

This Shareholders' Communication Policy of CHINA GAS INDUSTRY INVESTMENT HOLDINGS CO. LTD. Is available for viewing in English and Chinese. If there is any inconsistency between the English and the Chinese versions of the Shareholders' Communication Policy, the English version shall prevail over the Chinese version. CHINA GAS INDUSTRY INVESTMENT HOLDINGS CO. LTD. 的本股東通訊政策備有中英文版本，以供查閱。本股東通訊政策中英文版本如有歧義，概以英文版本為準。

CHINA GAS INDUSTRY INVESTMENT HOLDINGS CO. LTD.

(Incorporated in the Cayman Islands with limited liability)

(于開曼群島註冊成立的有限公司)

(the “**Company**”)

(「**本公司**」)

(Stock Code 股份代號: 1940)

1. GENERAL POLICY

總體政策

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| 1.1 In accordance with the articles of association of the Company and the relevant requirements under the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “ Stock Exchange ”) (the “ Listing Rules ”), this policy aims to ensure that the Company’s shareholders (the “ Shareholders ”) and other stakeholders at large are provided with ready, equal, regular and timely access to material information about the Company. | 根據本公司組織章程細則及香港聯合交易所有限公司（「 聯交所 」）證券上市規則（「 上市規則 」）項下的有關要求，本政策旨在確保本公司整體股東（「 股東 」）及其他持份者均可全面、均等、定期及適時地取得本公司重大資料。 |
| 1.2 The Company aims to pursue the fundamental principles of making fair disclosure of information to Shareholders to enable Shareholders to exercise their rights in an informed manner. | 本公司旨在遵守基本原則，公平地向股東披露信息，並確保彼等可在知情情況下行使權利。 |
| 1.3 The board of directors of the Company is responsible for maintaining an on-going dialogue with Shareholders and other stakeholders, and will regularly review this policy to ensure its effectiveness. | 本公司董事會負責保持與股東及其他持份者對話，並會定期檢討本政策以確保成效。 |
| 1.4 The Company maintains a policy of frank communication, and will deliver information to Shareholders and other stakeholders through various channels: | 本公司維持開誠佈公的溝通政策，並會透過各種途徑向股東及其他持份者發送資料： |
| (a) the Company’s financial reports (including interim and annual reports); | (a) 本公司財務報告（包括中期及年度報告）； |
| (b) annual general meetings and other extraordinary general meetings that may be convened; and | (b) 股東周年大會及其他可能召開的臨時股東大會；及 |

- (c) making available on the Company's website all the disclosed information submitted to the Stock Exchange, the Company's corporate communications and other Company's corporate publications.

2. COMMUNICATION CHANNELS

Shareholders' general meetings

- 2.1 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 general meetings.
- 2.2 There shall be appropriate arrangements to encourage Shareholders' participation in annual general meetings.
- 2.3 The Company shall monitor and regularly review procedures for general meetings and, if necessary, changes will be made to ensure that Shareholders' needs are best served.
- 2.4 Members of the board of directors of the Company (especially the chairman of each board committee or his/her delegate), appropriate administration and management executives and external auditors will attend annual general meetings to answer Shareholders' questions.
- 2.5 According to the relevant provisions of the Articles, notices of an annual general meeting shall be despatched to Shareholders no less than 21 clear days and no less than 20 clear business days, while notices of all other general meetings (including an extraordinary general meeting) shall be despatched no less than 14 clear days and no less than ten clear business days. Relevant circulars and meeting materials shall be delivered to Shareholders in advance in accordance with the Listing Rules.

- (c) 於本公司網站登載所有已提交至聯交所的披露資料、本公司通訊及其他本公司刊物。

溝通途徑

股東大會

股東宜參與股東大會。如未能出席，可委派代表代其出席並於會上投票。

應設有適當安排鼓勵股東參與股東周年大會。

本公司會監察及定期檢討股東大會程序，如有需要會作出改動，以確保其切合股東需要。

本公司董事會成員（尤其董事會轄下各委員會的主席或其代表）、適當的行政及管理人員及外聘核數師均會出席股東周年大會回答股東提問。

根據章程細則的相關條例，股東週年大會之通告須由不少於二十一個完整日及不少於二十個完整營業日前寄發予股東。所有其他股東大會（包括股東特別大會）之通告須以不少於十四個完整日及不少於十個完整營業日前寄發予股東。根據上市規則，相關通函及會議材料須提前送交股東。

Shareholders' enquiries

- 2.6 If Shareholders have any questions regarding their shareholding or corporate communications, Shareholders should liaise with the Company's Hong Kong branch share registrar.
- 2.7 Shareholders and other stakeholders may at any time request for the Company's information to the extent that such information is publicly available. The Company has a designated email address at (ir@cgiihldgs.com) in which Shareholders may make any query.

Company's website

- 2.8 A dedicated "Investor Relations" section is available on the Company's website at www.cgiihldgs.com. Information on the Company's website is updated on a regular basis.
- 2.9 Information submitted by the Company to the Stock Exchange is posted on the Company's website immediately thereafter. Such information includes financial statements, results announcements, circulars and notices of general meetings and relevant explanatory documents, etc.

Ongoing communication with Shareholders

- 2.10 In order to facilitate communication between the Company and its Shareholders, the Company organises various activities regularly:
- (a) inviting Shareholders to participate in the Company's results announcement briefings and roadshows; and
 - (b) participating in investors summits or annual conferences held by relevant organisations.
- 2.11 The Company aims to provide corporate communication in plain language and in both English and Chinese versions to facilitate Shareholders' understanding. Shareholders have the right to choose the language or means of receipt of the corporate communication.

股東查詢

股東如對持股或公司通訊有任何疑問，應聯絡本公司的香港股份過戶登記分處。

股東及其他持份者可隨時要求索取本公司的公開資料。本公司設有指定電郵地址 (ir@cgiihldgs.com)，以便股東作任何查詢。

本公司網站

本公司網站 (www.cgiihldgs.com) 專設「投資者關係」欄目。本公司網站上登載的資料會定期更新。

本公司向聯交所提交的資料會隨即在本公司網站登載。有關資料包括財務報表、業績公告、通函、股東大會通告及相關的說明文件等。

與股東保持溝通

為促進本公司與股東之間的溝通，本公司定期舉行各類活動：

- (a) 邀請股東參與本公司業績公告簡報會及路演；及
- (b) 參與相關組織舉辦的投資者峰會或年度會議。

本公司旨在以淺白中英雙語編制公司通訊，以便股東理解。股東有權選擇公司通訊語言或接收方式。

3. SHAREHOLDER PRIVACY

股東私隱

- 3.1 The Company recognises the importance of protecting Shareholders' privacy and will not disclose Shareholders' information without their prior consent, unless required by applicable laws and regulations.

本公司深明保障股東私隱的重要，除適用法律法規所規定者外，本公司未經股東同意，不會擅自披露股東資料。