directors is the specific department responsible for maintaining communication and information transmission with the Company’s Shareholders.

#### **Chapter 2 Shareholders’ Communication Channel**

**Article 3** The Company’s main channels for conveying information to Shareholders include: the Company’s financial reports (interim and annual reports); annual general meetings and extraordinary general meetings; the Company’s website and the information disclosure section of the website of The Stock Exchange of Hong Kong Limited (hereinafter referred to as the “**Stock Exchange**”); conferences, briefings and roadshows to maintain communication with the investment market at any time.

#### **Chapter 3 Shareholder’s Communication Methods or Channels**

##### **Article 4 Corporate Communications**

“Corporate Communications” means any document which the Company has issued or will send to any person holding its securities for information or action, including but not limited to annual reports (the directors’ report and the annual accounts together with the auditors’ report), interim reports, notices of meetings, circulars and proxy forms, etc.

Corporate Communications issued to Shareholders are written in concise and easy-to-understand Chinese and English to facilitate Shareholders to understand the content of the communications.

Shareholders have the right to choose the language (in English or Chinese) or the method of receipt (in printed or electronic form) of Corporate Communications.

Shareholders are advised to provide, among other things, email addresses to the Company to facilitate timely and effective communications.

## **Article 5 Website Announcement**

The Company's website ([www.zzgqsh.com](http://www.zzgqsh.com)) is a window and channel for investors and Shareholders to obtain information about the Company. It also has a special column named "Investor Relations" to publish material information that has been submitted to the Stock Exchange and published on its website and can be released to the public, including but not limited to the Company's interim and annual reports and announcements.

The Company's latest announcements, meeting notices and circulars can also be found on the "LATEST LISTED COMPANY INFORMATION" section of the HKEXnews website of the Stock Exchange ([www.hkexnews.hk](http://www.hkexnews.hk))

## **Article 6 Shareholders' Meeting**

Meeting materials such as notices and circulars of general meetings will be posted on the Company's website and the Stock Exchange's disclosure website before the meeting, and will be mailed to Shareholders who have chosen to receive printed copies of communications.

Appropriate arrangements should be in place for Shareholders' meetings, including annual general meetings, to encourage Shareholders' participation and enable them to raise questions, express their views and exchange views with the Directors.

Shareholders are advised to attend the general meeting and, if they are unable to attend the meeting, may appoint a representative to attend and vote at the meeting on their behalf.

The Company shall monitor and review the procedures for general meetings on a regular basis and, if necessary, make changes to ensure that it meets the needs of Shareholders.

All directors, supervisors and senior management of the Company shall, in principle, attend the Company's annual general meeting. The chairman of the Board shall arrange for the chairman of the committee of the Board (or, in the absence of the chairman of the committee, another member of the committee (or in the absence of that member, a representative duly designated by the chairman of the Board)), senior management and representatives of external auditors to answer questions raised by Shareholders. The chairperson of the Independent Board Committee, if any, will attend and answer questions at general meetings regarding the approval of connected transactions or any transactions requiring independent Shareholders' approval.

## **Article 7 Financial and Other Reports**

The Company shall publish its financial and operating results on a semi-annual basis and prepare interim and annual results reports in accordance with the Rules Governing the Listing of Securities on the Stock Exchange and other applicable laws and regulations (hereinafter referred to as the "**Regulatory Requirements**"). The financial reports are published on the websites of the Company and the Stock Exchange, respectively, and are mailed to Shareholders who have elected to receive printed copies. The Company, in compliance with Regulatory Requirements or other requirements, may convey other information to Shareholders by way of announcements and/or circulars from time to time.

## **Article 8 Communicate with the Investment Market**

To facilitate communication between the Company and its investors, the Company holds meetings, briefings and roadshows with investors and analysts from time to time.

In this regard, the Directors and employees of the Company who are responsible for liaising with investors, analysts and the media are aware of the disclosure obligations and requirements under the Listing Rules, Regulatory Requirements and relevant requirements of the Company.

## **Article 9 Visiting Activities**

The Company invites investors and business stakeholders to visit the Company's management site from time to time, giving them the opportunity to meet with local management personnel and see the Company's facilities. The Company also collects visitors' opinions on the Company's performance and understands their expectations during the visit.

## **Article 10 Shareholders' Enquiries**

Shareholders who have any questions about their shareholding should be directed to the share registrar of the Company.

Shareholders and investors may request the Company's public information at any time. Contact information is as follows:

Address: Room 802, No. 3, Lane 187, Xinghong Road, Minhang District, Shanghai (上海市閔行區興虹路187弄3號802室)

Postal code: 201107

Tel: 021-64026198

Email address: media@guoquan.cn

Shareholders may raise questions of the Company and provide advices and suggestions to the Directors or the management at any time. Upon receipt of written enquiries from Shareholders, the Company will provide a substantive response as soon as possible. For enquiries that are of general concern to the Shareholders, the Company will respond in future corporate communications sent to all Shareholders. Any enquiries about this policy should be addressed to the Company Secretary or the Secretary to the Board with the same contact details as above.

## **Charter 4 Investor Privacy Protection**

**Article 11** The Company understands the importance of protecting the privacy of Shareholders and will not disclose Shareholders' information without Shareholders' consent unless required by law.