



Tsit Wing International Holdings Limited
捷榮國際控股有限公司*

(Incorporated under the laws of Bermuda with limited liability)

(Stock Code: 2119)

(the “Company”)

SHAREHOLDERS’ COMMUNICATION POLICY (this “Policy”)

Purpose

1. This Policy aims to set out the provisions with the objective of providing shareholders of the Company (the “**Shareholders**”) with information about the Company and enabling them to engage actively with the Company and exercise their rights as Shareholders in an informed manner.

General Policy

2. Information shall be communicated to Shareholders through the Company’s financial reports (half-year and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the (i) corporate communication (as defined under the Rules (the “**Listing Rules**”) Governing the Listing of Securities of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”)) documents issued or to be issued by the Company for the information or action of holders of any of its securities or the investing public, including, but not limited to, (a) directors’ report, annual accounts together with a copy of the auditors’ report and, where applicable, its summary financial report, (b) the interim report and, where applicable, its summary interim report, (c) notices of meeting, (d) listing document, (e) circulars, and (f) proxy forms (the “**Corporate Communication**”); (ii) other documents issued or to be issued by the Company which are published on the website of the Stock Exchange (www.hkexnews.hk) for the information or action of holders of any of its securities or the investing public, including, but not limited to, announcements, monthly returns on movements in the Company’s securities for each month and next day disclosure returns, (iii) constitutional documents of the Company and board committees, (iv) corporate information including list of directors of the Company (the “**Directors**”, each a

* For identification purposes only

“**Director**”); and (v) other Corporate Communication which are published on the Company’s website (www.twcoffee.com), including, but not limited to, the procedures Shareholders can use to propose a person for election as a Director.

3. Effective and timely dissemination of information to Shareholders shall be ensured at all times. Any question regarding this Policy shall be directed to the company secretary of the Company or the board of Directors (the “**Board**”).

Communication Strategies

Shareholders’ Enquiries

4. *Enquiries about shareholdings:* Shareholders should direct their enquiries about their shareholdings to the Company’s branch share registrar, Tricor Investor Services Limited, via its online holding enquiry service at www.tricoris.com, or send email to is-enquiries@hk.tricorglobal.com or call its hotline at (852) 2980 1333, or go in person to its public counter at Level 22, Hopewell Centre, 183 Queen’s Road East, Hong Kong.
5. *Enquiries about corporate governance or other matters in respect of the Company:* Shareholders may at any time make a written request for the Company’s information to the extent such information is publicly available, for the attention of the company secretary of the Company, by email: keith.wu@twcoffee.com, by fax: (852) 2480 6996, or mail: Flats F–J, 11/F., Block 1, Kwai Tak Ind. Centre, Kwai Tak St., Kwai Chung, N.T., Hong Kong. The Company will not normally deal with verbal or anonymous enquiries.

Corporate Communication

6. Corporate Communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding, or where permitted, in a single language, in a timely manner as required by the Listing Rules.
7. Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

Corporate Website

8. A dedicated “Investor Relations” section is available on the Company’s website (www.twcoffee.com). Information on the Company’s website is updated on a regular basis.

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, other announcements, monthly returns on movements in the Company's securities for each month and next day disclosure returns, etc.

Shareholders' Meetings

10. 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.
11. Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
12. The Company will provide Shareholders with the relevant information on the resolution(s) proposed at a general meeting in a timely manner in accordance with the Listing Rules. The information provided will be reasonably necessary to enable Shareholders to make an informed decision on the proposed resolution(s).
13. The process of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
14. Where appropriate or required, Board members, in particular, either the chairman of the Board, the chairman of Board committees or their delegates, appropriate management executives and external auditor of the Company will attend annual general meetings to answer Shareholders' questions (if any). The Company's management should ensure the external auditor attend the annual general meeting to answer questions about the conduct of the audit, the preparation and content of the auditors' report, the accounting policies and auditor independence.
15. Notices of general meetings and the accompanying papers will be provided within a prescribed time prior to the meetings under the "Investor Relations" section of the Company's website (www.twcoffee.com) and on the Stock Exchange's website (www.hkexnews.hk).

Shareholders' Privacy

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

Note: If there is any inconsistency between the English and Chinese versions of this document, the English version shall prevail.