



China Boton Group Company Limited

中國波頓集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 3318)

SHAREHOLDERS COMMUNICATION POLICY

(Adopted by the Company on 16 June 2022)

1. Objective

- 1.1 China Boton Group Company Limited (the “**Company**”) is committed to enhancing long-term shareholder value through regular communication with the shareholders of the Company, both individual and institution (collectively, the “**Shareholders**”), and, in appropriate circumstances, the investment community at large.
- 1.2 To this end, the Company strives to ensure that all Shareholders have ready and timely access to all publicly available information of the Company. The Company sets out in this Policy the framework that it has put in place to promote effective communication with Shareholders so as to enable them to engage actively with the Company and exercise their rights as shareholders in an informed manner.

2. General Policy

- 2.1 The board (the “**Board**”) of directors (the “**Directors**”) of the Company shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its continued appropriateness and effectiveness.
- 2.2 Information about the Company’s latest developments is communicated to shareholders through the annual general meetings, and other general meetings that may be convened, as well as periodic financial reports and all public announcements published on the websites of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and the Company.

3. Communication Strategies

- 3.1 Shareholders’ meetings
 - (a) The annual general meetings and other general meetings of the Company are the primary forum for communication with Shareholders and for Shareholder participation.

- (b) The Company encourages Shareholders to participate in shareholders' meetings physically or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend. Notices of general meetings and the accompanying papers are provided within a prescribed time prior to the meetings on the websites of the Company (www.boton.com.hk) and Hong Kong Exchanges and Clearing Limited ("**HKEx**") (www.hkexnews.hk), and by post to those Shareholders who have elected to receive a hard copy version of such communication.
- (c) Shareholders' meetings are held at a convenient location where the chairman of the Board of the Company, Directors, and if required, chairmen of Board committees and representatives from the auditor would be present and are available to answer questions from Shareholders.

3.2 Financial and other reportings

- (a) The Company reports operating results on a half yearly basis and produces interim and annual reports in accordance with the Rules Governing the Listing of Securities on the Stock Exchange and other applicable laws and regulations (the "**Regulatory Requirements**").
- (b) From time to time, the Company communicates other information to Shareholders by way of Company's announcement and/or circular, in compliance with the Regulatory Requirements or otherwise.

3.3 Corporate website

- (a) The Company's website (www.boton.com.hk) provides information on the Company, including shareholders communication.
- (b) In addition to a dedicated "Investor Information" section of the Company's website in which the annual reports, interim reports, announcements and circulars of the Company are disclosed as soon as practicable following their release to the Stock Exchange on the website of HKEx, there is also an email contact form made available on the Company's website to facilitate communication between the Company, Shareholders and the investment community.

4. Access to the Board and Management

- 4.1 Shareholders are, at all times, welcome to raise questions and make suggestions, communicate their views on various matters affecting the Company's business, internal operation and corporate governance, etc.

4.2 In addition, the Company has set up different engagement channels to solicit and understand the views of its stakeholders. Details of the channels can be found on the Company's website (www.boton.com.hk).

5. Privacy

The Company will not disclose Shareholders' information without their prior written consent, unless required by the laws to do so.

6. Review of this Policy

This Policy is subject to regular review on an annual basis by the Board and will be amended, as appropriate to ensure its continued effectiveness in communications with Shareholders.