



IN TECHNICAL PRODUCTIONS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(hereafter the “**Company**”)

(**Stock Code: 8446**)

SHAREHOLDERS’ COMMUNICATIONS POLICY

1. Purpose

- 1.1 This policy aims to set out the provisions with the objective of ensuring the Company’s shareholders (the “**Shareholders**”) are provided with equal and timely access to information about the Company, in order to enable the Shareholders to exercise their rights in an informed manner and to allow them to engage actively with the Company.

2. General Policy

- 2.1 The board of directors of the Company (“**Board**”) will maintain an on-going dialogue with the Shareholders and will review this policy regularly to ensure its effectiveness.
- 2.2 Information will be communicated to the Shareholders through the Company’s financial reports, annual general meetings and other general meetings that may be convened, as well as all the disclosures submitted to The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”).
- 2.3 Effective and timely dissemination of information to the Shareholders will be ensured at all times. Any question regarding this policy will be directed to the company secretary of the Company.

3. Communication Strategies

Shareholders’ enquiries

- 3.1 Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.
- 3.2 Shareholders will be provided with designated contacts, email addresses and enquiry telephone number of the Company in order to enable them to make any query in respect of the Company.

Corporate communication¹

- 3.3 Corporate communication will be provided to the Shareholders in plain language and in both English and Chinese versions to facilitate the Shareholders’ understanding. Shareholders have the right to choose the language (either English and Chinese) or means of receipt of the corporate communications (in hard copy or through electronic means).

¹ Corporate communication refers to any document issued or to be issued by the Company for the information or action of the Shareholders, including, but not limited to, the directors’ report and annual accounts together with a copy of the auditors’ report, the interim report, the quarterly report, a notice of meeting, a circular and a proxy form.

- 3.4 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

- 3.5 A dedicated Investor Relations section is available on the Company's website www.intechproductions.com. Information on the Company's website is updated on a regular basis.
- 3.6 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.
- 3.7 All presentation materials provided in conjunction with the Company's annual general meeting and results announcement each year will be made available on the Company's website.
- 3.8 All press releases and Shareholders' newsletters will be made available on the Company's website.

Shareholders' meetings

- 3.9 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.
- 3.10 Appropriate arrangements for the annual general meetings will be in place to encourage Shareholders' participation.
- 3.11 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.
- 3.12 Board members, in particular, the chairmen/chairladies of the Board committees or their delegates, appropriate senior management and external auditors will attend annual general meetings to answer Shareholders' questions.
- 3.13 Shareholders are encouraged to attend Shareholders' activities organized by the Company, where information about the Company, including its latest strategic plan, products and services will be communicated.

4. Shareholder Privacy

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