



CTEH INC.

加達控股有限公司

(incorporated in Ontario, Canada and continued in the Cayman Islands with limited liability)

(hereafter the “**Company**”)

(Stock Code: 1620)

SHAREHOLDERS’ COMMUNICATION 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

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, a notice of meeting, a circular and a proxy form.

have the right to choose the language (either English or Chinese) or means of receipt of the corporate communications (in hard copy or through electronic means).

- 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.toureast.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.



CTEH INC.

加達控股有限公司

(於加拿大安大略省註冊成立並於開曼群島存續的有限公司)

(以下稱「公司」)

(股份代號: 1620)

股東通訊政策

1. 目的

- 1.1. 本政策旨在列出確保公司股東（「股東」）平等及時地獲得公司信息為目標的條款，使得股東在知情的情況下行使他們的權利並允許他們積極地參與公司經營。

2. 一般政策

- 2.1. 公司的董事會（「董事會」）將與股東保持持續的對話並定期審閱該政策來確保它的有效性。
- 2.2. 信息將通過公司的財務報告、周年股東大會和其他可能召開的股東大會，以及提交給香港聯合交易所有限公司（「聯交所」）的披露信息傳達給股東。
- 2.3. 無論何時應保證有效和及時地向股東傳遞信息。任何與此政策有關的問題將交由公司的公司秘書。

3. 通訊策略

股東查詢

- 3.1. 股東可在任何時間索要公司信息，只要該等信息是可以公開獲得的。
- 3.2. 應向股東提供指定的聯絡人、電子郵寄地址和公司的查詢電話號碼以使得他們可以提出與公司有關的任何質詢。

公司通訊¹

- 3.3. 公司通訊應以便於股東理解的淺顯的語言擬定並且有中文和英文版本提供給股東。股東有權選擇語言（英文或中文）或公司通訊的收取方式（列印本或通過電子方式）。

¹ 公司通訊是指公司為股東資訊或行動而發出或將要發出的任何文件，但是不限於董事會報告和與審計報告一起的年度帳目、中期報告、會議通知、通函和委任表格。

- 3.4. 鼓勵股東向公司提供，除其他事項外，尤其是他們的電子郵寄地址以便於及時和有效的溝通。

公司網站

- 3.5. 專門的投資者關係版塊可在公司網站 www.toureast.com 查看。公司網站的資訊定期更新。
- 3.6. 公司向聯交所發佈的信息之後也會立即載於公司網站上。這些信息包括財務報表、業績公告、通函和股東大會的通知和相關的解釋性文件等。
- 3.7. 所有的與公司周年股東大會相關的所提供的介紹資料和每年的業績公告應可以在公司網站上查閱。
- 3.8. 所有的新聞發佈和股東的通訊應可以在公司網站上查閱。

股東大會

- 3.9. 鼓勵股東參與股東大會或者如果他們不能夠參加會議，委任代理代表他們參加和在會議上投票。
- 3.10. 為周年股東大會作出妥善的安排來鼓勵股東的參加。
- 3.11. 公司股東大會的過程會被監督及定期作出檢討，並且如有必要，將做出適當的改變來確保最佳服務於股東的需要。
- 3.12. 董事會成員，尤其是，董事會下屬委員會的主席們或他們的代表，相關的高級管理人員和外部審計師將參加周年股東大會來回答股東的問題。
- 3.13. 鼓勵股東參與公司組織的股東活動，有關公司的信息包括它的最新的戰略計畫、產品和服務將在活動中交流。

4. 股東隱私

- 4.1. 公司承認股東隱私的重要性並且不會在沒有他們同意的情況下披露股東資料，除非法律有所要求。