

Singapore Food Holdings Limited

新加坡美食控股有限公司

(incorporated in the Cayman Islands with limited liability)

(Stock Code: 8496)

Shareholders Communication Policy

1. Introduction

- 1.1. This policy aims to set out the principles of Singapore Food Holdings Limited (the “**Company**”) in relation to the shareholders’ communications, with the objective of ensuring timely, transparent and accurate communications between the shareholders of the Company, other stakeholders (including potential investors) (the “**Shareholders**”) and the Company.
- 1.2. In general, information is communicated to the Shareholders and other stakeholders mainly through the Company’s interim reports, annual reports, quarterly reports, general meetings, as well as the corporate communications and publications published on the website of The Stock Exchange of Hong Kong Limited (the “**Stock Exchange**”) (www.hkexnews.hk) and on the Company’s website (www.proofer.com.sg).

2. Communication with Shareholders

Shareholders’ Meetings

- 2.1. The annual general meetings (“**AGM**”) and other general meetings of the Company are the primary communication forum between the Company and the Shareholders. Shareholders are encouraged to participate in general meetings physically or to appoint proxies to attend and vote at such meetings for and on their behalf if they are unable to attend.
- 2.2. The Company shall provide Shareholders with relevant information on the resolution(s) proposed at a general meeting in a timely manner in accordance with the Rules Governing the Listing of Securities on GEM of the Stock Exchange (the “**GEM Listing Rules**”). The information provided shall be reasonably necessary to enable Shareholders to make an informed decision on the proposed resolution(s).
- 2.3. Notices of the general meetings, related circulars and forms of proxy are provided within a prescribed time prior to the general meetings on the Stock Exchange’s website (www.hkexnews.hk) and the Company’s website (www.proofer.com.sg) and by post to the Shareholders. The circulars will set out details of the proposed resolutions and other relevant information. The forms of proxy will also be provided to the Shareholders for appointing proxies to attend and vote at the AGM on their behalf.

- 2.4. Members of the board of directors of the Company (the “**Board**”), in particular, the chairman of the Board committees or their delegates, appropriate senior executives and external auditors will attend the general meetings to answer the Shareholders’ questions.
- 2.5. Proceedings of the Company’s general meetings will be reviewed from time to time to ensure that they are in compliance with the requirements under the articles of association of the Company, the GEM Listing Rules and the applicable laws of the Cayman Islands, and follow good corporate governance practices. Separate resolution on each substantially separate issue will be proposed for voting at the general meeting. The chairman of the general meetings will propose to vote the resolutions (except resolutions which relate purely to procedural or administrative matters) by poll in accordance with the articles of association of the Company. Scrutineer will be appointed for the vote-taking at the general meetings and the voting results will be published on the Stock Exchange’s website (www.hkexnews.hk) and the Company’s website (www.proofer.com.sg) subsequent to the close of the general meetings.

Corporate Communications

- 2.6. Corporate Communications, as defined in the GEM Listing Rules, includes (i) the directors’ report and the annual accounts together with a copy of the auditors’ report, and where applicable its summary financial report, (ii) the half-year report and, where applicable, its summary half-year report, (iii) the quarterly report, (iv) a notice of meeting, (v) a listing document, (vi) a circular, (vii) a proxy form; (viii) an application proof; and (ix) a post hearing information pack.
- 2.7. Shareholders can elect to receive the Corporate Communications in the printed form or through electronic means and in the language(s) selected (either English or Chinese or both). Shareholders who have elected to receive the Corporate Communications by electronic means have the right to obtain printed copies of the Corporate Communications free of charge.
- 2.8. Shareholders are encouraged to provide their up-to-date contact details to the Hong Kong share registrar of the Company in order to facilitate timely and effective communications.
- 2.9. Corporate Communications should be made available to the Shareholders in a timely manner. They should be in plain language and in both English and Chinese versions to facilitate the Shareholders’ understanding.

Company's Website (www.proofer.com.sg)

- 2.10. The Company's website provides the Shareholders with corporate information such as principal business activities and the latest development of the Company and its subsidiaries (the "**Group**"). It also provides information on corporate governance of the Group and the compositions and functions of the Board and the Board committees.
- 2.11. The Company publishes its results announcement on the websites of the Stock Exchange and the Company after the results have been approved by the Board. The results announcement contains the performance and results of the Group, details on the recommended dividend payment (if any) and closure of the register of members and any other information required to be disclosed under the GEM Listing Rules from time to time.
- 2.12. In addition to the "Investor Relations" section in which Corporate Communications of the Company are posted as soon as practicable following their release on the Stock Exchange's website (www.hkexnews.hk), press releases and newsletters issued by the Company from time to time are also available on the Company's website to facilitate communication between the Company, Shareholders and investment community.
- 2.13. Information on the Company's website is updated on a regular basis.

3. Communication with the Company

- 3.1. Shareholders may raise questions, request for publicly available information and provide comments and suggestions to the directors and management of the Company. Such questions, requests, comments and suggestions can be addressed to the Company by post to Unit A, 12/F, China Overseas Building, 139 Hennessy Road, Wanchai, Hong Kong or via telephone at (65) 6250 8700.
- 3.2. Shareholders should direct their enquiries about their shareholdings to the Company's Hong Kong share registrar, Boardroom Share Registrars (HK) Limited, by post to 2103B, 21/F, 148 Electric Road, North Point, Hong Kong or via telephone at (852) 2153 1688.
- 3.3. Shareholders may at any time make a request for the Company's information to the extent such information is publicly available.

4. Shareholders' Privacy

- 4.1. The Company recognises the importance of Shareholders' privacy and will not disclose Shareholders' information without their consent, unless required by the Stock Exchange, the Securities and Futures Commission or applicable laws and regulations to do so.