

# **SINO BIOPHARMACEUTICAL LIMITED**

(the “Company”)

## **SHAREHOLDERS COMMUNICATION POLICY**

### **Introduction**

This Policy sets out the standards and the requirements of the Company in relation to communicating with its shareholders. The Company aims to provide its shareholders with high standards of disclosure and financial transparency through the publication of annual and interim reports, results announcements, other announcements, circulars and other releases made through the websites of the Company and The Stock Exchange of Hong Kong Limited (the “Stock Exchange”).

The Board of Directors of the Company (the “Board”) will review the Policy regularly and make amendments to this Policy, if appropriate, to ensure effectiveness.

### **Corporate Communication**

Corporate communication / announcements will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding.

Clear communication and easy access to information are important objectives of the Company’s communication strategy. Information is communicated to Shareholders regularly through : -

- releases to the website of the Stock Exchange in accordance with continuous disclosure obligations;
- the results announcement;
- the interim report / annual report; and
- the general meetings.

Corporate communication shall continue to be sent by post and be placed on the website of the Company.

## **Corporate Website**

Information released by the Company to website of the Stock Exchange is also posted on the Company's website within one hour thereafter. Such information includes announcements, interim reports, annual reports, circulars and notices of general meetings and associated explanatory documents, etc.

The Company regularly releases latest corporate news of the Company's developments on its website at <http://www.sinobiopharm.com> . Members of the public are welcome to give comments and make enquiries.

## **Shareholders' Meetings and Procedures**

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. The process and procedures of the Company's general meeting will be monitored and reviewed on a regular basis, and, if necessary, improvements will be made to ensure that Shareholders' needs are best safeguarded and met. All notices of general meetings and accompanying explanatory material will be sent to shareholders by post and will be placed on the Company's website.

The chairman of the Board should attend the annual general meeting. He or she shall also invite the chairmen of the audit, remuneration, nomination and any other committees (as appropriate) to attend. In their absence, he or she should invite another member of the committee or failing this his or her duly appointed delegate, to attend. They should be available to answer questions at the annual general meeting.

The chairman of the independent board committee (if any) should also be available to answer questions at any general meeting to approve a connected transaction or any other transaction that requires independent shareholders' approval.

Separate resolutions are proposed at general meetings on each substantially separate issue, including the election of individual directors. The Company should ensure that votes cast are properly counted and recorded.

The Company should arrange for sufficient notice to be sent to shareholders for all general meetings.

The chairman of a meeting should at the commencement of the meeting ensure that an explanation is provided of the detailed procedures for conducting a poll and then answer any questions from shareholders on voting by way of a poll.

The external auditor is required to attend the annual general meeting and be available to answer shareholders' questions about the conduct of the audit and the preparation and content of the auditor's report.

Shareholders are encouraged to attend shareholders' activities organized by the Company, where information about the Company, including its latest strategic plans, products and services, etc. will be communicated.

### **Shareholders' Enquiries**

Shareholders may choose to direct their questions about their shareholding to the Company's Hong Kong Branch Registrar and Transfer Office, or to the Company's principal place of business in Hong Kong.

Shareholders may send their questions by email ([info@sino-biopharm.com](mailto:info@sino-biopharm.com)), by fax (852-28800847) or by post to the principal place of business in Hong Kong of the Company. They may make a request for the Company's information to the extent such information is publicly available.