

**POLYARD PETROLEUM INTERNATIONAL GROUP LIMITED**

(the “Company”)

(Incorporated in the Cayman Islands with limited liability)

**SHAREHOLDERS’ COMMUNICATION POLICY**

(Adopted by the Company pursuant to the Board resolution passed on 27 March 2012)

**1. PRINCIPLES**

- 1.1 The Company is committed to providing shareholders of the Company (the “Shareholders”) and other stakeholders (including potential investors) with balanced and understandable information about the Company.
- 1.2 The board of directors (the “Board”) of the Company should be responsible for:
- maintaining an on-going dialogue with Shareholders and encourage them to communicate actively with the Company; and
  - establishing this Shareholders’ Communication Policy (the “Policy”) and reviewing the Policy on a regular basis to ensure its effectiveness.

**2. PURPOSE**

- 2.1 This Policy aims to:
- promoting effective communication with the Shareholders and other stakeholders;
  - encouraging the Shareholders to engage actively with the Company; and
  - enabling the Shareholders to exercise their rights as shareholders effectively.

**3. SOURCES OF COMMUNICATION**

**3.1 Corporate Communication**

- 3.1.1 “Corporate Communication” as defined under the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (the “GEM Listing Rules”) 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, (a) the directors’ report and annual accounts together with a copy of the auditor’s report and, where applicable, its summary financial report; (b) the interim report and, where applicable, its summary interim report; (c) the quarterly report; (d) a notice of meeting; (e) a listing document; (f) a circular and (g) a proxy form.

3.1.2 The Corporate Communication of the Company will be published on the GEM's website ([www.hkgem.com](http://www.hkgem.com)) in a timely and consistent manner as required by the GEM Listing Rules.

3.1.3 Corporate Communication will be provided to the Shareholders and non-registered holders of the Company's securities in both English and Chinese versions or where permitted, in single language, in a timely and consistent manner as required by the GEM Listing Rules.

3.1.4 Shareholders and non-registered holders of the Company's securities shall have the right to choose the language (either English or Chinese) or means of receipt of the Corporate Communications (in printed form or through electronic means).

### **3.2 Announcements and Other Documents pursuant to the GEM Listing Rules**

3.2.1 The Company shall publish announcements (on price sensitive information, corporate actions and transactions etc.) and other documents (e.g. Articles of Association) on the Stock Exchange's website in a timely manner in accordance with the GEM Listing Rules.

### **3.3 Corporate Website**

3.3.1 Any information or documents of the Company posted on the Stock Exchange's website will also be published on the Company's website ([www.ppig.com.hk](http://www.ppig.com.hk)) under the "Investor Relations" section.

3.3.2 Other corporate information about the Company's business developments, goals and strategies, corporate governance and risk management will also be available on the Company's website.

### **3.4 Shareholders' Meetings**

3.4.1 The annual general meeting and other general meetings of the Company are primary forum for communication by the Company with its Shareholders.

3.4.2 The Company shall provide the Shareholders with any material information on the subject matter reasonably necessary to enable them to make an informed decision on the resolution(s) proposed at general meetings.

3.4.3 Shareholders are encouraged to participate in general meetings or to appoint proxies to attend and vote at the meetings for and on their behalf if they are unable to attend the meetings.

3.4.4 Chairman of the Board and other Board members, chairmen of board committees or their delegates, and external auditors shall attend annual general meetings to answer Shareholders' questions (if any).

3.4.5 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 is subject to independent shareholders' approval.

### **3.5 Shareholders' Enquiries**

#### **3.5.1 Enquiries about Shareholdings**

Shareholders should direct their enquiries about their shareholdings to the Company's branch share registrar through the online holding enquiry service at [www.tricoris.com](http://www.tricoris.com) or by email to [is-enquiries@hk.tricorglobal.com](mailto:is-enquiries@hk.tricorglobal.com) or hotline at (852) 2980 1333 or in person at 26/F Tesbury Centre, 28 Queen's Road East, Hong Kong.

#### **3.5.2 Enquiries about Corporate Governance or Other Matters to be put to the Board and the Company**

The Company will not normally deal with verbal or anonymous enquiries. Shareholders may send their enquiries to the following:

Address: Room 2602, China Merchants Tower, Shun Tak Centre, 200 Connaught Road Central, Hong Kong  
(For the attention of Company Secretary)

Telephone: 2587 8800

Fax: 2587 8884

Email: [info-hk@ppig.com.hk](mailto:info-hk@ppig.com.hk)

*Note: Shareholders' information may be disclosed as required by law.*

### **3.6 Other Investor Relations Communication Platforms**

3.6.1 Investor/analysts briefings, roadshows (both domestic and international), media interviews, marketing activities for investors and specialist industry forums etc will be launched on a required basis.