



Sinco Pharmaceuticals Holdings Limited

兴科蓉医药控股有限公司

(Incorporated under the laws of the Cayman Islands with limited liability)

(the “**Company**”)

(Stock Code: 6833)

SHAREHOLDERS’ COMMUNICATION POLICY

1. Preamble

- 1.1 The Company has adopted this shareholders’ communication policy (“**Policy**”), aims to set out the provisions with the objective of ensuring that the Company’s shareholders, both individual and institutional (collectively, “**Shareholders**”), and, in appropriate circumstances, the investment community at large, are provided with ready, equal and timely access to balanced and understandable information about the Company (including its financial performance, strategic goals and plans, material developments, governance and risk profile), in order to enable Shareholders to exercise their rights in an informed manner, and to allow Shareholders and the investment community to engage actively with the Company.
- 1.2 The Company believes that providing regular communications to its Shareholders and the market is important to ensure they have the available information reasonably required to make informed assessments of the Company’s strategy, operations and financial performance.

2. General Policy

- 2.1 The board of directors of the Company shall be responsible for maintaining an effective communication with Shareholders and for regularly reviewing this Policy to ensure its effectiveness. All communications of Shareholders (including but not limited to circulars, circulars, correspondence, interim reports and annual reports to Shareholders, etc.) shall be approved by the board of directors or such director as may be appointed by the board from time to time.
- 2.2 The Company’s Investor Relations Officer and the Company’s secretary are responsible for arranging the content and format of the shareholder communications and for preparing, collecting and maintaining the relevant documents.
- 2.3 The Company will deliver information to Shareholders through various channels, which include publication of the Company’s financial reports, the annual general meeting and other extraordinary general meeting that may be convened, as well as other disclosures in accordance with the regulatory requirements under the relevant laws and regulations and the Hong Kong Listing Rules on the website of The Stock Exchange of Hong Kong Limited (“**Stock Exchange**”) and the Company’s website.

3. Communication Channels

General meetings of Shareholders

- 3.1 The Company provides a valuable platform for dialogue and communication between Shareholders and management. The Company encourages Shareholders to attend the general meeting or, if they fail to attend the general meeting, may appoint proxy representatives to attend the general meeting on their behalf and vote at the meeting. The Company encourages and supports shareholder participation in general meetings. Shareholders are encouraged to appoint proxies to attend and vote at meetings for and on their behalf if they are unable to attend such meetings.
- 3.2 Members of the board of directors of the Company, the chairman or members of the relevant board committees, and the Company's external auditors and such other persons as the board considers appropriate shall attend the general meeting of the Company to respond to queries raised with the Company.

Company's website

- 3.3 The Company has set up a website: www.sinco-pharm.com, which contains reports, annual reports, interim reports, general meeting circulations and other documents. Information on the Company's website will be updated regularly and information issued by the Company to the Stock Exchange will be published on the Company's website.
- 3.4 The Company may send or otherwise provide corporate communications (including but not limited to notices, circulars, circulars, interim reports and annual reports, etc.) to its Shareholders in electronic form and publish corporate communications on the Company's website.

Shareholders' enquiries and views

- 3.5 Shareholders may at any time make a request for the Company's information to the extent such information is publicly available. Shareholders are also encouraged to provide their views to the directors of the Company on matters affecting the Company. Shareholders may direct their queries and views to the Company's Investor Relations Officer to answer Shareholders' enquiries. Contact details are set out below:

Contact: Investor Relations Manager

Office number: +86 28 62912988

E-mail address: sinco-pharm@sinco-pharm.com

4. Shareholder Privacy

The Company recognizes the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless otherwise required by law.

5. Review of Policy

This Policy is subject to annual review by the board of directors and will be amended (as appropriate) from time to time. The review result of the implementation and effectiveness of this Policy will be disclosed in the Company's annual reports.

6. Miscellaneous provisions

- 6.1 Matters not covered by this Policy shall be dealt with in accordance with applicable legislation and the Hong Kong Listing Rules.
- 6.2 Any Shareholder communication will be provided in plain language for Shareholders to understand.
- 6.3 The board of directors shall have the right to interpret this Policy.

7. Publication of Policy

This Policy will be available on the Company's website and its summary will be published in the Company's annual reports.

The Chinese translation is for reference only. In case of any discrepancies between the Chinese translation and the original English text, the original English text shall prevail.