



# INCUTECH INVESTMENTS LIMITED

*(Incorporated in the Cayman Islands with limited liability)*  
(Stock code: 356)

## Shareholders Communication Policy

### *Purpose*

1. Incutech Investments Limited (the “**Company**”) recognizes 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.
2. For the purpose of this Policy, potential investors include analysts reporting and analyzing the Company’s performance.

### *General Policy*

3. 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.
4. 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.
5. 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.

### *Communication Channels*

6. 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 the Stock Exchange (the “**Listing Rules**”), and Shareholders can choose (or are deemed to have consented) to receive such documents by electronic means through the Company’s website.

7. Annual General Meeting provides a forum for Shareholders face-to-face to raise questions and comments and exchange their views with the Board.
8. Via the Company's website at <http://www.hklistedco.com/hklco.asp?PD=Home&sc=0356&L=E> 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](http://www.hkex.com.hk) is also posted on the Company's website immediately thereafter.
9. The Company's share registrar, Tricor Secretaries Limited, deals with Shareholders on the shareholdings, share registration and related matters.
10. A dedicated Investor Relations section is available on the Company's website at <http://www.hklistedco.com/hklco.asp?PD=Home&sc=0356&L=E>. Information on the Company's website is updated on a regular basis.
11. The Company's Company Secretarial Department handles both telephone and written enquires from Shareholders and potential investors generally from time to time.
12. The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by law to do so.

### ***Review of Policy***

13. This Policy is subject to regular review by the Board and will be amended as and when appropriate.
14. This Policy is available on the website of the Company.