



## **Top Eminent Healthcare Group Limited**

**(卓著健康集團有限公司) \***

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

**(Stock Code: 6877)**

### **SHAREHOLDERS' COMMUNICATION POLICY**

#### **1. PREAMBLE**

- 1.1 This Policy sets out the approach of Top Eminent Healthcare Group Limited (the “**Company**”) in relation to communicating with its shareholders and prospective investors.
- 1.2 The Company is committed to maintaining effective and timely dissemination of the Company’s information to its shareholders and the market.
- 1.3 The Company believes that providing regular communication to its shareholders and the market is essential to ensure they have the available information reasonably required to make informed assessments of the Company’s strategy, operations and financial performance.

#### **2. COMMUNICATION CHANNELS**

##### **Shareholders’ meetings**

- 2.1 The annual shareholders’ meetings and other shareholders’ meetings of the Company are the primary forums for communication between the Company and its shareholders and for shareholder participation.
- 2.2 The Company encourages and supports shareholder participation in shareholders’ meetings. Shareholders are encouraged to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend such meetings.
- 2.3 Mechanisms to facilitate shareholder participation will be reviewed regularly by the board of directors of the Company (the “**Board**”) to encourage the highest level of participation.
- 2.4 The Chairman of the Board, appropriate members of the Board committees, and the Company’s external auditor will attend the annual shareholders’ meetings to answer questions from the shareholders.

## **Company's website**

- 2.5 The Company's website ([www.tehealth.com](http://www.tehealth.com)) contains information about the Company including shareholder communications.
- 2.6 The Company will place on its website the Company's announcements, circulars, notices of general meetings and other information in compliance with applicable laws, rules, and regulations.

## **Shareholders' enquiries**

- 2.7 Shareholders should direct their questions about their shareholdings to Union Registrars Limited, the Company's share registrar, at Suites 3301-04, 33/F., Two Chinachem Exchange Square, 338 King's Road, North Point, Hong Kong.
- 2.8 Shareholders and the public may request information from the Company, to the extent such information is publicly available. Enquiries may be directed to the Company Secretary at the Company's headquarters: Suite 5406, 54/F, Central Plaza, 18 Harbour Road, Wanchai, Hong Kong.
- 2.9 The Company will respond promptly to shareholder queries and concerns.

## **3. REVIEW OF POLICY**

- 3.1 This Policy is subject to regular review by the Board and will be amended as appropriate from time to time.

## **4. PUBLICATION OF POLICY**

- 4.1 This Policy will be available on the Company's website ([www.tehealth.com](http://www.tehealth.com)) and will be published in the Company's annual reports.

*\* For identification purpose only*