

**Hephaestus Holdings Limited**  
客思控股有限公司  
*(Incorporated in the Cayman Islands with limited liability)*  
**(the “Company”)**

**SHAREHOLDERS COMMUNICATION POLICY**

**1. General Policy**

- 1.1 The Board shall maintain an on-going dialogue with Shareholders and the investment community, and will regularly review this Policy to ensure its effectiveness.
- 1.2 Information shall be communicated to Shareholders and the investment community mainly through the Company’s financial reports (quarterly, interim and annual reports), annual general meetings and other general meetings that may be convened, as well as by making available all the disclosures submitted to The Stock Exchange of Hong Kong Limited (“SEHK”) and its corporate communications and other corporate publications on the Company website.
- 1.3 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 Company Secretary.

**2. Corporate Communication \***

- 2.1 Corporate communication will be provided to Shareholders in plain language and in both English and Chinese versions to facilitate Shareholders’ understanding. Shareholders 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).
- 2.2 Corporate email address and telephone number are provided in the “Contacts” section of the corporate website <https://www.hephaestus.com.hk>.
- 2.3 Information released by the Company to SEHK is also posted on the “Investor Relations” section of the Company website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and associated explanatory documents etc.

**3. Shareholders’ enquiries and shareholders’ meetings**

- 3.1 Shareholders should direct their questions about their shareholdings to the Company’s Registrar who maintains record of their private information in confidence.
- 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 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.
- 3.4 Appropriate arrangements for the annual general meetings shall be in place to encourage Shareholders' participation.
- 3.5 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.
- 3.6 Board members, in particular, the chairmen of Board committees or their delegates, appropriate management executives and external auditors will attend annual general meetings to answer Shareholders' questions.

Hong Kong, 21 December 2022

\* Corporate Communication refers to any document issued or to be issued by the Company 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