



# SUNLIGHT (1977) HOLDINGS LIMITED

日光(1977)控股有限公司

(Incorporated in the Cayman Islands with limited liability)  
(於開曼群島註冊成立的有限公司)

Stock Code 股份代號 : 8451

# 2019

## Environmental, Social and Governance Report

環境、社會及管治報告



## CHARACTERISTICS OF GEM GEM 之特色

**GEM has been positioned as a market designed to accommodate small and mid-sized companies to which a higher investment risk may be attached than other companies listed on the Stock Exchange. Prospective investors should be aware of the potential risks of investing in such companies and should make the decision to invest only after due and careful consideration.**

**Given that the companies listed on GEM are generally small and mid-sized companies, there is a risk that securities traded on GEM may be more susceptible to high market volatility than securities traded on the Main Board of the Stock Exchange and no assurance is given that there will be a liquid market in the securities traded on GEM.**

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*This report, for which the Directors collectively and individually accept full responsibility, includes particulars given in compliance with the GEM Listing Rules for the purpose of giving information with regard to the Company. The Directors, having made all reasonable enquiries, confirm that to the best of their knowledge and belief, the information contained in this report is accurate and complete in all material respects and not misleading or deceptive and there are no other matters the omission of which would make any statement herein or this report misleading.*

*Unless otherwise stated, all monetary figures are expressed in SGD. Certain amounts and percentage figures included in this report have been subject to rounding adjustments. Accordingly, figures shown as totals in certain tables may not be an arithmetic aggregation of the figures preceding them. Expressions used throughout this report have their meanings set out in the section headed "Definitions and Glossary of Technical Terms".*

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GEM 的定位，乃為中小型公司提供一個上市的市場，此等公司相比起其他在聯交所上市的公司帶有較高投資風險。有意投資的人士應了解投資於該等公司的潛在風險，並應經過審慎周詳的考慮後方作出投資決定。

由於 GEM 上市公司普遍為中小型公司，在 GEM 買賣的證券可能會較於聯交所主板買賣之證券承受較大的市場波動風險，同時無法保證在 GEM 買賣的證券會有高流通量的市場。

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本報告的資料乃遵照 GEM 上市規則而刊載，旨在提供有關本公司的資料；董事願就本報告的資料共同及個別地承擔全部責任。董事在作出一切合理查詢後確認，就其所深知及確信，本報告所載資料在各重要方面均屬準確完備，並無誤導或欺詐成分，且並無遺漏任何其他事項，足以令致本報告或其所載任何陳述產生誤導。

除另有指明外，所有幣值均以新加坡元呈列。本報告所載若干金額及百分比數字已經湊至整數。因此，若干圖表總金額一欄所示的數字或與數字相加計算所得總數略有出入。本報告所用詞彙的涵義載列於「釋義及技術詞彙」一節。

本報告將由刊登日期起計最少一連七日於 GEM 網站 [www.hkgem.com](http://www.hkgem.com)「最新上市公司公告」網頁及本公司網站 [www.sunlightpaper.com.sg](http://www.sunlightpaper.com.sg) 登載。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### INTRODUCTION

We recognise our corporate social responsibility (“CSR”) to society. Consequently, we integrate social and environmental aspects into our daily operations where practicable whilst balancing the cost of such integration against tangible returns.

We report herewith the steps taken in the Relevant Period and the corresponding results of such integration.

### REPORTING STANDARD

This report is prepared in accordance with the “Environmental, Social and Governance (“ESG”) Reporting Guide” (the “ESG Guide”) contained in Appendix 20 of the GEM Listing Rules.

This report mainly covers the social and environment aspects of the ESG Guide. The governance aspect of the ESG Guide is addressed in the Corporate Governance Report of our Annual Report.

### SCOPE

This report covers our supply of tissue products to corporate customers in Singapore for the Relevant Period carried out by Sunlight Paper. Additional information of our Group is found in our Annual Report.

### OUR STRATEGY

Sustainability of ESG aspects is important to long-term value creation for our stakeholders. We identify environmental and social responsibilities as our core commitments. We play our part to contribute to the communities where our employees and customers work and live.

Our strategy to fulfil our environmental and social responsibilities is through achievements of environmental and social objectives in our daily operations.

### 緒言

我們深知我們對社會的企業社會責任（「企業社會責任」）。因此，我們在切實可行的情況下將社會及環境層面融入我們的日常營運中，同時在融合成本與有形回報之間取得平衡。

我們謹此報告於有關期間就有關融合採取的步驟以及的相應結果。

### 報告準則

本報告乃根據GEM上市規則附錄二十所載之《環境、社會及管治報告指引》（「環境、社會及管治指引」）而編製。

本報告主要涵蓋環境、社會及管治指引的社會及環境層面。環境、社會及管治指引的管治層面於我們年報中的企業管治報告有所闡述。

### 範圍

本報告涵蓋Sunlight Paper於有關期間在新加坡向企業客戶供應衛生紙產品。本集團的更多資料載於我們的年報。

### 我們的策略

環境、社會及管治層面的可持續性對於我們為持份者創造長期價值而言十分重要。我們將環境及社會責任視為我們的核心承諾。我們盡己所能為僱員及客戶工作及生活所在的社區作出貢獻。

我們履行環境及社會責任的策略為於日常營運中實現環境及社會目標。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### OUR STRATEGY (Continued)

#### Objectives

We integrate environmental and social considerations into our business objectives to achieve:

#### Environmental objectives:

- Add environmentally friendly elements in our daily operations;
- Use energy and resources efficiently;
- Reduce greenhouse gas emissions; and
- Continuously improve waste management

#### Social objectives:

- Respect employees' rights and promote an equal opportunity workplace;
- Commit to occupational safety and health, and endeavour to provide a safe and healthy workplace;
- Commit to ethical business practices, and build integrity within the workplace; and
- Support community participation

### 我們的策略(續)

#### 目標

我們將環境及社會考慮因素融入我們的業務目標，以實現：

#### 環境目標：

- 在日常營運中增添環保元素；
- 高效使用能源及資源；
- 減少溫室氣體排放；及
- 不斷改進廢物管理

#### 社會目標：

- 尊重僱員權益，於工作環境提倡平等機會；
- 確保職業安全及健康，提供安全而健康的工作環境；
- 恪守商業道德操守，在工作環境培養誠信；及
- 促進社區參與

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### OUR STRATEGY (Continued)

#### Approach

We execute our environmental and social strategy to achieve its related objectives through a series of actions and commitments:

- Embed environmental and social objectives into business processes including decision making process;
- Formulate and document environmental and social policies for management and staff members to follow;
- Comply with environmental and social laws and regulations;
- Report our performance on a balanced picture;
- Disclose KPIs as measurement of actual results;
- Ensure appropriate and effective ESG risk management and internal control systems are in place; and
- Practise corporate citizenship

We established a team to develop environmental and social policies. The team monitors, manages, recommends and reports on ESG matters. This is to ensure that potentially harmful occupational health and safety, environmental and social effects are properly assessed, addressed and monitored.

### ENGAGING OUR STAKEHOLDERS

We maintain an open and honest relationship with our stakeholders. Continuous communication enables us to consider how our business decisions impact our stakeholders. The table below presents our communication methods with our stakeholders.

### 我們的策略(續)

#### 方針

我們透過一系列行動及承擔，推行環境及社會策略，實現相關目標：

- 在決策程序等業務過程中結合環境及社會目標；
- 制定及列明環境及社會政策，供管理層及員工遵守；
- 遵守環境及社會法律及法規；
- 公正地匯報表現；
- 按實際業績之衡量方法披露關鍵績效指標；
- 確保設有適當而有效之環境、社會及管治風險管理及內部監控系統；及
- 奉行企業公民責任

我們已成立制訂環境及社會政策的團隊。該團隊監督、管理、推薦及報告環境、社會及管治事宜。目的為確保妥善評估、處理及監督對職業健康及安全、環境及社會潛在有害的影響。

### 持份者參與

我們與持份者保持開誠佈公的關係。透過持續溝通，我們能夠考慮我們的業務決策如何影響持份者。下表列出我們與持份者的溝通方式。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENGAGING OUR STAKEHOLDERS (Continued)

### 持份者參與(續)

Stakeholder Groups 持份者組別	Specific Stakeholders 特定持份者	Methods of Communication 溝通方式
Investors 投資者	<ul style="list-style-type: none"> <li>Shareholders 股東</li> </ul>	<ul style="list-style-type: none"> <li>Corporate website 企業網站</li> <li>Routine reports 例行報告</li> <li>Annual general meeting 股東週年大會</li> <li>Announcements and disclosures 公告及披露</li> </ul>
Employees 僱員	<ul style="list-style-type: none"> <li>Senior Management 高級管理層</li> <li>Staff 員工</li> <li>Potential recruits 潛在僱員</li> </ul>	<ul style="list-style-type: none"> <li>Training and conferences 培訓及座談會</li> <li>Face-to-face meetings 面談</li> <li>Periodic interviews 定期面試</li> <li>CSR and volunteering activities 企業社會責任及義工活動</li> </ul>
Customers 客戶	<ul style="list-style-type: none"> <li>Facility management and cleaning contractors 設施管理及清潔承辦商</li> <li>Sourcing agencies 採購代理</li> <li>Private organisations 私人機構</li> </ul>	<ul style="list-style-type: none"> <li>Customer assessment 客戶評估</li> <li>Product presentation 產品發表</li> <li>Designated customer hotline 客戶專線</li> </ul>
Suppliers 供應商	<ul style="list-style-type: none"> <li>Tissue suppliers 衛生紙供應商</li> <li>Materials suppliers 材料供應商</li> <li>Transportation providers 運輸提供商</li> </ul>	<ul style="list-style-type: none"> <li>Supplier assessment 供應商評估</li> <li>Quality and delivery review 質量及交付審查</li> <li>Factory visits 到訪工廠</li> </ul>
Government 政府	<ul style="list-style-type: none"> <li>Government agencies 政府機關</li> <li>Regulators 監管機構</li> </ul>	<ul style="list-style-type: none"> <li>Written correspondence 書面信函</li> <li>Ad-hoc meetings 特別會議</li> </ul>
Community 社區	<ul style="list-style-type: none"> <li>National and local community organisations 全國及當地社區組織</li> </ul>	<ul style="list-style-type: none"> <li>Industrial events 行業活動</li> <li>Seminar 研討會</li> <li>CSR activities 企業社會責任活動</li> </ul>

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENGAGING OUR STAKEHOLDERS (Continued)

We engaged our management and employees who are usually in communication with our stakeholders to identify material ESG issues. Through this approach, we identified areas for improvement in our daily operations to achieve environmental and social objectives.

### PROTECTING THE ENVIRONMENT

We acknowledge our responsibility to protect the environment. As such, we have integrated environmental considerations into our business operations, including but not limited to improving our environmental practices through minimising pollution, utilising energy efficiently and reducing waste in our daily operations.

#### Emission Control

Due to the nature of our operations and the existing measures spearheaded by Singapore government agencies to protect the environment, there are limited actions within our control that could effectively and meaningfully improve the environment. We are of the opinion that our actions have met our objectives during the Relevant Period.

In Singapore, the National Environment Agency (“NEA”) is the leading public organisation responsible for ensuring a clean and green environment, including air pollution from emission with emphasis on sulphur dioxide.

The main source of sulphur dioxide emission in Singapore is industries such as refineries and power stations. Motor vehicles (both petrol and diesel) contribute only 0.1% to total sulphur dioxide emission. Nevertheless, NEA mandated the supply of cleaner petrol for motor vehicles with sulphur content lower than 0.001% with effect from July 2017 and the sale of new petrol and diesel vehicles to meet EURO VI emission standard with effect from September 2017 and January 2018 respectively.

In our delivery operations, we generate emission from our diesel trucks when we deliver products to our customers. In view of the abatement measures by NEA and the miniscule impact of motor vehicle emission to the overall air pollution in Singapore, we do not monitor emission from our delivery activities.

In our office and factory, we generate GHG emission from use of electricity. In Singapore, electricity is supplied by the government and we have no control over the source of electricity generation. Consequently, we do not monitor GHG emission as a KPI. Instead, we monitor our electricity consumption by kWh.

### 持份者參與(續)

我們的管理層及僱員經常與持份者溝通，以確定重大環境、社會及管治問題。透過此舉，我們已確定日常營運中需要改進的領域，以實現環境及社會目標。

### 保護環境

我們深知我們保護環境的責任。因此，我們已將環境考量融入我們的業務營運，包括(但不限於)透過減少污染、有效利用能源及減少日常營運中的廢物而提升環保常規。

#### 排放物控制

由於我們的營運性質使然以及新加坡政府機關為保護環境而採取的現有措施，在我們控制範圍內而能夠切實有效地改善環境的行動有限。我們認為我們於有關期間的行動已達到我們的目標。

於新加坡，國家環境局(「環境局」)為負責確保清潔及綠色環境(包括排放造成的空氣污染，特別是二氧化硫)的主要公共組織。

新加坡二氧化硫排放的主要來源為煉油廠及發電站等行業。汽車(汽油及柴油)僅佔二氧化硫總排放量的0.1%。儘管如此，環境局下令自2017年7月起為汽車提供硫含量低於0.001%的清潔汽油，並分別自2017年9月及2018年1月起銷售符合歐盟六期排放標準的新汽油及柴油車輛。

在我們的付運過程中，當我們向客戶付運產品時，我們的柴油卡車會產生排放。鑑於環境局的減排措施以及汽車排放物對新加坡整體空氣污染的微小影響，我們並無監測我們的付運過程中的排放量。

在我們的辦公室及工廠，我們因使用電力而產生溫室氣體排放。在新加坡，電力由政府提供，我們無法控制發電來源。因此，我們並無視溫室氣體排放量為關鍵績效指標，而是以千瓦時為單位監控我們的用電量。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### PROTECTING THE ENVIRONMENT (Continued)

Our executives travel overseas for business purposes on scheduled flights by commercial airlines. These scheduled flights contribute to air pollution via GHG emission. Our decision to travel or not to travel does not alter such scheduled flights in anyway whatsoever. Consequently, we do not monitor GHG emission from our air travel.

### Waste Management

#### Hazardous waste

Our operations do not produce hazardous waste.

#### Non-hazardous waste

The non-hazardous waste we produced in the Relevant Period are:

- Packaging materials, principally carton boxes (511 tonnes) — sold to recyclable waste collectors by our customers.
- Tissue paper off-cuts from JRT production (3 tonnes) — sold to recyclable waste collectors, to be recycled back to paper pulp.
- General waste from daily activities — collected by a private contractor fortnightly at a fixed fee. No KPI is available.

We are of the opinion that our actions have met our objectives during the Relevant Period.

### Green Office Measures

We adopt the 3R concept of “reduce, reuse and recycle”. Green reminders are communicated to our employees to cultivate their awareness of environmental protection in daily operations.

We have measures to enhance energy saving. In office, we encourage the use of electronic devices in our daily operations; we set the air-conditioning temperatures at an environment-friendly level; we switch off all lighting and air-conditioning if not in use; and we install motion-sensor lighting where applicable to avoid energy wastage.

Water is mainly consumed in our office. Water is supplied by the government. Our water consumption is minimal.

We are of the opinion that our actions have met our objectives during the Relevant Period.

### 保護環境(續)

我們的行政人員為商務目的而乘坐商業航空公司的定期航班出國。定期航班排放溫室氣體，因而造成空氣污染。不論我們決定乘坐或不乘坐航班，都不會改變定期航班。因此，我們並無監測我們飛行旅程的溫室氣體排放。

### 廢物管理

#### 有害廢棄物

我們的營運不會產生有害廢棄物。

#### 無害廢棄物

我們於有關期間產生的無害廢棄物為：

- 包裝物料，主要為紙箱(511噸) — 由我們的客戶售予廢物回收商。
- 大卷裝衛生紙生產過程中產生的衛生紙邊料(3噸) — 售予廢物回收商，循環再造成紙漿。
- 日常活動產生的一般廢物 — 每兩週由私營承辦商按固定收費收集。概無可用關鍵績效指標。

我們認為，於有關期間，我們採用的行動已達成目標。

### 綠色辦公措施

我們採用「減廢、重用及循環再用」的3R理念。向僱員傳達綠色倡議培養其於日常業務中的環保意識。

我們有一系列措施以加強節約能源。於辦公室，我們鼓勵於日常營運中使用電子設備；我們將空調溫度設定在環保水平；我們關閉所有未使用照明及空調；我們在適當地方安裝自動感應燈，避免能源浪費。

我們主要在辦公室用水。用水由政府提供。我們的用水量極少。

我們認為，於有關期間，我們採用的行動已達成目標。



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### PROTECTING THE ENVIRONMENT (Continued)

Resources consumption:

### 保護環境(續)

資源消耗：

KPI		2019	2018
關鍵績效指標		2019年	2018年
		m <sup>3</sup>	m <sup>3</sup>
		立方米	立方米
Water consumption	用水量	1,297	815
Per employee	每名僱員	42	27
		kWh'000	kWh'000
		千個千瓦時	千個千瓦時
Electricity consumption	用電量	62	64
Per employee	每名僱員	2	2

We are not aware of any cases of non-compliance with laws and regulations that have a significant impact on our operations in relation to air and GHG emissions, discharges into water and onto the land, or generation of hazardous and non-hazardous waste.

我們概不知悉任何違反與空氣及溫室氣體排放、向水及土地排污或有害及無害廢物產生有關且對我們營運有重大影響的法律及法規事件。

### EMPLOYMENT AND LABOUR PRACTICES

#### Employment Standards and Well-being

Our employees are valuable assets and our success is underpinned by our people. We provide attractive remuneration packages, and a fair and harmonious working environment to safeguard the legitimate rights and interests of our employees. Our human resource policies outline our compensation, working hours, rest periods and other benefits and welfare, which comply with laws and regulations. We attract qualified applicants by offering competitive remuneration packages based on prevailing market conditions.

#### 僱傭及勞工常規

#### 僱傭準則及福利

我們的僱員為寶貴資產，且彼等促成我們的成功。我們提供具吸引力的薪酬待遇及公平包容的工作環境，以維護僱員的合法權利及權益。我們的人力資源政策概述我們的薪酬、工作時間、休息時間以及其他利益及福利，符合法律法規。我們根據當前市況提供具競爭力的薪酬待遇，從而吸引合格應聘者。

A staff handbook is in place so that employees are aware of the goals, policies and procedures of the Group as well as their responsibilities. The staff handbook is updated when necessary.

本集團訂有員工手冊，供僱員知悉本集團的目標、政策及程序以及其本身的職責。員工手冊於必要時更新。

We comply with (a) the Employment Act (Cap. 91) of Singapore which is the key legislation governing basic terms and conditions of employment and the rights and obligations of both employers and employees; and (b) the Employment of Children and Young Persons Regulations which govern the work that children and young persons can do.

我們遵守(a)新加坡《就業法案》(第91章)，該法案為有關僱傭的基本條款及條件以及僱主及僱員的權利及責任的主要法律；及(b)僱用兒童與青少年條例，該條例規管兒童及青少年可從事的工作。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### EMPLOYMENT AND LABOUR PRACTICES

(Continued)

#### Employment Standards and Well-being (Continued)

We comply with the rule and regulations on the employment of foreign workers as stipulated by the Ministry of Manpower of Singapore (“MOM”), such as the Employment of Foreign Manpower Act (Cap. 91A) and the Employment of Foreign Manpower (Work Passes) Regulations 2012. We recognise the importance of a fair and harmonious working environment and adhere to the principle of equal opportunities by following the Tripartite Guidelines on Fair Employment Practices which are formulated by the Tripartite Alliance for Fair and Progressive Employment Practices.

We endeavour to create a workplace based on respect for human rights and where our employees are free to practise their beliefs and preferences.

During the Relevant Period, we are not aware of any cases of non-compliance with Singapore’s employment laws and regulations that have a significant impact on our operations.

#### Total Workforce

During the Relevant Period, all our employees are located in Singapore. At the end of the Relevant Period, we had 32 (2018:30) full-time employees. Although the ratio of male to female employees is 3:1 (2018: 3:1), this is observed to be an industry norm and does not conflict with our anti-gender discrimination employment policy.

### 僱傭及勞工常規(續)

#### 僱傭準則及福利(續)

我們遵守新加坡人力部(「人力部」)有關僱用外國工人的規則及條例，如外國工人僱傭法(第91A章)及2012年外國工人僱傭(工作證)規例。我們認同公平包容的工作環境的重要性並依照公平漸進就業實踐三方聯盟制定的公平就業實踐三方指南遵循機會均等原則。

我們致力於營造以人權為基礎的工作環境，僱員可自由奉行其信仰及取向。

於有關期間，我們概不知悉任何違反新加坡僱傭法律及法規且對我們營運有重大影響的事件。

#### 僱員總數

於有關期間，我們的全體僱員均位於新加坡。於有關期間末，我們有32名(2018年：30名)全職僱員。男女僱員比例為3:1(2018年：3:1)，此為業內常態，與我們反性別歧視的僱傭政策並不衝突。

### KPI

#### 關鍵績效指標

### Number of employees

#### 僱員人數

		2019	2018
		2019年	2018年
<b>Gender</b>	<b>性別</b>		
Male	男性	24	23
Female	女性	8	7
<b>Age Group</b>	<b>年齡組別</b>		
Under 30 years old	30歲以下	6	12
31 to 50 years old	31至50歲	14	8
Above 51 years old	51歲以上	12	10

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### EMPLOYMENT AND LABOUR PRACTICES

(Continued)

#### Employee Turnover

During the Relevant Period, our employee turnover rate was 16% (2018: 27%).

### 僱傭及勞工常規(續)

#### 僱員流失情況

於有關期間，我們的僱員流失率為16%(2018年：27%)。

KPI 關鍵績效指標		No. of People 人數		Turnover Rate 流失率	
		2019	2018	2019	2018
		2019年	2018年	2019年	2018年
<b>By Gender</b>	<b>按性別</b>				
Male	男性	4	8	13%	35%
Female	女性	1	0	3%	0%
<b>By Age Group</b>	<b>按年齡組別</b>				
Under 30 years old	30歲以下	3	4	10%	33%
31-50 years old	31至50歲	2	4	6%	50%
Above 51 years old	51歲以上	0	0	0%	0%

#### Employee Health and Safety

We comply with the Work Injury Compensation Act (Cap. 354) and the Workplace Safety and Health Act (Cap. 354A), which govern health and safety of employees in Singapore.

Our operations generally do not expose our employees to high-risk work procedures. Nevertheless, we emphasise and encourage our employees to be vigilant and responsible for their safety and health whilst performing their work obligations. With constant reminders and top-down emphasis, we endeavour to provide our employees with a safe and healthy working environment. In addition, employees are required to report all accidents to ensure proper medical treatment and safety precautions to prevent future recurrence.

Our comprehensive workplace safety health system is certified to BizSAFE Level 3 by the Workplace Safety and Health Council of Singapore.

During the Relevant Period, there were no work-related fatalities or serious injuries, and no days were lost due to work injury. We did not find any health and safety irregularities at our office and factory.

#### 僱員健康及安全

我們遵守第354章工傷賠償法及第354A章工作場所安全與健康法，其規管新加坡僱員的健康及安全。

我們的營運一般不需要僱員進行高風險的作業程序。然而，我們重視及鼓勵僱員保持警惕，在履行工程責任時對自己的安全及健康負責。我們透過不斷的提醒及自上而下的強調，努力為僱員提供一個安全健康的工作環境。此外，僱員均須對事故進行報告，確保採取適當的醫療及安全預防措施，以防止事故再次發生。

我們全面的工作場所安全健康制度通過新加坡工作場所安全及健康理事會的BizSAFE 3級。

於有關期間，概無任何與工作有關的死亡或嚴重受傷的情況，且並無因工傷而損失工作日。我們並無於辦公室及工廠發現任何健康及安全違規行為。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### EMPLOYMENT AND LABOUR PRACTICES

(Continued)

#### Development and Training

We generally hire employees with working experience relevant for their assigned tasks hence minimal training, if any, is required. The assigned tasks are repetitive in nature and therefore our employees generally do not require training updates.

We encourage employees to develop or upgrade their skill sets if they choose to do so. We would fund the cost and/or provide study leave on a case by case basis. During the Relevant Period, no requests were received from employees.

Our directors and senior managers continuously develop their management knowledge and/or professional skills by attending training courses, reading relevant materials, and participating in conferences and exhibitions.

### OPERATION MANAGEMENT

#### Supply Chain Management

Supply chain management is a key area of our business, which includes managing environmental and social risks of the supply chain. We require suppliers to provide products which are FSC-certified to ensure compliance with environmental laws and regulations.

We procure products based upon specification, quality, price and applicable environmental considerations. For all new and existing suppliers, we regularly visit their production facilities to witness their operations and to check against our required specifications of the products.

We are impartial in our selection of suppliers. Our supply chain management policies and procedures include assessment, selection, approval, procurement and performance evaluation. Performance evaluation is based on capacity, delivery accuracy and punctuality, service, environmental protection and social responsibilities.

During the Relevant Period, our major suppliers are from ASEAN and China.

### 僱傭及勞工常規(續)

#### 發展及培訓

我們通常僱用具備與獲指派工作相關的工作經驗的僱員，因此所需培訓極少(如有)。所指派的工作屬重複性質，因此我們的員工通常不需要更新培訓。

只要僱員有意，我們鼓勵彼等發展或提升其技能。我們將根據具體情況資助所需費用及/或提供進修假期。於有關期間，概無接獲僱員要求。

我們的董事及高級管理人員透過參加培訓課程、閱讀相關材料及參加會議及展覽，不斷促進管理知識及/或專業技能。

#### 營運管理

#### 供應鏈管理

供應鏈管理為我們業務的重要範疇，當中包括管理供應鏈的環境及社會風險。我們要求供應商提供森林管理委員會認證的產品，以確保符合環境法律及法規。

我們基於規格、品質、價格及適用的環境考慮因素採購產品。我們定期前往所有新供應商及現有供應商的生產設施，現場審視其運作，並核對我們對產品的所需規格。

我們挑選供應商時不偏不倚。我們的供應鏈管理政策及程序包括評審、挑選、批准、採購及表現評估。表現評估須建基於營運能力、交付準確度及準時性、服務、環境保護及社會責任。

於有關期間，我們主要供應商均來自東盟及中國。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ANTI-CORRUPTION

We prohibit employees from receiving any advantages offered by customers, suppliers, colleagues, or other parties, while they are performing employee duties, and prohibit any activities involving conflicts of interest, bribery, extortion, fraud, and money laundering. Our staff handbook lays out the Group's expectation and guiding provisions on code of conduct. We require employees and we encourage customers, suppliers, or other parties to report incidents relating to any conflicts of interest, extortion, bribery, fraud and money laundering.

During the Relevant Period, there were no reports of non-compliance incidents in relation to corruption.

### CARING FOR THE COMMUNITY

We endeavour to support the communities in which we operate by understanding their needs. We focus on the hygiene aspects of charitable organisations in our community.

We donate our products principally to charities as and when they request.

### 反貪污

我們禁止僱員於履行其職務時收受客戶、供應商、同事或其他人士提供的利益，並禁止任何涉及利益衝突、賄賂、勒索、欺詐及洗黑錢的活動。員工手冊列明本集團在行為準則方面的期望及指引條文。我們要求僱員並鼓勵客戶、供應商或其他人士舉報涉及任何利益衝突、勒索、賄賂、欺詐及洗黑錢的活動。

於有關期間，概無接獲有關貪污的違規事件報告。

### 關愛社區

我們透過了解我們經營所在社區的需求，為其提供支持。我們關注我們所在社區的慈善機構的衛生事宜。

我們主要在慈善機構提出要求時捐贈產品。

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE CONTENT INDEX

This report is prepared in accordance with the ESG Guide. The following table provides an overview on the general disclosures and KPIs of various aspects under each subject area, which are either cross-referenced to the relevant chapters or supplemented with additional information.

### 環境、社會及管治內容索引

本報告乃根據環境、社會及管治指引編製。下表概述指引各主要範疇項下不同層面的一般披露及關鍵績效指標，並載列相關互相參照之章節或提供額外資料補充。

Description 描述	Reference 參照	Remark 備註	
<b>ENVIRONMENTAL</b>			
環境			
<b>Aspect A1: EMISSIONS</b>			
層面A1：排放物			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無害廢棄物的產生等的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Protecting the Environment — emission control; waste management; green office measures 保護環境 — 排放控制；廢物管理；綠色辦公室措施	
<b>KPI A1.1</b> 關鍵績效指標A1.1	The types of emissions and respective emissions data 排放物種類及相關排放數據	Emission Control 排放控制	
<b>KPI A1.2</b> 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 溫室氣體總排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	Emission Control 排放控制	
<b>KPI A1.3</b> 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	N/A 不適用	We do not generate hazardous waste in our operations 我們的營運並無產生有害廢棄物
<b>KPI A1.4</b> 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility) 所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)	Waste Management 廢物管理	
<b>KPI A1.5</b> 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved 描述減低排放量的措施及所得成果	Emission Control 排放控制	
<b>KPI A1.6</b> 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved 描述處理有害及無害廢棄物的方法、減低產量的措施及所得成果	Waste Management 廢物管理	

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE 環境、社會及管治內容索引(續)

#### CONTENT INDEX (Continued)

Description 描述	Reference 參照	Remark 備註
<b>Aspect A2: USE OF RESOURCES</b>		
層面 A2：資源使用		
<b>General Disclosure</b> 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials 有效使用資源(包括能源、水及其他原材料)的政策	Protecting the Environment — green office measures 保護環境 — 綠色辦公室措施
<b>KPI A2.1</b> 關鍵績效指標 A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility) 按類型劃分的直接及/或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)	Resources Consumption 資源消耗
<b>KPI A2.2</b> 關鍵績效指標 A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility) 總耗水量及密度(如以每產量單位、每項設施計算)	Resources Consumption 資源消耗
<b>KPI A2.3</b> 關鍵績效指標 A2.3	Description of energy use efficiency initiatives and results achieved 描述能源使用效益計劃及所得成果	Green Office Measures 綠色辦公室措施
<b>KPI A2.4</b> 關鍵績效指標 A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved 描述求取適用水源上可有任何問題，以及提升用水效益計劃及所得成果	Green Office Measures 綠色辦公室措施
<b>KPI A2.5</b> 關鍵績效指標 A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced 製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位估量	Waste Management 廢物管理
<b>Aspect A3: THE ENVIRONMENT AND NATURAL RESOURCES</b>		
層面 A3：環境及天然資源		
<b>General Disclosure</b> 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources 減低發行人對環境及天然資源造成重大影響的政策	Protecting the Environment 保護環境
<b>KPI A3.1</b> 關鍵績效指標 A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動	Green Office Measures 綠色辦公室措施

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE 環境、社會及管治內容索引(續)

#### CONTENT INDEX (Continued)

Description 描述	Reference 參照	Remark 備註	
<b>EMPLOYMENT AND LABOUR PRACTICES</b>			
僱傭及勞工常規			
<b>Aspect B1: EMPLOYMENT</b>			
層面 B1：僱傭			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare 有關薪酬及解僱、招聘及晉升、工時、休息時間、平等機會、多元化、反歧視以及其他待遇及福利等的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment and Labour Practices— employment standards and well being 僱傭及勞工常規 — 僱傭準則及福利	
<b>KPI B1.1</b> 關鍵績效指標 B1.1	Total workforce by gender, employment type, age group and geographical region 按性別、僱傭類型、年齡組別及地區劃分的僱員總數	Total workforce 僱員總數	
<b>KPI B1.2</b> 關鍵績效指標 B1.2	Employee turnover rate by gender, age group and geographical region 按性別、年齡組別及地區劃分的僱員流失比率	Employee turnover 僱員流失率	
<b>Aspect B2: HEALTH AND SAFETY</b>			
層面 B2：健康與安全			
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards 有關提供安全工作環境及保障僱員避免職業性危害的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment and Labour Practices—employee health and safety 僱傭及勞工常規 — 僱員健康及安全	
<b>KPI B2.1</b> 關鍵績效指標 B2.1	Number and rate of work-related fatalities 因工作關係而死亡的人數及比率	N/A 不適用	None 無
<b>KPI B2.2</b> 關鍵績效指標 B2.2	Lost days due to work Injury 因工傷損失工作日數	N/A 不適用	None 無
<b>KPI B2.3</b> 關鍵績效指標 B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored 描述所採納的職業健康與安全措施，以及相關執行及監察方法	Employment and Labour Practices— employee health and safety 僱傭及勞工常規 — 僱員健康及安全	



# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE 環境、社會及管治內容索引(續)

#### CONTENT INDEX (Continued)

Description 描述	Reference 參照	Remark 備註
<b>Aspect B3: DEVELOPMENT AND TRAINING</b>		
層面 B3：發展及培訓		
<b>General Disclosure</b> 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動	Employment and Labour Practices— development and training 僱傭及勞工常規 — 發展及培訓
<b>KPI B3.1</b> 關鍵績效指標 B3.1	The percentage of employees trained by gender and employee category 按性別及僱員類別劃分的受訓僱員百分比	N/A 不適用
		We hire employees with relevant working experience. 我們僱用具備相關工作經驗的員工。
<b>KPI B3.2</b> 關鍵績效指標 B3.2	The average training hours completed per employee by gender and employee category 按性別及僱員類別劃分，每名僱員完成受訓的平均時數	N/A 不適用
		We hire employees with relevant working experience. 我們僱用具備相關工作經驗的員工。
<b>Aspect B4: LABOUR STANDARDS</b>		
層面 B4：勞工準則		
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour 有關防止童工或強制勞工的：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	Employment and Labour Practices—employment standards and well-being 僱傭及勞工常規 — 僱傭準則及福利
<b>KPI B4.1</b> 關鍵績效指標 B4.1	Description of measures to review employment practices to avoid child and forced labour 描述檢討招聘慣例的措施以避免童工及強制勞工	N/A 不適用
		We do not engage in child labour and forced labour. 我們並無僱用童工及強制勞工。
<b>KPI B4.2</b> 關鍵績效指標 B4.2	Description of step taken to eliminate such practices when discovered 描述在發現違規情況時消除有關情況所採取的步驟	N/A 不適用
		We do not engage in child labour and forced labour. 我們並無僱用童工及強制勞工。
<b>Aspect B5: SUPPLY CHAIN MANAGEMENT</b>		
層面 B5：供應鏈管理		
<b>General Disclosure</b> 一般披露	Policies on managing environmental and social risks of the supply chain 管理供應鏈的環境及社會風險政策	Supply Chain Management 供應鏈管理
<b>KPI B5.1</b> 關鍵績效指標 B5.1	Number of suppliers by geographical region 按地區劃分的供應商數目	Supply Chain Management 供應鏈管理
<b>KPI B5.2</b> 關鍵績效指標 B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及有關慣例的執行及監察方法	Supply Chain Management 供應鏈管理

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE 環境、社會及管治內容索引(續)

#### CONTENT INDEX (Continued)

Description 描述	Reference 參照	Remark 備註
<b>Aspect B6: PRODUCT RESPONSIBILITY</b>		
<b>層面 B6：產品責任</b>		
<b>General Disclosure</b> 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer 有關：(a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料	N/A 不適用
		Tissue is for one-time use and immediate disposal. On its own, it has negligible value and is generic in nature. 衛生紙為一次性使用及立即處置。其本身的價值微小，屬通用性質。
<b>KPI B6.1</b> 關鍵績效指標 B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons 已售或已運送產品總數中因安全與健康理由而須回收的百分比	N/A 不適用
<b>KPI B6.2</b> 關鍵績效指標 B6.2	Number of products and service related complaints received and how they are dealt with 接獲關於產品及服務的投訴數目以及應對方法	N/A 不適用
<b>KPI B6.3</b> 關鍵績效指標 B6.3	Description of practices relating to observing and protecting intellectual property rights 描述與維護及保障知識產權有關的慣例	N/A 不適用
<b>KPI B6.4</b> 關鍵績效指標 B6.4	Description of quality assurance process and recall procedures 描述質素檢定過程及產品回收程序	N/A 不適用
<b>KPI B6.5</b> 關鍵績效指標 B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored 描述消費者資料保障及私隱政策，以及相關執行及監察方法	N/A 不適用

# ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT

## 環境、社會及管治報告

### ENVIRONMENTAL, SOCIAL AND GOVERNANCE 環境、社會及管治內容索引(續)

#### CONTENT INDEX (Continued)

Description 描述	Reference 參照	Remark 備註
<b>Aspect B7: ANTI-CORRUPTION</b>		
層面 B7：反貪污		
<b>General Disclosure</b> 一般披露	Information on (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer 有關：(a)政策；及(b)遵守對發行人有重大影響的相關法律及規例的資料	Anti-Corruption 反貪污工作
<b>KPI B7.1</b> 關鍵績效指標 B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases 於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果	N/A 不適用
<b>KPI B7.2</b> 關鍵績效指標 B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored 描述防範措施及舉報程序，以及相關執行及監察方法	Anti-Corruption 反貪污工作
<b>Aspect B8: COMMUNITY INVESTMENT</b>		
層面 B8：社區投資		
<b>General Disclosure</b> 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策	Caring for the Community 關心社區
<b>KPI B8.1</b> 關鍵績效指標 B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport) 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)	Caring for the Community 關心社區
<b>KPI B8.2</b> 關鍵績效指標 B8.2	Resources contributed (e.g. money or time) to the focus area 在專注範疇所動用資源(如金錢或時間)	Caring for the Community 關心社區

## DEFINITIONS AND GLOSSARY OF TECHNICAL TERMS

### 釋義及技術詞彙

In this report, the following expressions shall have the meanings set out below unless the context requires otherwise.  
在本報告中，除非文義另有所指，下列詞語具有如下含義。

“Annual Report” 「年報」	the Group’s annual report for the Relevant Period 本集團於有關期間的年報
“ASEAN” 「東盟」	the Association of Southeast Asia Nations, established on 8.8.1967, the member states of which comprise Brunei Darussalam, the Kingdom of Cambodia, the Republic of Indonesia, Lao People’s Democratic Republic, Malaysia, the Republic of the Union of Myanmar, the Republic of the Philippines, Singapore, the Kingdom of Thailand and the Socialist Republic of Vietnam 東南亞國家聯盟，於1967年8月8日成立，成員國包括汶萊達魯薩蘭國、柬埔寨王國、印度尼西亞共和國、老撾人民民主共和國、馬來西亞、緬甸聯邦共和國、菲律賓共和國、新加坡、泰王國及越南社會主義共和國
“Board of Directors” or “Board” 「董事會」	the board of Directors of our Company 本公司董事會
“China” or “PRC” 「中國」	the People’s Republic of China, which for the purpose of this report and for geographical reference only, excludes Hong Kong, Macau and Taiwan 中華人民共和國，就本報告而言及僅供地理參考而言，不包括香港、澳門及台灣
“Company”, “our Company”, “we” or “us” 「本公司」或「我們」	Sunlight (1977) Holdings Limited (日光(1977)控股有限公司), an exempted company incorporated in the Cayman Islands on 21.9.2017 with limited liability 日光(1977)控股有限公司，於2017年9月21日在開曼群島註冊成立的獲豁免有限公司
“Director(s)” 「董事」	the director(s) of our Company 本公司董事
“FSC” 「森林管理委員會」	Forest Stewardship Council, a global not-for-profit organization that sets the standards for what is a responsibly managed forest, both environmentally and socially 森林管理委員會，國際非營利組織，其制訂社會及環境層面上負責任的森林管理標準
“GEM” 「GEM」	GEM operated by the Stock Exchange 由聯交所運作的GEM
“GEM Listing Rules” 「GEM上市規則」	the Rules Governing the Listing of Securities on GEM, as amended, supplemented or modified from time to time 經不時修訂、補充或修改的GEM證券上市規則

## DEFINITIONS AND GLOSSARY OF TECHNICAL TERMS

### 釋義及技術詞彙

“Group”, “our Group”, “we”, “our” or “us” 「本集團」或「我們」	our Company and our subsidiaries or, where the context so requires, with respect to the period before which our Company became the holding company of our current subsidiaries, our Company’s current subsidiaries or the businesses operated by such subsidiaries or their predecessors (as the case may be) 本公司及其附屬公司，或倘文義另有所指，就本公司成為其現有附屬公司的控股公司之前期間，則指本公司現有附屬公司或該等附屬公司或其前身公司(視情況而定)進行的業務
“GHG” 「溫室氣體」	green house gas 溫室氣體
“HKD” or “HK\$” 「港元」	Hong Kong dollars and cents, the lawful currency of Hong Kong 香港法定貨幣港元及港仙
“Hong Kong” or “HK” 「香港」	the Hong Kong Special Administrative Region of the PRC 中國香港特別行政區
“KPI” 「關鍵績效指標」	key performance indicators 關鍵績效指標
“Previous Period” 「去年同期」	financial year ended 30.9.2018 截至2018年9月30日止財政年度
“Relevant Period” 「有關期間」	financial year ended 30.9.2019 截至2019年9月30日止財政年度
“S\$” or “SGD” or “\$” 「坡元」或「新加坡元」或「元」	Singapore dollar(s), the lawful currency of Singapore 新加坡法定貨幣新加坡元
“Singapore” 「新加坡」	the Republic of Singapore 新加坡共和國
“Stock Exchange” or “SEHK” 「聯交所」	The Stock Exchange of Hong Kong Limited 香港聯合交易所有限公司
“Sunlight Paper” 「Sunlight Paper」	Sunlight Paper Products Pte. Ltd., a company incorporated in Singapore with limited liability on 8.7.1977 and an indirect wholly-owned subsidiary of our Company Sunlight Paper Products Pte. Ltd.，於1977年7月8日在新加坡註冊成立的有限公司，為本公司的間接全資附屬公司
“%” 「%」	per cent 百分比

## DEFINITIONS AND GLOSSARY OF TECHNICAL TERMS 釋義及技術詞彙

“jumbo roll tissue” or “JRT”	toilet tissue that is commonly used in public toilet cubicles of commercial buildings
「大卷裝衛生紙」	商業大廈公廁常用廁紙
“paper pulp” or “pulp”	the raw material used to produce tissue paper, which includes recycle pulp, soft wood pulp, hard wood pulp, virgin pulp, fluff pulp and mixed pulp
「紙漿」	生產衛生紙所用原材料，包括回收紙漿、軟木紙漿、硬木紙漿、原生紙漿、絨毛漿及混合紙漿

### Notes:

- all dates are shown in d/dd.m/mm.yyyy format
- all figures shown in \$'m, \$ million, \$'000 and % are approximates

### 附註：

- 所有英文日期均用日／月／年格式表示
- 所有百萬元、千元及百分比均為近似值

**SUNLIGHT (1977) HOLDINGS LIMITED**  
日光(1977)控股有限公司