

SUNRAY ENGINEERING GROUP LIMITED

新威工程集團有限公司

(Incorporated in the Cayman Islands with limited liability)

(於開曼群島註冊成立之股份有限公司)

(Stock Code: 8616)

(股份代號: 8616)

(the “Company”)

(「本公司」)

SHAREHOLDERS’ COMMUNICATION POLICY

股東通訊政策

(中文本為翻譯稿，僅供參考用)

1. Purpose

目的

1.1 The Company recognises the importance of communications with the shareholders of the Company, both individual and institutional (collectively, “Shareholders”) as well as potential investors. This Policy aims to set out the provisions with the objective of ensuring that the Shareholders and potential investors are provided with ready, equal and timely access to balanced and understandable information about the Company, in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and potential investors to engage actively with the Company.

本公司一向極重視與本公司之股東，包括個人及機構(統稱「股東」)以及潛在的投資者的溝通。本政策所載之條文旨在確保股東及潛在的投資者，均可適時取得本公司之全面、相同及容易理解的資料，一方面使股東可在知情的情況下行使權力，另一方面好讓股東及潛在的投資者能積極地與本公司溝通。

1.2 For the purpose of this Policy, potential investors include analysts reporting and analyzing the Company’s performance

就本政策而言，潛在的投資者包括就本公司之表現進行匯報及分析的分析員。

2. General Policy

總體政策

- 2.1 The Board of Directors of the Company (the “**Board**”) shall maintain an on-going dialogue with Shareholders and potential investors, and will regularly review this Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and potential investors mainly through the Company’s financial reports (interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) and corporate communications on the HKEx website and the Company’s website.
- 2.3 Effective and timely dissemination of information to Shareholders and potential investors shall be ensured at all times. Any question regarding this Policy shall be directed to the Company Secretary or Investor Relations Manager.
- 本公司之董事會(「**董事會**」)持續與股東及潛在的投資者保持對話，並將定期審閱本政策以確保成效。
- 本公司向股東及潛在的投資者傳達資訊的主要管道為：本公司的財務報告(中期報告及年報)；股東週年大會及其他可能召開的股東大會；並將所有呈交予香港聯合交易所有限公司(「**聯交所**」)的披露資料，以及公司通訊登載於香港交易所及本公司之網站。
- 本公司時刻確保有效及適時向股東及潛在的投資者傳達資訊。如對本政策有任何疑問，可向公司秘書或投資者關係部經理提出。

3. Communication Channels

通訊途徑

- 3.1 Despatch of printed copies of corporate communications (including but not limited to annual reports, interim reports, notices of meetings, circulars and proxy forms) to Shareholders under The Rules Governing the Listing of Securities on GEM of the Stock Exchange (the “**GEM Listing Rules**”), and Shareholders can choose (or are deemed to have consented) to receive such documents by electronic means through the Company’s website. 按聯交所GEM證券上市規則(「**GEM上市規則**」)規定，寄發公司通訊(其中包括但不限於年報、中期報告、會議通告、通函及代表委任表格)印刷本予股東，及股東可選擇(或被視為已同意)以電子方式透過本公司網站收取該等檔。
- 3.2 Annual General Meeting provides a forum for Shareholders face-to-face to raise questions and comments and exchange their views with the Board. 股東週年大會提供平台讓股東能面對面向董事會提出問題、發表建議及交換意見。
- 3.3 Via the Company’s website at www.sunray.com.hk to obtain updated and key information on the major developments of the Company and its subsidiaries (collectively, “**Group**”). Information, such as financial statements, results announcements, circulars, notices of general meetings and all announcements, released by the Company to the HKEx website at www.hkex.com.hk is also posted on the Company’s website immediately thereafter. 透過本公司之網站 www.sunray.com.hk 取得本公司及其附屬公司(統稱「**本集團**」)重大發展項目之最新及重要資訊。有關資訊(包括財務報表，業績公告，通函，會議通告及所有公告)經由本公司發放於香港交易所之網站 www.hkex.com.hk 及其後即時登載於本公司之網站。
- 3.4 The Company’s Hong Kong branch share registrar deals with Shareholders on the shareholdings, share registration and related matters. 本公司之香港股份登記過戶分處，為股東處理其股權、股份登記及相關事宜。
- 3.5 A dedicated Investor Relations section is available on the Company’s website at www.sunray.com.hk. Information on the Company’s website is updated on a regular basis. 本公司之網站 www.sunray.com.hk 專設「投資者關係」欄目。本公司網站登載的本公司資料將定期更新。

3.6 The Company's Company Secretarial Department handle both telephone and written enquires from Shareholders and potential investors generally from time to time. 本公司之公司秘書部處理股東及潛在的投資者不時之來電及書面的一般查詢。

3.7 The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so. 本公司明白保障股東私穩的重要性，除法例規定者外，不會在獲得股東同意前擅自披露股東資料。

4. Review of Policy

政策審閱

4.1 This Policy is subject to regular review by the Board and will be amended as and when appropriate. 董事會將定期審閱及因應需要修改本政策。

4.2 This Policy is available on the website of the Company. 本政策登載於本公司之網站內。

Adopted on 18 March 2020

於2020年3月18日採納