



## **ABLE ENGINEERING HOLDINGS LIMITED**

### **安保工程控股有限公司**

*(Incorporated in Cayman Islands with limited liability)*

**(Stock Code: 1627)**

## **SHAREHOLDERS' COMMUNICATION POLICY**

*(Adopted on 18 January 2017, as revised on 15 August 2022)*

### **1. Purpose**

- 1.1 This shareholders' communication policy (this “**Policy**”) aims to set out the provisions with the objective of ensuring that the Company’s shareholders, both individual and institutional (collectively, “**Shareholders**”), and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments and governance), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2 For the purpose of this Policy, references to the investment community are intended to include the Company’s potential investors as well as analysts reporting and analyzing the Company’s performance.

### **2. General Policy**

- 2.1 The board of directors of the Company (the “**Board**”) shall maintain an on- going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and the investment community 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 its corporate communications and other corporate publications on the Company’s website.
- 2.3 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times.

### **3. Communication Strategies**

#### **Shareholders' Enquiries**

- 3.1 The contact details of the Company are set out in the Company's website in order to enable Shareholders to make any query that they may have with respect to the Company.
- 3.2 Shareholders should direct their questions about their shareholdings to the Company's Hong Kong branch share registrar. Its details are as follows:

Tricor Investor Services Limited  
17/F, Far East Finance Centre  
16 Harcourt Road, Hong Kong

- 3.3 Shareholders and the investment community may at any time make a request for the Company's information to the extent such information is publicly available.

#### **Corporate Communication\***

- 3.4 Corporate communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding.
- 3.5 Shareholders have the right to choose the language (either English or Chinese) or means of receipt of the corporate communications (in hard copy or through electronic means). They may change their choice at any time by notifying the Company by post or by email.
- 3.6 Shareholders who have chosen to receive the corporate communications by electronic means have the right to obtain printed copies of the corporate communications free of charge.
- 3.7 Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company's Hong Kong branch share registrar in order to facilitate timely and effective communications.

#### **Corporate Website**

- 3.8 A dedicated Investor Relations section is available on the Company's website at [www.ableeng.com.hk](http://www.ableeng.com.hk). Information on the Company's website is updated on a regular basis.
- 3.9 Information released by the Company to the Stock Exchange is also posted on the Company's website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents, etc.

- 3.10 All presentation materials provided in conjunction with the Company's annual general meetings and results announcements each year will be made available on the Company's website as soon as practicable after their release.
- 3.11 Press releases and newsletters issued by the Company from time to time will be made available on the Company's website.

### **Shareholders' Meetings**

- 3.12 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. The Company will use general meetings as a tool to effectively communicate with Shareholders with a reasonable opportunity to pose questions to the Board.
- 3.13 Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.14 The process of the Company's general meetings will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 3.15 Board members, in particular, the chairman or deputy chairman of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

### **4. Shareholders' Privacy**

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

### **5. Availability and Update of this Policy**

- 5.1 This Policy shall be made available to the public by including the information on the website of the Company. This Policy shall be updated and revised as and when necessary in light of changes in circumstances and applicable amendments to the regulatory requirements under the Rules Governing the Listing of Securities on the Stock Exchange (the "Listing Rules") adopted from time to time.

*\* Corporate Communication has the meaning ascribed thereto under the Listing Rules, including but not limited to, the directors' report, annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a circular and a proxy form.*