



## **IN TECHNICAL PRODUCTIONS HOLDINGS LIMITED**

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

(hereafter the “**Company**”)

(**Stock Code: 8446**)

### **PROCEDURES FOR SENDING ENQUIRIES TO THE BOARD**

Shareholders may send their enquiries and concerns to the board of directors of the Company (the “**Board**”) by addressing them to the principal place of business of the Company in Hong Kong at Unit D2, 5/F, Hoi Bun Industrial Building, 6 Wing Yip Street, Kwun Tong, Hong Kong by post or email at [itpinfo@intechproductions.com](mailto:itpinfo@intechproductions.com) for the attention of the company secretary of the Company (the “**Company Secretary**”).

Upon receipt of the enquiries, the Company Secretary will forward:

1. communications relating to matters within the Board’s purview to the executive directors of the Company;
2. communications relating to matters within a Board committee’s area of responsibility to the chairman of the appropriate committee; and
3. communications relating to ordinary business matters, such as suggestions, inquiries and customer complaints, to the appropriate management of the Company.