

俊知集团有限公司  
（“本公司”）  
TRIGIANT GROUP LIMITED  
（“Company”）

股东通讯政策（“本政策”）  
SHAREHOLDERS COMMUNICATION POLICY（“POLICY”）

First adoption date: 1 March 2012  
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1. 目的  
Purpose

- 1.1 本政策所载条文旨在确保本公司股东（“股东”）有关本公司的信息及让股东及投资人士与本公司加强沟通及在知情情况下行使权力。  
This Policy aims to set out the provisions with the objective of providing shareholders of the Company（“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.

2. 总体政策  
General Policy

- 2.1 本公司向股东传达信息的主要渠道为本公司的财务报告（中期及年度报告）、股东周年大会及其它可能召开的股东大会及 (i) 所有公司通讯，包括但不限于年度报告、中期报告、召开股东大会通知、通函、委任代表表格（“公司通讯”）；(ii) 其它本公司刊载在香港联合交易所有限公司（“联交所”）网站提供予本公司证券持有人的信息及行动，包括但不限于公告、股份发行人的证券变动月报表及翌日披露报表；(iii) 本公司组织文件及董事会委员会；(iv) 公司信息包括本公司董事（“董事”）名单；及 (v) 其它公司通讯包括于本公司网站上刊登有关股东提名人士担任董事的程序。  
Information shall be communicated to Shareholders through the Company’s financial reports (interim 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 documents including, but not limited to, copy of annual reports, interim reports, notices of meeting, circulars, proxy forms（“Corporate Communication”）; (ii) other documents issued by the Company which are published on the website of The Stock Exchange of Hong Kong Limited（“SEHK”）for the information or action of holders of any of its securities, including 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

(“**Directors**”); and (v) other corporate publications including the procedures Shareholders can use to propose a person for election as a Director on the Company’s website.

- 2.2 本公司时刻确保有效及适时向股东及投资人士传达信息。如对本政策有任何疑问，应向本公司公司秘书或本公司董事会 (“**董事会**”) 提出。  
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 (“**Board**”).

### 3. 传讯途径 **Communication Strategies**

#### 股东查询 **Shareholders’ Enquiries**

- 3.1 股东及投资人士可随时要求索取本公司的公开资料。  
Shareholders may at any time make a request for the Company’s information to the extent such information is publicly available.
- 3.2 本公司须向股东及投资人士提供指定的香港交易所联络人、电邮地址及查询途径，以便他们提出任何有关本公司的查询。  
Shareholders shall be provided with designated contacts, email addresses and enquiry lines of the Company in order to enable them to make any query in respect of the Company.

#### 公司通讯 **Corporate Communication**

- 3.3 向股东发放的公司通讯以浅白中、英双语编写，以利便股东了解通讯内容。  
Corporate Communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.
- 3.4 股东宜向本公司提供（其中尤其包括）电邮地址，以助提供适时有效的通讯。  
Shareholders are encouraged to provide, amongst other things, in particular, their email addresses to the Company in order to facilitate timely and effective communications.

#### 公司网站 **Corporate Website**

- 3.5 本公司网站（<http://www.trigiant.com.hk>）专设投资者关系栏目。香港交易所网站上登载的资料定期更新。  
A dedicated “Investor Relations” section is available on the Company website (<http://www.trigiant.com.hk>). Information on the Company website is updated on a regular basis.

- 3.6 本公司发送予聯交所的资料亦会随即登载在本公司网站。有关资料包括财务报表、业绩公告、通函、股东大会通告及相关的說明文件、其它公告、股份发行人的证券变动月报表及翌日披露报表等等。

Information released by the Company to SEHK is also posted on the Company 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.

## **股东大会**

### **Shareholders' Meetings**

- 3.7 股东宜参与股东大会，如未能出席，可委派代表代其出席并于会上投票。

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.

- 3.8 股东周年大会应有适当安排，以鼓勵股东参与。

Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.

- 3.9 本公司会监察及定期检讨股东大会程序，如有需要会作出改动，以确保其切合股东需要。

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.

- 3.10 董事会成员（尤其是董事会辖下各委员会的主席或副主席或其代表）、适当的行政管理人员及外聘核數师均会出席股东周年大会回答股东提问。

Board members, in particular, either the chairmen or deputy chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

## **4. 股东私隱**

### **Shareholder Privacy**

- 4.1 本公司明白保障股东私隱的重要性，除法例规定者外，不会在获得股东同意前擅自披露股东资料。

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

## **5. 檢討**

### **Review**

- 5.1 董事会将定期（不少於每年一次）检讨本政策以确保其持续成效。

The Board will review this Policy on a regular (not less than an annual) basis to ensure its implementation and continued effectiveness.

