



**SICC CO., LTD.**

**山東天岳先進科技股份有限公司**

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

**(Stock Code: 2631)**

## **SHAREHOLDERS COMMUNICATION PROTOCOL**

### **1. Purpose**

- 1.1 The provisions set out in this protocol aim to outline the guidelines for communication between SICC Co., Ltd. (hereinafter referred to as “**Company**”) and its Shareholders, with the goal of ensuring equal, timely, effective, transparent, accurate and open communications between the Company and its Shareholders (hereinafter referred to as “**Shareholders**”).

### **2. Overall Policy**

- 2.1 The primary channels through which the Company conveys information to Shareholders are: the Company’s interim reports, annual reports, quarterly reports, annual general meetings and other Shareholders’ meetings that may be convened. All disclosures submitted to the website of The Stock Exchange of Hong Kong Limited (hereinafter referred to as “**Hong Kong Stock Exchange**”) and the Shanghai Stock Exchange (hereinafter referred to as “**SSE**”), as well as the corporate communications and other corporate publications, will be posted on the Hong Kong Stock Exchange website (<https://www.hkexnews.hk>), the SSE website (<https://www.sse.com.cn>) and the Company’s website (<https://www.sicc.cc>).

### **3. Communication Channels**

#### **3.1 Shareholders’ enquiries**

- 3.1.1 The Company has disclosed its contact information on its website to facilitate Shareholders in making any inquiries regarding the Company.

3.1.2 If Shareholders have any questions regarding their shareholdings under their names, they should direct such inquiries to the Company's Hong Kong Share Registrar. Its details are as follows:

**Name** Computershare Hong Kong Investor Services Limited

**Address** 46th Floor, Hopewell Centre, 183 Queen's Road East, Wan chai, Hong Kong

3.1.3 Shareholders may request access to the Company's public information at any time.

### **3.2 Corporate Communications**

3.2.1 Corporate communications (as defined in the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (hereinafter referred to as the "**Listing Rules**")) include, but are not limited to (i) reports of the Board, annual accounts together with auditors' reports; (ii) interim reports; (iii) quarterly reports; (iv) notices of meetings; (v) listing documents; (vi) circulars; and (vii) proxy forms.

3.2.2 The Company's corporate communications will be posted on the HKEXnews website of the Hong Kong Stock Exchange (<https://www.hkexnews.hk>) and the SSE website (<https://www.sse.com.cn>) in due course in accordance with the Listing Rules and other securities regulatory rules of the places where the Company's shares are listed. Corporate communications will be provided to Shareholders and non-registered holders of the Company's securities in both Chinese and English versions (or in a single language if permitted) in due course, in accordance with the Listing Rules and other securities regulatory rules of the places where the Company's shares are listed. Shareholders and non-registered holders of the Company's securities shall have the right to choose the language version (Chinese or English) of corporate communications or the method of receipt (in printed form or electronic form).

3.2.3 To facilitate timely and effective communication, Shareholders are advised to provide their, among other, contact details, in particular their email addresses, to the Company's Hong Kong Share Registrar.

### **3.3 Company Website**

3.3.1 The Company's website provides Shareholders with corporate information, such as its main business activities and the latest developments of the Company and its subsidiaries (hereinafter referred to as the "**Group**"). Meanwhile, the website offers relevant information about the Group's corporate governance, as well as the structure and functions of the Company's Board and various committees.

- 3.3.2 After the directors approve the results, the Company shall release its results announcements on the websites of Hong Kong Stock Exchange, SSE and the Company. The results announcements shall include the Group's results and business performance, details of the proposed dividend (if any) and the suspension of share transfer registration procedures, as well as other information required to be disclosed from time to time under the Listing Rules.
- 3.3.3 Information submitted by the Company to Hong Kong Stock Exchange for posting on the Hong Kong Stock Exchange website and information posted on the SSE website will be immediately posted on the Company's website. Such information includes, but is not limited to, interim reports, annual reports, quarterly reports, announcements, circulars, notices of Shareholders' meetings and related explanatory documents (if any), as well as other information required to be disclosed from time to time under the Listing Rules and other securities regulatory rules of the places where the Company's shares are listed.
- 3.3.4 Press releases issued by the Company from time to time are also available on the Company's website.
- 3.3.5 The information contained on the Company's website will be updated on a regular basis.

#### **3.4 Shareholders' Meetings**

- 3.4.1 Shareholders' meetings provide an opportunity for constructive communication between the Company and its Shareholders. Shareholders are encouraged to attend Shareholders' meetings in person; if they are unable to attend, they may appoint a proxy to attend and vote on their behalf at the meetings.
- 3.4.2 The Company will make appropriate arrangements for Shareholders' meetings to encourage Shareholders' participation.
- 3.4.3 When the Company convenes an annual general meeting, it shall send notices, relevant circulars and proxy forms to all registered Shareholders 20 days before the meeting (for an extraordinary general meeting, notices shall be sent 15 days before the meeting). When calculating the starting period, the Company shall not include the date of the meeting itself but shall include the date of the notice announcement. The notice shall contain the matters to be considered at the meeting, as well as the date and venue of the meeting. Proxy forms shall be provided to Shareholders to enable them to appoint a proxy to attend the Shareholders' meeting and vote thereat.

3.4.4 Where appropriate or necessary, members of the Board, in particular the chairmen of the Board's committees or their representatives, relevant senior management personnel and external auditors shall attend Shareholders' meetings to answer Shareholders' questions.

3.4.5 The Company will review the procedures of Shareholders' meetings from time to time to ensure compliance with the Company's Articles of Association, the laws, regulations and rules of the places where the Company's shares are listed, applicable Chinese laws and regulations, and adherence to good corporate governance practices. Separate resolutions on individual important matters will be submitted to Shareholders' meetings for voting. Unless a proposal relates solely to procedural and administrative matters of the Shareholders' meeting, the chairman of the Shareholders' meeting will propose that voting on the proposal be conducted by poll in accordance with the Articles of Association. Vote counters and scrutineers will be appointed for counting votes at Shareholders' meetings. After the conclusion of a Shareholders' meeting, the voting results will be announced on the Company's website, the SSE website and the Hong Kong Stock Exchange website.

#### **4. Others**

4.1 This protocol shall be formulated, interpreted and amended by the Board. Upon approval by the Company's Board, it shall take effect and be implemented from the date on which the overseas-listed ordinary shares (H shares) issued by the Company are listed on the Hong Kong Stock Exchange.

4.2 If there is any inconsistency between this protocol and the provisions of the then-effective laws, administrative regulations, departmental rules, normative documents, the securities regulatory rules of the places where the Company's shares are listed, and the Articles of Association, the provisions of such laws, administrative regulations, departmental rules, normative documents, the securities regulatory rules of the places where the Company's shares are listed, and the Articles of Association shall prevail.