



IN TECHNICAL PRODUCTIONS HOLDINGS LIMITED

(Incorporated in the Cayman Islands with limited liability)

(Stock Code: 8446)

COMMUNICATIONS WITH SHAREHOLDERS POLICY

A. Purpose

1. This Policy aims to set out the approach adopted by the Company to communicate with shareholders of the Company (the “**Shareholders**”).

B. Scope

2. This Policy applies to the Shareholders.

C. Value Statement

3. The Company believes that maintaining a high level of transparency is a key to enhancing investor relations. It is committed to a policy of open and timely disclosure of corporate information to its shareholders and investment public. The Company updates its shareholders on its latest business developments and financial performance through its annual, interim and quarterly reports. The corporate website of the Company (<http://www.intechproductions.com>) has provided an effective communication platform to the public and the shareholders.

D. Enquiries to the Board, Putting Forward Proposals and Convening an Extraordinary General Meeting on Requisition by Shareholders

4. Shareholders may put forward enquiries to the board of directors of the Company (the “**Board**”) to the extent such information is publicly available to the Company Secretary who is responsible for forwarding communications relating to matters within the Board’s purview to the executive directors of the Company, communications relating to matters within a Board committee’s area of responsibility to the chairman of the appropriate committee, and communication relating to ordinary business matters, such as suggestions, inquiries and consumer complaints, to the appropriate management of the Company, in writing to the principal place of business of the Company in Hong Kong.

5. Shareholders are welcomed to put forward proposals relating to the operations and management of the Group to be discussed at shareholders' meetings. The proposals shall be sent to the Company Secretary by a written requisition. Shareholders who wish to put forward a proposal should convene an extraordinary general meeting by following the procedure below.
6. Pursuant to Articles, extraordinary general meetings shall be convened on the requisition of one or more Shareholders holding, at the date of deposit of the requisition, not less than one tenth of the paid up capital of the Company having the right of voting at general meetings. Such requisition shall be made in writing to the Board or the Company Secretary for the purpose of requiring an extraordinary general meeting to be called by the Board for the transaction of any business specified in such requisition. Such meeting shall be held within two months after the deposit of such requisition. If within 21 days of such deposit the Board fails to proceed to convene such meeting, the requisitionist(s) himself (themselves) may do so in the same manner, and all reasonable expenses incurred by the requisitionist(s) as a result of the failure of the Board shall be reimbursed to the requisitionist(s) by the Company. Shareholders also have the right to propose a person for election as a Director, the procedures are available on the websites of the Company and the Stock Exchange.

E. Review and Disclosure of this Policy

7. The Board should review this Policy, as appropriate, to ensure its effectiveness, and recommend any revision that may be required to the Board for approval. This Policy should be published on the Company's website for public information. This Policy or a summary of this Policy should also be disclosed in the Corporate Governance Report.

F. Language Version

8. The text of this Policy appears in both English and Chinese languages. In case of discrepancy, the English version shall prevail.

Hong Kong, 11 October 2022