



## CATHAY MEDIA AND EDUCATION GROUP INC.

### 華夏視聽教育集團

*(incorporated in the Cayman Islands with limited liability)*

(the “Company”)

## SHAREHOLDERS’ COMMUNICATION POLICY

(Adopted by the Company pursuant to a board resolution passed on 22 June 2020)

### 1. PURPOSE

- 1.1 This shareholders’ communication policy (the “**Policy**”) aims to set out the approach of the board of directors of the Company (the “**Board**”) to providing shareholders of the Company (the “**Shareholders**”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.

### 2. PRINCIPLES

2.1 The Board should be responsible for:

- (a) maintaining an on-going dialogue with Shareholders and encouraging them to communicate actively with the Company;
- (b) establishing this Policy and reviewing the Policy on a regular basis to ensure its effectiveness;
- (c) Promoting effective communication with Shareholders and other stakeholders; and
- (d) encouraging Shareholders to engage actively with the Company and to exercise their rights as shareholders effectively.

2.2 Information should be disseminated in a timely and effective manner.

### 3. SOURCES OF COMMUNICATION

#### *Corporate Communication*

- 3.1 “Corporate Communication” as defined under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (the “**Listing Rules**”) refers to any document 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) the directors’ report, its annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report;
  - (b) the interim report and, where applicable, its summary interim report;
  - (c) a notice of meeting;
  - (d) a listing document;
  - (e) a circular; and
  - (f) a proxy form.
- 3.2 Corporate Communication of the Company will be published on the Stock Exchange’s website ([www.hkex.com.hk](http://www.hkex.com.hk)) in a timely manner as required by the Listing Rules.
- 3.3 Corporate Communication will be provided to Shareholders and non-registered holders of the Company’s securities in both English and Chinese versions or where permitted, in a single language, in a timely manner as required by the Listing Rules.

#### *Announcements and other documents pursuant to the Listing Rules*

- 3.4 The Company shall publish announcements (on inside information, corporate actions and transactions etc.) and other documents (e.g. Memorandum and Articles of Association) on the Stock Exchange’s website in a timely manner in accordance with the Listing Rules.

#### *Corporate website*

- 3.5 Any information or documents of the Company posted on the Stock Exchange’s website will also be published on the Company’s website ([www.cathaymedia.com](http://www.cathaymedia.com)).

#### *Shareholders’ meetings*

- 3.6 The annual general meeting and other general meetings of the Company are the primary forum for communication between the Company and its Shareholders.

- 3.7 The Company shall provide Shareholders with relevant information on the resolutions(s) proposed at a general meeting in a timely manner in accordance with the Listing Rules. The information provided shall be reasonably necessary to enable Shareholders to make an informed decision on the proposed resolution(s).
- 3.8 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.
- 3.9 Where appropriate or required, the Chairman of the Board and other Board members, the chairmen of board committees or their delegates, and the external auditors should attend general meetings of the Company to answer Shareholders' questions (if any).

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

#### *Enquiries about shareholdings*

- 3.10 Shareholders should direct their enquiries about their shareholdings to the Company's Hong Kong Share Registrar, Tricor Investor Services Limited, by sending an email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com) or calling its hotline at (852) 2980 1333, or going in person to its public counter at Level 54, Hopewell Centre, 183 Queen's Road East, Hong Kong.

#### *Enquiries about other matters to be put to the Board and the Company*

- 3.11 The Company will not normally deal with verbal or anonymous enquiries. Shareholders may send written enquiries to the Company, for the attention of the Board by mail to 22/F, Block 12, Wanda Plaza, No. 93 Jianguo Road, Chaoyang District, Beijing, China.