



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)

PROCEDURES FOR SENDING ENQUIRIES TO THE BOARD

Shareholders may send their enquiries and concerns to the board of directors of the Company (the “**Board**”) by addressing them to the principal place of business of the Company in Hong Kong at 31st Floor, 148 Electric Road, North Point, Hong Kong by post or email to Mr. Kai Yu Chow at brian.chow@toureast.com, for the attention of the company secretary of the Company (the “**Company Secretary**”).

Upon receipt of the enquiries, the Company Secretary will forward:

1. communications relating to matters within the Board’s purview to the executive directors of the Company;
2. communications relating to matters within a Board committee’s area of responsibility to the chairman/chairlady of the appropriate committee; and
3. communications relating to ordinary business matters, such as suggestions, inquiries and consumer complaints, to the appropriate management of the Company.



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)

向董事會提出查詢的程序

股東可將其致公司的董事會（「**董事會**」）的查詢及意見函通過郵寄方式寄至公司在香港的主要營業地點（香港北角電氣道148號31樓），或通過電郵發送周啟宇先生（brian.chow@toureast.com），收件人為公司的公司秘書（「**公司秘書**」）。

在接收到查詢後，公司秘書將按下列不同情形處理：

1. 如果是涉及董事會權限範圍內相關事項的通信，則轉發給公司的執行董事；
2. 如果是涉及董事會下屬委員會職責範圍內相關事項的通信，則轉發給相關委員會的主席；及
3. 如果是涉及諸如建議、查詢及消費者投訴等日常業務事項的通信，則轉發給公司的相關管理人員。