



TOP FORM INTERNATIONAL LIMITED

黛麗斯國際有限公司*

(Incorporated in Bermuda with limited liability)

(Stock Code: 333)

SHAREHOLDERS COMMUNICATION POLICY

1. Purpose

- 1.1 The aim of this Policy is to set out provisions with an objective of providing shareholders and investors of Top Form International Limited (the “Company”), both individual and institutional (collectively “Shareholders”), with ready, equal and timely access to the information of the Company (including financial position, company developments, strategic plans and governance matters).

2. General Policy

- 2.1 The Board shall maintain an on-going dialogue with the Shareholders of the Company. The Board shall also review the implementation and effectiveness of this Policy on a regular basis.
- 2.2 Information shall be communicated to the Shareholders mainly through the Company’s financial reports (interim and annual reports), quarterly operational updates, annual general meetings and other general meetings that may be convened, by making available all the disclosures published on the website of The Stock Exchange of Hong Kong Limited (“SEHK”) and its corporate communications and other corporate publications on the Company’s website, and by press media.

3. Ways of Communication

Shareholders’ enquiries

- 3.1 Shareholders should direct their questions about their shareholdings to the Company’s Branch Share Registrar in Hong Kong.
- 3.2 Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.
- 3.3 Shareholders shall be provided with designated contacts, email addresses and enquiry lines of the Company in order to enable them to make any query in respect of the Company. Such contact details will be posted on the website of the Company.

Corporate Website

- 3.4 An “Investor Relations” section is available on the Company’s website www.topform.group.
- 3.5 The corporate communications published by the Company on the website of SEHK are also posted on the Company’s website on a timely basis. Such corporate communications includes financial reports, results announcements, circulars and notices of general meetings and associated explanatory documents etc.

Shareholders’ Meetings

- 3.6 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend the meetings.
- 3.7 Board members, in particular, either the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders’ questions.
- 3.8 The chairman of the independent board committee (if any) will be available to answer questions at any general meeting to approve a connected transaction or any other transaction that is subject to independent shareholders’ approval.

March 2012 (updated on 18 November 2022)