

## **Shareholders' Communication Policy**

### **1. Purpose**

- 1.1 Shareholders' Communication Policy (the "**Policy**") aims to set out the provisions with the objective of ensuring that the shareholders (the "**Shareholders**") of Cosmos Machinery Enterprises Limited (the "**Company**") are provided with ready, equal and timely access to balanced and understandable information about the Company.
- 1.2 The Company has established a proper framework in the Policy to facilitate effective communication with the Shareholders so that they can actively participate in the general meetings of the Company and knowingly exercise their Shareholders' rights.

### **2. General Policy**

- 2.1 Information shall be communicated to the Shareholders through:
  - (a) the Company's financial reports (interim and annual reports);
  - (b) annual general meetings and other general meetings that may be convened; and
  - (c) all the disclosures required to be submitted to The Stock Exchange of Hong Kong Limited (the "**Stock Exchange**"), and corporate communications and other corporate publications available on the Company's website (<http://www.cosmel.com>).
- 2.2 Effective and timely dissemination of information to the Shareholders shall be ensured at all time.

### **3. Communication Channels**

#### **3.1 Shareholders' enquiries**

- 3.1.1 The Shareholders should direct their questions relating to their shareholding, e.g. transfer of shares, change of name or address, lost share certificates and invoice, to the Company's Share Registrar with the contact information as below:

Tricor Secretaries Limited

Address : 17/F, Far East Finance Centre, 16 Harcourt Road, Hong Kong

Tel : (852) 2980 1333

Fax : (852) 2810 8185

Email : is-enquiries@hk.tricorglobal.com

3.1.2 The Shareholders may at any time make a request for the Company's information to the extent such information is publicly available.

3.1.3 The Company will not normally deal with verbal or anonymous enquiries. Shareholders may send written enquiries to the Company Secretary of the Company by:

(a) email to ir@cosmel.com; or

(b) mail to the Company's registered office at 10th Floor, Billion Plaza 2, No. 10 Cheung Yue Street, Cheung Sha Wan, Kowloon, Hong Kong.

### **3.2 Corporate Communication**

3.2.1 Corporate communication will be provided to the Shareholders in both English and Chinese versions to facilitate Shareholders' understanding.

### **3.3 Corporate Website**

3.3.1 The Company's information is provided on the Company's website (<http://www.cosmel.com>) and updated from time to time.

3.3.2 All information includes financial statements, results announcements, circulars with notices of general meetings and associated explanatory documents and monthly returns released by the Company to the Stock Exchange is also posted on the Company's website immediately thereafter.

### **3.4 Shareholders' Meeting**

3.4.1 The Company's annual general meeting and other general meetings are the primary forum for communication by the Company with the Shareholders and for Shareholders' participation.

3.4.2 The Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote, subject to the articles of association of the Company, at general meeting for and on their behalf if they are unable to attend the general meetings.

3.4.3 Appropriate arrangements for the general meetings shall be in place to encourage Shareholders' participation.

3.4.4 Members of the board of directors of the Company (the "**Board**") in particular, either the chairman of the Board committees or their delegates, appropriate management executives and external auditor should use their best endeavors to attend annual general meeting to answer Shareholders' questions.

#### **4. Shareholder Privacy**

4.1 The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

#### **5. Review on the Policy**

5.1 The Policy is subject to annual review by the Board and will be amended (as appropriate) to reflect current best practice in communications with the Shareholders.

Revised on 26 August 2022

*(The English version of the Policy shall prevail in case of any discrepancy or inconsistency between the English version and its Chinese version.)*