

**HONG KONG EXCHANGES AND CLEARING LIMITED**  
**(“HKEX” or “Company”)**

**SHAREHOLDERS COMMUNICATION POLICY**

**1. Purpose**

- 1.1 This Policy aims to set out the provisions with the objective of ensuring that HKEX’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 For the purpose of this Policy, reference to the investment community is intended to include the Company’s potential investors as well as analysts reporting and analysing the Company’s performance.

**2. General Policy**

- 2.1 The Board shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 2.2 Information shall be communicated to Shareholders and the investment community mainly through the Company’s financial reports (quarterly, interim and annual reports) and other regulatory disclosures, general meeting(s), as well as through the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).
- 2.3 Effective and timely dissemination of information to Shareholders and the investment community shall be ensured at all times. Any question regarding this Policy shall be directed to the Group Company Secretary or Group Chief Communications Officer (see paragraph 5.1 below for the contact details of the Company).

**3. Communication Strategies**

**Shareholders’ enquiries**

- 3.1 Shareholders should direct their questions about their shareholdings to the Company’s Registrar (see paragraph 5.2 below for the contact details of the Company’s Registrar).
- 3.2 Shareholders and the investment community may at any time make a request for the Company’s information to the extent such information is publicly available.
- 3.3 Shareholders and the investment community shall be provided with designated contacts, email addresses and enquiry lines of HKEX in order to enable them to make any query in respect of the Company.

## **Corporate Communications \***

- 3.4 Corporate communications will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders' understanding. Shareholders are encouraged to access HKEX's corporate communications electronically via the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) to help protect the environment. Shareholders may change their choice of language (either English and/or Chinese) or means of receipt of the corporate communications (in hard copy or through electronic means).
- 3.5 Shareholders are encouraged to register for the News Alert service in the Market Data section of the HKEX Market website ([www.hkex.com.hk](http://www.hkex.com.hk)) in order to receive notification when the Company publishes its corporate communications on the HKEXnews website or makes updates to its websites.

## **Corporate Website**

- 3.6 A dedicated Investor Relations section is available on the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)). Information on the HKEX Group website is updated on a regular basis.
- 3.7 Information released by the Company to The Stock Exchange of Hong Kong Limited is also posted on the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) immediately thereafter. Such information includes financial reports, results announcements, circulars and notices of general meetings and other regulatory disclosures.
- 3.8 All presentation materials provided in conjunction with the Company's results announcements each year will be made available on the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)) as soon as practicable after their release.
- 3.9 Press releases, newsletters, market consultations, submissions and tender notices etc issued by the Company will be made available on the HKEX Market website ([www.hkex.com.hk](http://www.hkex.com.hk)).
- 3.10 Selected speeches and presentations delivered by the HKEX Chairman, Chief Executive and senior executives will be made available on the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).

## **Webcasts**

- 3.11 Webcasts of the Company's interim and annual results briefings are available on the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).

## **Shareholders' Meetings**

- 3.12 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.

- 3.13 Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.14 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.
- 3.15 Board members, including the Chairman and the chairmen of Board committees, key senior executives and the external auditor will attend annual general meetings to answer Shareholders' questions.
- 3.16 Shareholders are encouraged to attend shareholders' activities organised by the Company, where information about the Company, including its latest strategic plan, products and services etc will be communicated.

#### **Investment Market Communications**

- 3.17 Investor/analysts briefings and one-on-one meetings, roadshows (both domestic and international), media interviews, marketing activities for investors and specialist industry forums etc will be available on a regular basis in order to facilitate communication between the Company, Shareholders and the investment community.
- 3.18 HKEX's Directors and employees who have contacts or dialogues with investors, analysts, media or other interested outside parties are required to comply with the disclosure obligations and requirements under the Company's Continuous Disclosure and Communication Policy and the Corporate Communications Policy.

#### **4. Shareholder Privacy**

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

#### **5. Contact Details**

- 5.1 The contact details of HKEX are available on the Contact section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).
- 5.2 The contact details of HKEX's Registrar are available on the Investor Relations (Shareholder Services) section of the HKEX Group website ([www.hkexgroup.com](http://www.hkexgroup.com)).

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\* Corporate Communication refers to any document issued or to be issued by HKEX for the information or action of holders of any of its securities, including, but not limited to, the directors' report and annual accounts together with a copy of the auditor's report, the interim report, a notice of meeting, a circular and a proxy form.