



# **HONG FOK CORPORATION LIMITED**

(Company Registration No.: 196700468N)

## **INVESTOR RELATIONS POLICY**

**14 NOVEMBER 2019**

# HONG FOK CORPORATION LIMITED

## INVESTOR RELATIONS POLICY

### 1. INTRODUCTION

Hong Fok Corporation Limited (“**HFC**” or the “**Company**”) is committed to communicating regularly with shareholders of the Company (“**Shareholders**”) and facilitating the participation of Shareholders during general meetings and other dialogues to allow Shareholders to communicate their views on various matters affecting the Company. The Company also wishes to allow for an ongoing exchange of views so as to actively engage and promote regular, effective and fair communication with Shareholders, and to disclose material or pertinent information in a timely, transparent and accurate manner. This investor relations policy (the “**Policy**”) describes the principles and practices that HFC applies to its communication.

### 2. COMMUNICATION PRINCIPLES

- 2.1 HFC endeavours to provide material and pertinent information to its Shareholders and the investment community in an effective and timely manner, and to present such information in a clear and balanced manner.
- 2.2 The Company does not respond to rumours or market speculation. However, clarifications will be made promptly through the SGXNET in the event that material information is considered to have been leaked or where there is unusual market activities that could be attributable to such rumours or market speculation.

### 3. SHAREHOLDERS’ MEETINGS

- 3.1 HFC is committed to treating all Shareholders fairly and equitably, and would recognise, protect and facilitate the exercise of Shareholders’ rights, and continually review and update such governance arrangements.
- 3.2 The Company’s annual general meetings are the principal communication channels with its Shareholders and for Shareholders’ participation. Shareholders are encouraged to attend the annual general meetings and extraordinary general meetings of the Company to ensure high level of accountability and to stay apprised of the Group’s strategy and goals. HFC endeavours to hold its Shareholders’ meetings at a convenient location with access to public transportation, so as to facilitate Shareholders and encourage participation.
- 3.3 HFC endeavours to ensure that Shareholders have the opportunity to participate effectively in and vote at general meetings of Shareholders. The Shareholders would also be informed of the rules, including voting procedures that govern general meetings of Shareholders.
- 3.4 All Shareholders are sent a copy of the notice of annual general meeting (“**AGM**”), which lists all items of business to be transacted at the general meeting, within the required notice period prior to the AGM. The Company’s annual report is made available to all Shareholders in accordance with the listing rules of the Singapore Exchange Securities Trading Limited (“**SGX Listing Rules**”) and the Company’s constitution.
- 3.5 As and when an extraordinary general meeting (“**EGM**”) of the Shareholders is to be held, all Shareholders are sent a copy of the notice of EGM, which lists all items of business to be transacted at the general meeting, within the required notice period prior to the EGM. A circular, which contains details of the matters to be proposed for Shareholders’ consideration and approval, is made available to all Shareholders in accordance with the SGX Listing Rules and the Company’s constitution.

- 3.6 Notices for the general meetings are also announced via SGXNET. Shareholders are also sent a copy of such documents for which the SGX Listing Rules require that a physical copy be sent to Shareholders.
- 3.7 The board of directors (the “**Board**”) and management are present at the AGMs to address any questions that the Shareholders may have. The external auditors of the Company are also present to assist the Board in addressing relevant queries by the Shareholders. At the AGM, the Shareholders are given an opportunity to air their views and ask questions regarding the Company and the Group.
- 3.8 Shareholders have the opportunity to vote in person or by proxy. All resolutions at Shareholders’ meetings are put to the vote by way of poll and the detailed results of the voting for each of the resolutions are announced on the SGX-ST.
- 3.9 The company secretary prepares minutes of general meetings that includes a summary of comments or queries made by Shareholders during that meeting, and responses from the Board. Generally, during general meetings, Shareholders are invited to raise questions, and this would be recorded in the minutes.

#### **4. CORPORATE WEBSITE**

- 4.1 The Company’s website is at [www.hongfok.com.sg](http://www.hongfok.com.sg). The Company’s latest annual reports, financial results, corporate announcements and share trading information are available on the Company’s website. All information disclosed through the SGXNET shall also be made available on the Company’s website.
- 4.2 The Company also provides an email alert service so that Shareholders and investors may be automatically alerted by email once the Company releases any announcements or filings on the SGX-ST.

#### **5. CONTACTING THE COMPANY**

For investor relations matters, Shareholders may contact the Company with questions via email at [ir@hongfok.com.sg](mailto:ir@hongfok.com.sg).